

General Retention Schedule #11 Local Law Enforcement Agencies

Item Number	Series Title and Description	Total Retention
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Intro:

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they’re listed on an approved Retention and Disposal Schedule. Retention and Disposal Schedules are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A “**general schedule**” will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an “**agency specific schedule**” that will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency.

A scenario of where a government agency may want to use a combination of schedules would be to adopt General Schedule # 11 for Law Enforcement Agencies while also adopting General Schedule # 1 – Non Record Material. Then if the government agency still has a specific record series that is not covered on these schedules they would submit an agency specific schedule for that particular record series. Once the agency specific schedule was authorized by the state, the local government agency could utilize all three schedules in conjunction with each other to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule may or may not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats.

Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act. Please consult with your attorney or Records Management Services if you need additional information.

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

DeptCode DeptName
 /GS11/ Law Enforcement Agencies

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
0.INTRO -	.		
	Records Division Item # 11.001 thru 11.058		
	Administration Division Item # 11.100 thru 11.141		
	County Jail Division Item # 11.200 thru 11.224		
11.001 -	<u>Abandoned Vehicle Notice</u>	CR+2	08/02/2005
	These records document vehicles that are abandoned/impounded. They may include photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. These are required to be maintained for a period of no less than 2 years (MCL 257.252b).		
11.002 -	<u>Accident Reports</u>	CR+3	08/02/2005
	These records document accidents reported to the Michigan State Police on the UD-10 "Uniform Traffic Crash Report" form. Pursuant to MCL 257.622, a copy must be retained for at least 3 years.		

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11.003 - Animal Control CR+7 08/02/2005

These records document activity associated with animal control. They may include transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines.

11.004 - Animal Control - Citations CR+3 08/02/2005

These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued.

11.005 - Animal Control - Dog License Database CR+7 08/02/2005

This database tracks dog licenses. Information may include money paid, license number, dog name, dog history, owner name and contact information.

11.006 - Animal Control - Return to Owner Cards CR+1 08/02/2005

These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They include the name, date and address of animal owner.

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11.007 - Arrest Cards CR+75 08/02/2005

These cards assist with the tracking of criminals. They may or may not include a physical description, charge, disposition, photographs and/or fingerprints.

11.008 - Arrest Files - City/Township CR+75 08/02/2005

These records identify people who were arrested, and the charges that were filed against them. They may or may not contain copies of fingerprints, booking sheets, witness statements, subpoenas, photos, negatives, mug shots, incident reports, tickets, narratives, correspondence, statements, line up documentation, elimination prints, warrants, etc.

11.009 - Arrest/Detention Logs CR+75 08/02/2005

These logs identify people who were arrested. They may or may not include the name, date, charge and disposition.

11.010 - Blood Alcohol Content (BAC) Logs CR+3 08/02/2005

These records document the evidentiary breath test that is administered to a suspect.

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11.011 -	<u>Background Checks</u>	CR+1	08/02/2005
	These records document background checks that are used to determine if an individual has committed any previous crimes.		
11.012 -	<u>Bicycle Registrations</u>	CR+5	08/02/2005
	These records are used to recover stolen bicycles. They may include the owner name, contact information, bicycle description, serial number and registration tag number.		
11.013 -	<u>Cab Cards</u>	CR+2	08/02/2005
	These licenses are issued to oversized vehicles and grant permission to move throughout the community for a maximum of 1 year.		
11.014 -	<u>Complaint Logs</u>	CR+2	08/02/2005
	These logs are used to track the incident numbers, date, time, names, location and nature of crime. They may be replaced by automated systems.		

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11.015 - Computer Aided Dispatch (CAD) Log CR+2 08/02/2005

These computer log reports are printed from the CAD system by the Central Dispatch Department. They document any/all calls that an officer was sent or dispatched on. The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities.

11.016 - Contact Index Cards ACT 08/02/2005

These cards are used to document individuals who are involved in suspicious activities. They may contain names, date and activity or charge. There are used by the officers and detectives during investigations. They may be replaced by automated systems. ACT = Until individual is no longer considered suspicious.

11.017 - Discovery Orders CR+1 08/02/2005

These are copies of discovery orders submitted by attorneys for information related to cases.

11.018 - Evidence Property Records CR+75 08/02/2005

These records document what has come into, and left, the evidence storage area. They identify the receipt number, case number, complaint number, and may or may not include individual forms, logs, spreadsheets or databases.

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11.019 -	<u>Expunged Records Information</u>	CR+3	08/02/2005
	These records document what records have been expunged. They may contain the name, charge, date and related correspondence.		
11.020 -	<u>Extradition Packets</u>	CR+10	08/02/2005
	These records document the extradition of a suspect or prisoner and are generated from information provided by dispatch.		
11.021 -	<u>Federal Firearms License (FFL) Applications</u>	ACT	08/02/2005
	These records are a "snap out" of the registration form (ATF-Form 8 part II) completed by licensed firearm dealers and forwarded to the federal government. ACT = While dealer license is in force.		
11.022 -	<u>Fingerprint Cards</u>	CR+75	08/02/2005
	The RI-07 "Arrest/Fingerprint Cards" are used to submit fingerprints to the Michigan State Police pursuant to P.A. 289 of 1925, there are numerous other laws that also require the submission of fingerprints.		
11.023 -	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1	08/02/2005
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.		

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11.024 - Gem Dealer Information CR+1 08/02/2005

P.A. 95 of 1981 requires dealers of precious metal or gems to register with local law enforcement and to supply transaction information regarding sales to police agencies. MCL 445.484 authorizes destruction of the transaction records after 1 year, if there is no investigation on the precious items involved in the transaction.

11.025 - Identification Database/Image System CR+75 08/02/2005

This is an automated system used for capturing the fingerprints of individuals. Some systems may also have the ability to capture a digital photograph of the individual and link the photo to the prints. The system may be capable of submitting this information electronically to the Michigan State Police. The systems are also used as a visual aid in tracking the movement of inmates. Pictures may be produced from the system and affixed to folders or various paper work as needed. Retention reflects the need to migrate data from one system to the next.

11.026A - Incident Reports - Non-Criminal CR+3 08/02/2005

These reports document non-criminal incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, driver re-exam request and diagrams.

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11.026B - Incident Reports - Misdemeanor CR+7 08/02/2005

These reports document misdemeanor incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, driver re-exam request and diagrams.

11.026C - Incident Reports - Felony CR+20 08/02/2005

These reports document felony incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, driver re-exam request and diagrams.

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11.026D - Incident Reports - Homicide PERM 08/02/2005

These reports document homicide incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, driver re-exam request and diagrams.

11.027 - Intake/Release Property Card/Form - City/Township CR+1 08/02/2005

These records identify which personal property items were removed from an individual who is held by a city/township/village police agency prior to transfer to a county facility or release. They may include personal history information.

11.028 - Juvenile Arrest Records & Fingerprint Cards ACT 08/02/2005

These records are used to aid tracking of juveniles. They may include a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, incident reports, etc. ACT = Until the juvenile's 17th birthday.

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11.029 -	<u>Letters of Clearance</u>	CR+1	08/02/2005
	Letters are issued by an agency to a private citizen to show no criminal activity within the community.		
11.030 -	<u>Liquor Inspection Records</u>	CR+3	08/02/2005
	These records document establishments that sell or serve liquor. They contain quarterly inspection reports completed by officers pertaining to the named establishment.		
11.031 -	<u>Liquor License Establishment Records</u>	ACT	08/02/2005
	These files are used to monitor licenses issued to liquor establishment. They may include a copy of the actual liquor license that is issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, Auto-Track reports. ACT = While the establishment is in business.		
11.032 -	<u>Miscellaneous Business Licenses</u>	ACT+1	08/02/2005
	These records document businesses within a community that may be required by local ordinances to register with the agency. Examples include arcades, auction firms, massage facilities, spas, pawnshops, car shops, etc. ACT = While the establishment is in business.		

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11.033 -	<u>Officer Dailies</u>	CR+3	08/02/2005
	These are daily activity logs of road patrol and animal control officers.		
11.034 -	<u>Officer's Monthly Activity Evaluation</u>	CR+2	08/02/2005
	This is a summary of activity for the month, by officer, completed from information gathered from the dailies completed by patrol officers.		
11.035 -	<u>Pawn Shop Slips</u>	CR+3	08/02/2005
	These reports are completed by pawnshops and are submitted to the department pursuant to P.A. 231 of 1945. They are used to aid in recovering stolen material.		
11.036 -	<u>Peddlers License</u>	CR+1	08/02/2005
	These records document citizens who sell door-to-door, and are used to verify an individual's legitimacy. They may include background checks, computer printouts, etc.		
11.037 -	<u>Personal Protection Orders (PPO)</u>	EXP	08/02/2005
	These records are copies of personal protection orders issued by the court. EXP. = Until the expiration date on the PPO.		

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11.038A -	<u>Photographs - Non-Criminal</u>	CR+3	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		
11.038B -	<u>Photographs - Misdemeanor</u>	CR+7	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		
11.038C -	<u>Photographs - Felony</u>	CR+20	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		
11.038D -	<u>Photographs - Homicide</u>	PERM	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		

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11.039 - Pistol Purchase Permits/Registrations CR+6 08/02/2005

These records document individuals who apply for a Pistol Purchase Permit and individuals who have applied/passed and purchased a pistol. The records would include copies of the RI-10 "Purchase Permit" and the RI-11 "Safety Inspection Forms" that are forwarded onto Michigan State Police (MSP) for registration and permanent retention. MCL 28.429 states that the RI-11 that is forwarded to the MSP is the permanent official record, and that the local agency shall retain a copy. MCL 28.422 requires that the RI-10 be kept for a period of 6 years by the local agency as the official record. These records may also include the RI-9 "Dealer Application & License to Purchase." These are not C.C.W. "Carrying Concealed Weapons" records. C.C.W. records are maintained by the County Clerk. The pistol test form should not be retained. Local agencies should never have any RI-60 "Pistol Sales Record" on file.

11.040 - Radio Logs CR+2 08/02/2005

These logs document calls that officers were dispatched on. These may be replaced by an automated central dispatch system that produces similar reports.

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11.041 - Records Management Database System CR+25 08/02/2005

These systems are often used to track information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. Retention reflects the need to migrate data from one system to the next.

11.042 - Records Management Imaging System CR+25 08/02/2005

These imaging systems are used to track images associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, miscellaneous registrations, background checks and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. Retention reflects the need to migrate images from one system to the next.

11.043 - Roll Call Log Book CR+5 08/02/2005

These records document who is on duty each day when roll call is taken.

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11.044 -	<u>Roll Call Board</u>	CR+2	08/02/2005
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These documents contain miscellaneous information that is distributed to officers at the beginning of each shift.

11.045 -	<u>Salvaged Vehicle Report</u>	CR+2	08/02/2005
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These records are generated by citizens who have applied for a Salvaged Vehicle Title.

11.046 -	<u>Sex Offender Address Verification</u>	SUP	08/02/2005
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These are copies of the DD-4 "Michigan Sex Offender Registration" form that is required by P.A. 295 of 1994 to register sex offenders. Information is entered into the L.E.I.N. "Law Enforcement Information Network," and used to track the location of these offenders. SUP = Most recent Registration.

11.047 -	<u>Skate Park Registrations</u>	CR+5	08/02/2005
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These records document equipment like skateboards, roller blades, helmets, pads, etc. They may include the owner's name, contact information, description of equipment, serial number and registration tag number, etc.

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11.048 -	<u>Special Transportation Permit</u>	EXP	08/02/2005
	<p>These permits are issued to allow a one-time movement of an oversized load/object. They expire after the date of the move. They contain a description of what is being moved, equipment, route, date, company name and fees associated with it. EXP. = Expiration date of permit.</p>		
11.049 -	<u>Subpoenas</u>	CR+1	08/02/2005
	<p>These are copies of subpoenas received to appear in court or requesting for information.</p>		
11.050 -	<u>Taxicab Permits</u>	ACT	08/02/2005
	<p>These are applications for taxicab driver permits. They identify the permits approved. Files may include the application, computer printouts, background checks, etc. ACT. = While active</p>		
11.051 -	<u>Temporary License Plate Books</u>	CR+2	08/02/2005
	<p>These books contain carbon copies of temporary license plates issued by the department.</p>		
11.052 -	<u>Tickets/Citations</u>	CR+2	08/02/2005
	<p>These are the officer's copy of traffic citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court to respond to the citation that was issued.</p>		

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11.053 -	<u>Ticket/Citation Book Receipts</u>	CR+2	08/02/2005
	This record contains the ticket/citation numbers for the book and the officer that it was assigned to.		
11.054 -	<u>Ticket/Citation Logs</u>	CR+2	08/02/2005
	This is a registration log of tickets issued. A copy is forwarded to the courts.		
11.055 -	<u>Vehicle Lockout Waiver</u>	CR+1	08/02/2005
	These records are waivers signed by citizens that ask officers to unlock their vehicle, and releases the department from liability associated with any damage that may occur.		
11.056 -	<u>Vehicle Impound/Release Form</u>	CR+2	08/02/2005
	These forms are used to release vehicles that have been impounded. They document the complaint number, vehicle, wrecker agent, and release information.		
11.057 -	<u>Video Tapes</u>	CR+0/1	08/02/2005
	These videotapes are used in patrol cars and document stops or incidents. The tapes are cleared and reused on a regular basis. Tapes that involve incidents that may go to court are not erased until the action is resolved.		

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11.058 - Warrants ACT 08/02/2005

Warrants are issued by the court/prosecutor. They may include orders for release, protective conditions, case sheets, L.E.I.N. printouts, and Warrant/Vehicle Worksheets. They are active until the suspect is arrested or recalled by a court. They are used to verify LEIN entries when audited. After the individual is arrested they are forwarded to the arresting authority or prosecutor. ACT = While warrant is active and still in L.E.I.N.

11.100 - Accounts Receivable Records CR+6 08/02/2005

These records document money received for restitution payments and may include transactions and daily balances.

11.101 - Administrative Training Schedule CR+5 08/02/2005

This record documents in-house and external training. It lists the date, course title, and training hours the officer received.

11.102 - Alarm Billings CR+2 08/02/2005

These records document the billing for alarms and false alarms that officers respond to. They may include billings, statements, and/or receipts.

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11.103 -	<u>American Disability Act (A.D.A.) Files</u>	ACT+3	08/02/2005
	<p>These files document compliance with the American Disability Act. They may contain employee medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, credit report, etc. ACT = While employed.</p>		
11.104 -	<u>Annual Reports</u>	PERM	08/02/2005
	<p>This is the Agencies copy of the annual report that is submitted each year to document what activities and events have taken place.</p>		
11.105 -	<u>Bank Statements</u>	CR+6	08/02/2005
	<p>These statements are used to document money that is received and then deposited for preliminary breath tests, vehicle fines, bonds, etc.</p>		
11.106 -	<u>Bond Receipts</u>	CR+1	08/02/2005
	<p>These receipts document the payment of bail bonds. The form is a 3-part document. 1 copy is issued to the bonder, 1 copy is forwarded to the courts, and the agency retains 1 copy. The form identifies the person's name, case number, charges, date, appearance information and the amount of bail.</p>		

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11.107 -	<u>Budget Information</u>	CR+6	08/02/2005
	<p>These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.</p>		
11.108 -	<u>Building Plans</u>	PERM	08/02/2005
	<p>These documents are used to construct and maintain buildings and other infrastructure. They may include blue prints, building plans, drawing plans and diagrams of the office/jail.</p>		
11.109 -	<u>Committee Records</u>	CR+2	08/02/2005
	<p>These documents are from the various internal committees associated with the office, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.</p>		
11.110 -	<u>Complaints - Citizens</u>	CR+2	08/02/2005
	<p>These records document any complaints filed by citizens against an officer. They document what action, if any, was taken.</p>		

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11.111 - Complaints - Internal CR+2 08/02/2005

These records document any internal incidents that involve officers. They document what action, if any, was taken.

11.112 - Contracts EXP+6 08/02/2005

These contracts document an agreement between the agency and anyone else. They may be used for services such as jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors. EXP = Date contract expires

11.113 - Correspondence - Departmental CR+2 08/02/2005

This is general correspondence from various staff members within the department. This correspondence is arranged chronologically or by correspondent name.

11.114 - Correspondence - Various Groups/Organizations CR+2 08/02/2005

These records consist of various correspondence received from, and associated with, outside groups and/or organizations.

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11.115 -	<u>General Orders and Policies</u>	PERM	08/02/2005
	<p>These records document internal policies, general orders and department orders issued by the Sheriff/Chief. They may contain official bulletins that are used to convey information to the administrative staff, deputies, officers and jail staff.</p>		
11.116 -	<u>Disposition of Department Property/Equipment</u>	ACT+5	08/02/2005
	<p>These documents detail equipment/property donated or disposed of with a value over \$500.00. ACT = Until item is disposed.</p>		
11.117 -	<u>Drug Forfeiture Records</u>	CR+7	08/02/2005
	<p>These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. The records may contain descriptions of what was seized, titles, deeds, etc. and the disposition of the item(s).</p>		
11.118 -	<u>Grant Records</u>	ACT+7	08/02/2005
	<p>These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to UHP-COPS, SE GRANT, DARE Program, MARINE, Training grants, equipment grants, federal Grants, matching grants, etc. ACT = Until grant is closed by the grantor.</p>		

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11.119 -	<u>Grievance Files</u>	CR+7	08/02/2005
	These are copies of grievances filed against union contracts.		
11.120 -	<u>Job Applications-Not Interviewed/Not Hired</u>	CR+1	08/02/2005
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.		
11.121 -	<u>Job Applications-Interviewed/Not Hired</u>	CR+2	08/02/2005
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
11.122 -	<u>Invoices - Original</u>	CR+6	08/02/2005
	These records document invoices that are generated by the department for false alarms, inmate meals, police contract services, overtime and licenses.		
11.123 -	<u>Job Descriptions</u>	SUP	08/02/2005
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. SUP = Until job description is superseded		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.124 -	<u>Litigation Files</u>	ACT+10	08/02/2005
	<p>These files document any litigation to which the department or an officer is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.</p>		
11.125 -	<u>Mutual Aid Agreements</u>	ACT+10	08/02/2005
	<p>These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.</p>		
11.126 -	<u>Officer Field Training Observations (FTO)</u>	EVT+2	08/02/2005
	<p>These records are completed during a new officer's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of dailies, daily observations, weekly summaries, road logs, tickets, UD-10's, case reports, warrants, property receipts, etc. EVT = When the probation period ends.</p>		
11.127 -	<u>Official Bulletins</u>	CR+2	08/02/2005
	<p>These are internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy.</p>		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.128 -	<u>Outside Employment Form</u>	ACT	08/02/2005
	<p>This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the department.</p>		
11.129 -	<u>Overtime Equalization Records</u>	CR+2	08/02/2005
	<p>These records document overtime used/submitted by officers. It is used to resolve any immediate issues with pay.</p>		
11.130 -	<u>Payroll Timesheets</u>	CR+5	08/02/2005
	<p>These are copies of timesheets that are completed and forwarded to the payroll office.</p>		
11.131 -	<u>Personnel Information Records</u>	ACT	08/02/2005
	<p>These records are used as a reference tool for identifying employee badge number, FOIA number, MITN number, phone number, address, seniority, hire date, termination date, birthdays, etc. ACT = While employed by the department.</p>		

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11.132 - Personnel Files ACT+7 08/02/2005

These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, etc. ACT = While employed by the department.

11.133 - Position Interview Questions SUP 08/02/2005

These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.

11.134 - Promotional Results ACT 08/02/2005

These records contain information associated with test scores, test sheets, order of ranking, results of offsite testing, etc. ACT = While test are active

11.135 - Receipt Books CR+6 08/02/2005

These books are used to document money received for preliminary breath tests, vehicle fines, bonds, etc.

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.136 -	<u>Ride Along Waiver</u>	CR+1	08/02/2005
	This is a waiver of liability signed by a citizen who rides with the deputies. It is used to document the date and the name of the person who participated.		
11.137 -	<u>Training Bulletins</u>	CR+2	08/02/2005
	These are internal bulletins that are used to notify a department or officers that they are scheduled for upcoming training.		
11.138 -	<u>Training Files</u>	ACT+7	08/02/2005
	These records are used to document what training officers have received. They may contain training schedules, certificates, course descriptions and receipts. ACT = While employed by the department.		
11.139 -	<u>Training Fund</u>	CR+5	08/02/2005
	These records document money available and spent from the training fund.		
11.140 -	<u>Unclaimed Monies</u>	CR+6	08/02/2005
	These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund.		

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11.141 - Uniform Crime Reports CR+6 08/02/2005

These are reports generated from the Michigan State Police that contain crime statistics and other information.

11.200 - Jail - Booking Center Log CR+7 08/02/2005

These records document jail inmate counts.

11.201 - Jail - Check Logs CR+4 08/02/2005

These logs document the hourly checks performed by correction officers to confirm inmate counts and location.

11.202 - Jail - Daily Count Summary CR+1 08/02/2005

This log is compiled daily and summarizes the hourly check log that verifies inmate counts.

11.203 - Jail - Daily Work Schedules CR+3 08/02/2005

These records document the actual time worked by jail deputies.

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11.204A - Jail - Facility Management Software - Data CR+25 08/02/2005

This system is used by correction officers to monitor and maintain the security of the jail. It may have the ability to monitor door activity, inmate activity, inmate movement throughout the facility, video/audio monitoring of inmates/facility, etc. Retention reflects the need to migrate data from one system to the next.

11.204B - Jail - Facility Management Software - Video CR+0/1 08/02/2005

This system is used by correction officers to monitor and maintain the security of the jail. It may have the ability to monitor door activity, inmate activity, inmate movement throughout the facility, video/audio monitoring of inmates/facility, etc. Tapes are typically rotated every 30 days unless an incident occurs that would require the tape to be pulled from rotation during the investigation.

11.205 - Jail - Housing Report CR+1 08/02/2005

These records are used to count the number of inmates being housed.

11.206 - Jail - Incidents CR+10 08/02/2005

These records are produced from the jail management information system. Each incident is assigned a number. The records document what happened, when, and what disciplinary action was taken.

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11.207 -	<u>Jail - Inmate Bank Reconciliation Statements</u>	CR+6	08/02/2005
	These records contain bank statements for inmates. They are used to reconcile accounts for charges associated with housing costs.		
11.208 -	<u>Jail - Inmate Claim for Reimbursement of Booking Fee</u>	CR+6	08/02/2005
	These records are used to document the process of returning money collected for the booking fee, if the accused was found to be innocent.		
11.209 -	<u>Jail - Inmate Hygiene Kit Log</u>	CR+1	08/02/2005
	This log documents that the inmate received his/her personal hygiene kit.		
11.210 -	<u>Jail - Inmate Jackets</u>	EVT+10	08/02/2005
	These files may contain the following inmate records: intake record, booking card, medical review information, mug shot, classification documents, classification review documents, defendant's sentencing record, orientation check sheet, fingerprint card, medical and financial release forms, primary classification, inmate property release form, transfer to prison, official court documents, inmate release form, arrest card, writ papers, visitation authorizations, weekend work agreements, time cards, commitments, library requests, correspondence, incidents, disciplinary action, bonds, mental health forms, kites, warrants, haircut requests, extradition paperwork, Blood Alcohol Content reports, etc. The records are filed by inmate number. If an inmate returns, they are re-issued the original number. Some folders may contain information about multiple arrests for the same individual. EVT. = Date released from facility		

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11.211 -	<u>Jail - Inmate Medical Records</u>	CR+5	08/02/2005
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These records are created and maintained by the jail doctor. They may contain the following documents: inmate release records, medical notes, health appraisal, medical questionnaire, medical sheets, medical request, x-rays, test results, and prescriptions issued. The files are closed when an inmate is released. All inmates are (re)evaluated when imprisoned.

11.212 -	<u>Jail - Inmate Property Intake/Release Card/Form</u>	CR+1	08/02/2005
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These records document personal property removed from an individual being held in a county facility or released and may include personal history information.

11.213 -	<u>Jail - Inmate Receipts</u>	CR+1	08/02/2005
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These are receipts for money received from inmates associated with bond fees, work release and weekender passes.

11.214 -	<u>Jail - Inmate Request Forms ("Kites")</u>	CR+2	08/02/2005
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These forms document requests from inmates to the jail staff, and the response from the department.

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11.215 - Jail - Inmate Social Security Information EVT+10 08/02/2005

These reports document any money that is received from social security for inmates. It is reported back to the federal government. EVT. = Date released

11.216 - Jail - Inmate Trust Fund CR+6 08/02/2005

These records document any/all monies spent/deposited by inmates into their own trust fund. They may include: commissary records, booking fees, invoices, daily balances, invoices indigent, haircut lists, check statements, voided checks, bond fees, weekly transaction statements, credit bureau housing fees, restitution payments, deposit books and cleared checks.

11.217 - Jail - Inspections CR+1 08/02/2005

The Michigan Department of Corrections conducts annual inspections of each jail.

11.218 - Jail - Jail Population Information System (JPIS) Reports CR+2 08/02/2005

The Jail Population Information System is maintained by the Michigan Department of Corrections. It is used to tabulate data from all counties on inmate counts, types of crimes, release information, and sentencing information. These reports are monthly summaries produced from the system.

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11.219 -	<u>Jail - Midnight Counts</u>	CR+2	08/02/2005
	<p>These records are submitted to the State of Michigan to document the number of inmates admitted, released, males, females, and status of sent/unsent. These records may include both daily and monthly summaries.</p>		
11.220 -	<u>Jail - Ministry Volunteer Applications</u>	CR+1	08/02/2005
	<p>These signed waivers are for people who volunteer their time to counsel inmates. Examples may include AA counselors, clergy, etc.</p>		
11.221 -	<u>Jail - Overtime Sign up Sheet</u>	CR+2	08/02/2005
	<p>Corrections officers may sign up for available overtime. These sheets identify the officer's name, date available, etc.</p>		
11.222 -	<u>Jail - Pass on Books</u>	CR+2	08/02/2005
	<p>These records document the hourly inmate counts and log each inmate's movement within the facility.</p>		

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11.223 - Jail - Transmittal of Booking Fees CR+6 08/02/2005

P.A. 124 of 2003 requires that \$2.00 of the \$12.00 fee that is collected for booking be submitted to the State of Michigan, and be deposited in a training fund. The Michigan Department of Treasury Form 4147 (2-04) "Local Corrections Officers Training Fund" is used to submit the money collected each quarter, and documents the number of bookings that took place during that quarter.

11.224 - Jail - Visitor Log CR+2 08/02/2005

This log documents individuals who enter the jail to visit an inmate or to perform a professional service, such as clergy, lawyers, maintenance workers, etc.