

TOPEKA POLICE DEPARTMENT

- If a record series has the notation of “pending litigation,” these records may only be destroyed after receiving approval from the Chief of Police or his designee and the legal department

ACCIDENT REPORTS

Retained by Records Division and Traffic Engineering.

Active: 1 year plus current
Disposition: permanent

ACCOUNTING LEDGERS

Identifies initial balances, cash income, cash disbursements and the balance on hand on any cash fund

Active: 3 years
Disposition: destroy

AFTER ACTION REPORTS

Response to the Mayor or other administration regarding a specific problem area

Active: 2 years, pending litigation
Disposition: destroy

ALARM FILES

Billing for alarm protection

Active: 3 years
Disposition: destroy

AMBULANCE RECORDS (obsolete record)

Inventories, EMT testing, and other related documents

Active: 5 years
Disposition: destroy

ANIMAL CONTROL DOCUMENTS

Refers to animal adoption records and all working documents not listed elsewhere

Active: 5 years
Disposition: destroy

Animal Bite Records

Active: 1 year plus current
Disposition: Permanent

AUCTION RECORDS

Includes items sold, price received, and commission paid to auctioneer

Active: 5 years
Disposition: destroy

BUILDING PERMIT RESPONSES

Responses to permit applications. See also Building Inspection

Active: retain while useful; but not more than 4 years

Disposition: destroy

CARD FILE

Includes court, victim, and suspect cards

Disposition: permanent

CASE FILES - DIVISIONAL

Includes copies of documents retained in Records Division as well as related photographs, notes, correspondence, and other documents

Active: retain while useful as determined by divisional commander

Disposition: destroy

CASE FILES - HOMICIDE

Retained in Records Division. Includes Offense Reports, Arrest Reports, Evidence Cards, Disposition Cards, and other related documents

Disposition: permanent

CASE FILES - OFFICIAL

Retained in Records Division. Includes Offense Reports, Arrest Reports, Evidence Cards, DUI Report, Mental Illness/Casualty Report, and other related documents for cases with an assigned case number. Retain hard copy 1 year after electronic media is verified and backup is in off-site storage. Retain electronic media as follows:

Disposition: permanent

CITIZEN VACATION REQUESTS

Requests for increased patrol while citizen is away from residence

Active: retain while useful; but not more than 2 years

Disposition: destroy

CIVIL SERVICE FILES -- SUCCESSFUL

Inactive: until hired

Disposition: transfer file to Human Resources Department

CIVIL SERVICE FILES -- UNSUCCESSFUL

Active: until applicant is denied

Inactive: 3 years, pending litigation

Disposition: destroy

COMPLAINT FILES -- OFFICIAL

May include Citizen Complaint Form, Complainant's letter, notification of investigation, related interviews and tapes, witness statements, photographs, test and examination results, disposition, and any other related materials or evidence. Retain sustained and not sustained complaints five years after involved employee leaves the police department. Retain all others as follows:

Active: 37 months, pending litigation
Disposition: destroy

CRIMINAL HISTORY CHECKS - TELETYPES

Includes requests and responses

Active: 1 year from date of request
Disposition: destroy

CRIMINAL HISTORY SECONDARY DISSEMINATION LOGS

Tracks criminal history information disseminated as a result of Triple I checks.

Disposition: minimum of 3 years

CRIMINAL INTELLIGENCE FILES

Maintain according to 28CFR23

DATA CALENDARS

Annual compilation of employee work history retained at the division level

Active: 5 years
Disposition: destroy

DIVISION MEETING NOTES

Tracking devices for monitoring progress on projects

Active: retain while useful; but not more than 5 years
Disposition: destroy

DIVISION PERFORMANCE REPORTS

Documentation of activity within division. Retain annual report permanently. Retain weekly, monthly, or quarterly ones as follows:

Active: 1 year
Disposition: destroy

DOCKETS

List of court dockets for court liaison

Active: retain while useful
Disposition: destroy

EDUCATIONAL MATERIALS

Handouts, magazines, and other materials to be distributed by D.A.R.E. and other section

Active: until obsolete
Disposition: destroy

EMERGENCY INFORMATION FILE

List of employees' personal information and next of kin

Active: while employed
Inactive: 1 year
Disposition: destroy

EMERGENCY PREPAREDNESS PLANS

Created by businesses, agencies, or other governmental organizations

Active: until superceded
Disposition: destroy

EQUIPMENT AND UNIFORM RESEARCH

On going files regarding tests for quality of uniforms, firearms, and other equipment

Active: retain while useful
Disposition: destroy

EQUIPMENT CERTIFICATIONS AND MAINTENANCE RECORDS

Includes standard solution certifications, radar certifications, tint meter certifications, tuning fork certifications and other related documentation

Active: while own equipment
Inactive: 5 years
Disposition: destroy

EVALUATION SCHEDULE

Tracking device to ensure completion of evaluations

Active: 1 year
Disposition: destroy

EVIDENCE FILES

Includes Physical Evidence Custody Receipt and Supplement, Physical Evidence Custody Receipt Tracker Sheet, and Disposition of Property Cards

Active: retained in Property until final disposition of evidence
Disposition: originals sent to Records and copies destroyed

EXIT INTERVIEW FILES

Dialog with departing employees to gain suggestions, air complaints, and receive input

Active: 3 years
Disposition: destroy

EXPUNGEMENT RECORDS

Active: 50 years
Disposition: destroy

FINGERPRINT FILES

Disposition: permanent

FIREARM MAINTENANCE RECORDS

Active: while own the firearm
Inactive: 2 years
Disposition: destroy

FIREARM QUALIFICATION RECORDS

Detailed records of individual employee performance

Active: while individual is employed
Inactive: 5 years
Disposition: destroy

FIVE YEAR PLAN

Created by each division along with Mission Statement. Division Commander maintains one copy permanently. Retain all others as follows:

Active: 3 years
Disposition: destroy

GENERAL ORDERS/STANDARD OPERATING PROCEDURES/SPECIAL ORDERS

Issued by Chief of Police of his designee. Includes Policies, Regulations, and Procedures as well as research behind them. Policy Review Unit retains one copy permanently. Retain all other documents as follows:

Active: until superceded or obsolete
Disposition: destroy

GRANT ADMINISTRATIVE AND FINANCIAL FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year. See also Grant Performance Report

Active: until project year is closed and audit is completed
Inactive: 5 years or until completion of any action, whichever is later
Disposition: destroy

GRANT INDEX

List of grants received and purpose for each

Disposition: permanent

GRANT PERFORMANCE REPORT

Disposition: permanent

HELICOPTER FLIGHT LOG AND DAILY REPORT

Disposition: permanent

HISTORICAL INFORMATION

Any documents that are thought to have historical value should be submitted to the Department Historian. The Department Historian will determine value and storage of those items.

HOLD HARMLESS AGREEMENT

Includes ride along agreements, release of liability, and other such agreements

Active: 5 years

Disposition: destroy

HOUSE ARREST REPORTS

Copies retained by Watch Commander for quick access

Active: until expired or rescinded

Disposition: destroy

IDENTIFICATION JACKETS

Active: life of individual

Inactive: 1 year

Disposition: destroy

INVENTORIES

Includes equipment, uniforms, records, vehicles, and other inventories

Active: until superceded or obsolete

Disposition: destroy

JUVENILE DATA CARDS

Juvenile Criminal History stored in electronic database.

Disposition: permanent

LAW ENFORCEMENT TRUST FUND EXPENDITURE COMMITTEE

GENERAL FILE

Includes expenditure requests and approvals, and documents not listed below

Active: 5 years

Disposition: destroy

**LAW ENFORCEMENT TRUST FUND EXPENDITURE COMMITTEE
TRANSCRIPT FILE**

Includes minutes, annual roster, list of donations received, and related documents
Disposition: permanent

LEGAL BULLETINS

Issued by Chief of Police or his designee. Retain one copy in Policy Review Unit permanently. Retain all others as follows:
Active: until rescinded or obsolete
Disposition: destroy

LICENSE FILES

Includes application and other related documents for merchant guards and peddlers
Active: until license is expired or obsolete
Inactive: 5 years
Disposition: destroy

LOG BOOKS FOR CASE NUMBERS

Disposition: permanent

MEDICAL INFORMATION FILES

Documentation of employee's exposure to an infectious disease as well as other medical records. Maintained by Human Resources Department

MOVING STRUCTURE RECORDS

Response to application as well as documentation of police activity
Active: until structure is moved
Inactive: 1 year
Disposition: destroy

NCIC COMPUTERIZED RECORDS

Includes Stolen Articles, guns, license plates, vehicles, boats and identities as well as Missing and Wanted Persons.

Active: according to applicable NCIC Operating Manual

OFFICER INSPECTION REPORTS

Written documentation of line inspections submitted to Division Commander. See also Supervisor's File for individual inspection reports

Active: 1 year
Disposition: destroy

OFFICER SUBPOENA FILE

Documentation of court liaison delivering subpoenas to officers
Active: 1 year
Disposition: destroy

OVERTIME ALLOWANCE DOCUMENTATION

Includes ASAP, held calls, and other related documentation. Retain annual reports permanently. Retain all others as follows:

Active: 1 year
Disposition: destroy

PARADE AND SPECIAL EVENT PERMIT FILE

Active: 5 years
Disposition: destroy

PAWNBROKER REPORTS

Includes Pawn Shop records

Active: 1 year
Disposition: destroy

PERSONNEL ALLOCATION SCHEDULE

Work schedules for month

Active: 5 years
Disposition: destroy

PERSONNEL ORDERS

Issued by Chief of Police. Retain one copy in appropriate personnel file. Retain others as follows:

Active: until superceded or obsolete
Disposition: destroy

PHOTOGRAPHS - CRIME SCENES AND EVIDENCE

Active: until written permission is granted by divisional commander
Disposition: destroy

PICKETING ORDINANCE FILE

Includes newspaper clippings of church times as well as picketers' schedule

Active: until current litigation is completed
Disposition: destroy

PITBULL PERMIT FILES

Includes application, certificate of insurance, picture of dog, inspection reports, and other related documentation

Active: until dog has left city or is dead
Inactive: 5 years
Disposition: destroy

POLICE VEHICLE ACCIDENT RECORDS

See also Standing Committees, Supervisor's File, and Accident Records.

PRESS RELEASES

Official notices to media regarding cases and events

Active: 2 years

Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROPERTY IDENTIFICATION REGISTRATIONS

Active: until final disposition of property

Inactive: 5 years

Disposition: destroy

PURSUIT REPORTS

Report of findings from Accident Review/Pursuit Driving Board to be placed in individual officer's division file. Retain Pursuit Reports that recommend disciplinary action according to GO#16. Retain all others as follows:

Active: 2 years, pending litigation

Disposition: destroy

RECEIPTS

Includes copy sales, vendor refunds, restitution, and contracted services

Active: 5 years

Disposition: destroy

REQUEST FOR POLICE PRESENTATIONS

Includes helicopter demonstrations, tours of facilities, community organization presentations, and other related documents

Active: retain while useful; but not more than 2 years

Disposition: destroy

REVENUE ACCOUNT FUND FILES

Keep annual report permanently. Keep all other documents as follows:

Active: 5 years

Disposition: destroy

ROLL CALL INFORMATION SHEETS

Active: until superceded or obsolete

Disposition: destroy

ROTOR CRAFT AIRFRAME AND ENGINE LOGS

Active: while own equipment

Disposition: send with engine

RUN SHEETS

Reports of daily activity. Retain hard copy until electronic media is verified.

Active: 1 year plus current

Disposition: permanent

SHIFT BIDDING RECORDS

Request for schedule for next 6 months. Copies should be retained while current.

Division Commander's copy should be retained as follows:

Active: 2 years

Disposition: destroy

STAFF INSPECTION REPORTS

Scheduled review of divisions and their activities

Active: while useful; but not more than 5 years

Disposition: destroy

STANDING COMMITTEE/BOARD FILES

Includes Accident Review/Pursuit Driving Board, Use of Force Review Board, Policy Review Committee, Training Advisory Board and Citizen Advisory Board.

Retain minutes (if any) and annual roster permanently. Retain all other documents as follows:

Active: 5 years, pending litigation

Disposition: destroy

STATISTICAL REPORTS

Includes citation statistics reports, held call reports, teleserve logs, holiday calls, time away from work reports, and other reports created to demonstrate statistics.

Retain annual report permanently. Retain all others as follows:

Active: 1 year

Disposition: destroy

STOP STICKS USAGE REPORT

Active: retain while useful; but not more than 5 years

Disposition: destroy

SUSPENDED DRIVERS LICENSE STATE CERTIFICATION

Active: while case is active

Disposition: destroy

TRAFFIC CONTROL ACTIVITIES

Includes radar alert, driver license checklanes, smart trailer, and other similar activities

Active: 2 years

Disposition: destroy

KANSAS LAW ENFORCEMENT TRAINING CENTER LESSON PLANS

KLETC published lesson plans/curriculum notebooks

Active: until replaced or obsolete
Disposition: destroy

UNIFORM REPAIR REQUESTS

Active: until filled
Disposition: destroy

USE OF FORCE REPORT

Retained in officer's training file

Active: while individual is employed
Inactive: 5 years
Disposition: destroy

VEHICLE SEIZURE REPORTS

Active: 5 years
Inactive: 5 years
Disposition: destroy

VIDEO TAPES -- CRIME SCENES AND EVIDENCE

Active: until written permission is granted by divisional commander
Disposition: destroy

VOLUNTEER RECORDS

Includes application, job description, training, recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address, and related documents

Active: while current
Inactive: 2 years
Disposition: destroy

VOLUNTEER TIME SHEETS

Active: 5 years
Disposition: destroy