

General Schedule #11 - Local Law Enforcement				
Item #	Series Title	Series Description	Retention Period	Approval Date
		form identifies the person's name, case number, charges, date, appearance information, amount of bail, etc.	PLUS: 1 year THEN: Destroy	
11.107 -	Budget Records	These records document the development of annual budgets. They may include, but may not be limited to, the amount that was requested and eventually approved, proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.108 A -	Building Plans - Buildings Owned by the Law Enforcement Agency	These records document buildings that are owned by the law enforcement agency. They are used to construct and maintain buildings and other infrastructure. They may include, but may not be limited to, blueprints, building plans, drawing plans and diagrams of the office/jail.	RETAIN UNTIL: Building is destroyed, or transfer to the new owner if the building is sold THEN: Destroy	12/14/2021
11.108 B	Building Plans - Buildings the Law Enforcement Agency Provides Security For	These records document buildings that the law enforcement agency may need to provide security/protection for. They may include, but may not be limited to, blueprints, building plans, security system information, and emergency plans.	RETAIN UNTIL: Superseded by new versions, or when security is no longer required THEN: Destroy	12/14/2021
11.109 -	Committee Records	These records documents internal committees associated with the office, such as the Awards Committee. They may include, but may not be limited to, membership lists, agendas, supporting documentation, minutes, and reports.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.110 -	Internal Investigation Records	These records document department investigations of alleged employee misconduct and the outcome of such investigations. They may include, but may not be limited to, citizen and internal complaint forms, final disposition reports, and investigative narrative reports.	RETAIN UNTIL: Investigated employee separates from employment PLUS: 2 years THEN: Destroy	12/14/2021
11.111 -	- Internal Investigation Records - Supporting Documents	These records document information that is collected to support investigations of alleged employee misconduct. They may include, but may not be limited to, incident reports, video and audio recordings, crash reports, letters,	RETAIN UNTIL: Investigation is completed PLUS: 6 years THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement				
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		memoranda, written statements, photographs, and supporting documentation.		
11.112 -	Contracts	These records document agreements between the agency and anyone else. They are used for various services including, but not limited to, jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy	12/14/2021
11.113 -	Correspondence (supersedes item #11.114)	These records document communication between staff members within the department, correspondence with outside groups, generally inquiries from the public or other government agencies, etc. This correspondence does not relate to specific incidents or initiatives. This correspondence is arranged chronologically or by correspondent name, and it is not filed in topical files or case files.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.115 -	General Orders and Policies	These records document internal policies, general orders and department orders issued by the Sheriff/Chief. They may include, but may not be limited to, official bulletins that are used to convey information to the administrative staff, deputies, officers and jail staff.	PERMANENT	12/14/2021
11.116 -	Disposition of Department Property/Equipment	These records document equipment/property donated or disposed of with a value over \$500.00.	RETAIN UNTIL: Item is disposed of PLUS: 5 years THEN: Destroy	12/14/2021
11.117 -	Drug Forfeiture Records	These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. They may include, but may not be limited to, descriptions of what was seized, titles, deeds, and disposition of the item(s).	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	12/14/2021
11.118 A -	Grant Records - Received	These records document grants that the law enforcement agency received. They may include, but may not be limited to, applications, financial reports, progress reports, final reports, and supporting documentation.	RETAIN UNTIL: Grant is closed by the grantor PLUS: 7 years THEN: Destroy	12/14/2021
11.118 B	Grant Records - Denied	These records document grants that the law enforcement agency applied for, but were denied. They may include, but may not be limited to, applications, and supporting documentation.	RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement

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11.119 -	Grievance Files	These records document grievances filed against union contracts.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	12/14/2021
11.120 -	Job Applications- Not Interviewed and Not Hired	These records document individual job applicants who were not interviewed. They may include, but may not be limited to, resumes, applications, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.121 -	Job Applications- Interviewed and Not Hired	These records document individual job applicants who were interviewed, but not hired. They may include, but may not be limited to, resumes, applications, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.122 -	Invoices - Original	These records document invoices that are generated by the department for false alarms, inmate meals, police contract services, overtime, licenses, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.123 -	Job Descriptions	These records document job classification systems and positions. They may include, but may not be limited to, research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria, etc. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications.	RETAIN UNTIL: Job description is superseded THEN: Destroy	12/14/2021
11.124 -	Litigation Files	These records document litigation to which the department or an officer is a party. They may include, but may not be limited to, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, and media clippings.	RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy	12/14/2021
11.125 -	Mutual Aid Agreements	These records document agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency.	RETAIN UNTIL: Agreement ends PLUS: 10 years THEN: Destroy	12/14/2021
11.126 -	Officer Field Training Observations (FTO)	These records document a new officer's training period, such as performance, areas needing improvement during their probation period after being hired, etc. They may include, but may not be limited to, dailies, daily observations, weekly summaries, road logs,	RETAIN UNTIL: Probation period ends PLUS: 2 years THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement				
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		tickets, UD-10's, case reports, warrants, and property receipts.		
11.127 -	Official Bulletins	These records document 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.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.128 -	Outside Employment Form	These records document employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest.	RETAIN UNTIL: Employment ends THEN: Destroy	12/14/2021
11.129 -	Overtime Equalization Records	These records document overtime used/submitted by officers. It is used to resolve any immediate issues with pay.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.130 -	Payroll Timesheets	These records document timesheets that are completed and forwarded to the payroll office.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	12/14/2021
11.131 -	Personnel Information Records	These records document summary information that is collected about employees. They may include, but may not be limited to, employee badge number, FOIA number, MITN number, phone number, address, seniority, hire date, termination date, and birthday.	RETAIN UNTIL: Employment ends THEN: Destroy	12/14/2021
11.132 -	Personnel Files	These records document the personnel transactions for each employee. If these records are maintained centrally by the local government's human resources department, the law enforcement agency's copy is a duplicate covered by General Schedule #1.	RETAIN UNTIL: Term of employment ends PLUS: 7 years THEN: Destroy	12/14/2021
11.132 A -	MCOLES Certified Employee Separation Records	These records document the reason for, and circumstances surrounding, a separation of service for employees who are Michigan Commission on Law Enforcement Standards (MCOLES) certified. (MCL 28.563)	RETAIN UNTIL: Employee separates PLUS: 50 years THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement				
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11.133 -	Position Interview Questions	These records document interview questions that are 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.	RETAIN UNTIL: Questions are superseded PLUS: 2 years THEN: Destroy	12/14/2021
11.134 -	Promotional Results	These records document testing that qualifies officers for promotion. They may include, but may not be limited to, test scores, test sheets, order of ranking, and results of offsite testing.	RETAIN UNTIL: Test is no longer active PLUS: 2 years THEN: Destroy	12/14/2021
11.135 -	Receipt Books	These records document money received for preliminary breath tests, vehicle fines, bonds, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.136 -	Ride Along Waiver	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.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021
11.137 -	Training Bulletins	These records document notifications to a department or officers that they are scheduled for upcoming training.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.138 -	Training Files	These records document the training that officers received. They may include, but may not be limited to, training schedules, certificates, course descriptions, and receipts.	RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	12/14/2021
11.139 -	Training Fund	These records document money available and spent from the training fund.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	12/14/2021
11.140 -	Unclaimed Monies	These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.141 -	Uniform Crime Reports	These records document crime statistics and other information that is generated by the Michigan State Police.	RETAIN UNTIL: Calendar year ends	12/14/2021

General Schedule #11 - Local Law Enforcement				
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			PLUS: 6 years THEN: Destroy	
11.142 -	Calendars	These records document an employee's work schedule, activities and tasks. They may include, but may not be limited to, automated or manual planners and calendars.	RETAIN UNTIL: Event takes place PLUS: 2 years THEN: Destroy	12/14/2021
11.143 -	Livery Program Records	These records document inspections of boat liveries that are conducted annually on behalf of the Department of Natural Resources, Law Enforcement Division. They may include, but may not be limited to, applications, inspection worksheets, correspondence, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	12/14/2021
11.144 -	Equipment Maintenance Records	These records document the maintenance of equipment used by law enforcement agency. They may include, but may not be limited to, manuals, calibration documentation, repair documentation, information about replacement parts and supplies, and supporting documentation.	RETAIN UNTIL: Equipment is no longer in use THEN: Destroy	12/14/2021
11.145 -	Transitory Records	These records document the activities of an agency or employee, but have temporary value and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no: administrative action, policy decision, special compilation or research. They may include, but may not be limited to, requests to order supplies, and reminders for an upcoming meeting.	RETAIN UNTIL: Activity is completed THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement				
Item #	Series Title	Series Description	Retention Period	Approval Date
11.146 -	Administrative Subject Files	These records document various topics, issues, projects or activities that an agency/employee is involved in. Subject files are generally organized alphabetically by topic. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, and special project files. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.	RETAIN UNTIL: Topic is closed PLUS: 5 years THEN: Destroy	12/14/2021
11.147 -	Meeting Records - Public Bodies	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act, such as governing boards, community advisory bodies, etc. They include, but may not be limited to, meeting minutes, agendas, recordings, and documentation reviewed and considered for decision-making during the meeting. Note: recordings may be destroyed after the meeting minutes are approved.	PERMANENT	12/14/2021
11.148 -	Meeting Records - Staff Meetings	These records document internal staff meetings. They may include, but may not be limited to, agendas, minutes, and handouts.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.149 -	Visitor Logs	These records document individuals who visited the facility who are not employees. They may include, but may not be limited to, sign in/out sheets or other records that contain the visitor's name, and date/time of arrival and departure.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.150 -	Facility Access Data	These records document employees who used a badge or key card to access a building or other type of facility. Data may include, but may not be limited to, location that was accessed, employee information, and date/time of access.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.151 A -	Emergency/ Disaster Response Planning Records	These records document the command structure and crisis management response plan for emergencies and disasters to ensure the continuity of operations. They may include, but may not be limited to, plans, contact lists, checklists, manuals, procedures (operational,	RETAIN UNTIL: Replaced by updated versions of the documents THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement				
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		security, recovery, evacuation, etc.), site-specific information, and supporting documentation.		
11.151 B -	Emergency/ Disaster Response Exercise Records	These records document the testing and evaluation of emergency/disaster response plans and procedures. They may include, but may not be limited to, exercise instructions, documentation created or used during the exercise, notification/siren test results, follow-up documents, critiques, evaluations, correspondence, and supporting documentation.	RETAIN UNTIL: Analysis of the exercise is completed PLUS: 7 years THEN: Destroy	12/14/2021
11.151 C -	Emergency/Disaster Response Incident Records	These records document the local response to an emergency or disaster incident. They may include, but may not be limited to, incident command system documents, activity logs, briefings, assignments, correspondence, and supporting documentation	RETAIN UNTIL: Incident ends PLUS: 10 years THEN: Destroy	12/14/2021
11.152	Breath Test Instrument Evaluation Records	These records document the regular evaluation of instruments that are used to collect breath tests. They may include, but may not be limited to, logs, test results, and supporting documentation.	RETAIN UNTIL: Evaluation is completed PLUS 3 years THEN: Destroy	12/14/2021
11.153	Press Releases	These records document statements that are prepared and distributed to the press by the law enforcement agency. They may include, but may not be limited to, official press releases, and supporting documentation.	RETAIN UNTIL: Release is published PLUS: 10 years THEN: Destroy	12/14/2021
11.200 -	Jail - Booking Center Log	These records document jail inmate counts.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	12/14/2021
11.201 -	Jail - Check Logs	These records document the hourly checks performed by correction officers to confirm inmate counts and location.	RETAIN UNTIL: Calendar year ends PLUS: 4 years THEN: Destroy	12/14/2021
11.202 -	Jail - Daily Count Summary	These records document the hourly check log that verifies inmate counts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement				
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11.203 -	Jail - Daily Work Schedules	These records document the actual time worked by jail deputies.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	12/14/2021
11.204 A -	Jail - Facility Management Data	These records document jail security monitoring by corrections officers. They may include, but may not be limited to, door activity, inmate activity, and inmate movement throughout the facility.	RETAIN UNTIL: Calendar year ends PLUS: 25 years THEN: Destroy	12/14/2021
11.204 B -	Jail - Facility Management Video	These records document jail security monitoring by corrections officers. They may include, but may not be limited to, audio and video monitoring of inmates and the facility. Recordings are typically rotated every 30 days, unless an incident occurs that would require the media to be pulled from rotation during an investigation.	RETAIN UNTIL: Recording is created PLUS: 1 month THEN: Destroy	12/14/2021
11.205 -	Jail - Housing Report	These records document the count of inmates who are housed in the jail.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021
11.206 -	Jail - Incidents	These records document incidents inside the jail. They include, but may not be limited to, incident numbers, what happened, when, and disciplinary action taken.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	12/14/2021
11.207 -	Jail - Inmate Bank Reconciliation Statements	These records document bank accounts for inmates. They are used to reconcile accounts for charges associated with housing costs. They include, but may not be limited to, bank statements.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.208 -	Jail - Inmate Claim for Reimbursement of Booking Fee	These records document the process of returning money collected for the booking fee, if the accused was found to be innocent.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.209 -	Jail - Inmate Hygiene Kit Log	These records document that the inmate received his/her personal hygiene kit.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement

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11.210 -	Jail - Inmate Jackets	These records document inmates of the jail. They may include, but may not be limited to, intake records, booking cards, medical review information, mug shots, classification documents, classification review documents, defendant's sentencing record, orientation check sheets, medical and financial release forms, primary classification, inmate property release forms, transfer to prison, official court documents, inmate release forms, arrest cards, 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, and Blood Alcohol Content reports. 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.	RETAIN UNTIL: Inmate is released PLUS: 10 years THEN: Destroy	12/14/2021
11.211 -	Jail - Inmate Medical Records	These records document medical care received by jail inmates. They are created and maintained by the jail doctor. They may include, but may not be limited to, inmate release records, medical notes, health appraisals, medical questionnaires, medical sheets, medical requests, x-rays, test results, and prescriptions issued. All inmates are (re)evaluated when imprisoned. (MCL 333.16213)	RETAIN UNTIL: Calendar year ends PLUS: 7 years UNLESS: Permission is obtained from the patient to destroy sooner THEN: Destroy	12/14/2021
11.212 -	Jail - Inmate Property Intake/Release Records	These records document personal property removed from an individual held in a county facility or released. They may include, but may not be limited to, personal history information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021
11.213 -	Jail - Inmate Receipts	These records document money that was received from inmates associated with bond fees, work release and weekender passes. They may include, but may not be limited to, receipts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021
11.214 -	Jail - Inmate Request Forms ("Kites")	These records document requests from inmates to the jail staff, and the response from the department.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement

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11.215 -	Jail - Inmate Social Security Information	These records document money that is received from social security for inmates. It is reported back to the federal government.	Destroy 10 years after the inmate is released.	12/14/2021
11.216 -	Jail - Inmate Trust Fund	These records document money that is spent/deposited by inmates into their own trust fund. They may include, but may not be limited to, 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.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.217 -	Jail - Inspections	These records document annual inspections of the jail that are conducted by the Michigan Department of Corrections.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021
11.218 -	Jail - Jail Population Information System (JPIS) Reports	These records document monthly summaries that are produced from the Jail Population Information System (JPIS), a database that is owned by the Michigan Department of Corrections. JPIS is used to tabulate data from all counties on inmate counts, types of crimes, release information, and sentencing information.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.219 -	Jail - Midnight Counts	These records document the number of inmates admitted, released, males, females, and status of sent/unsent. They are submitted to the State of Michigan. They may include, but may not be limited to, both daily and monthly summaries.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.220 -	Jail - Ministry Volunteer Applications	These records document people who volunteer their time to counsel inmates, such as AA counselors, clergy, etc. They include, but may not be limited to, signed waivers.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021
11.221 -	Jail - Overtime Sign up Sheet	These records document overtime requests submitted by corrections officers. They may include, but may not be limited to, the officer's name, and date available.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021

General Schedule #11 - Local Law Enforcement				
Item #	Series Title	Series Description	Retention Period	Approval Date
11.222 -	Jail - Pass on Books	These records document the hourly inmate counts and log each inmate's movement within the facility.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021
11.223 -	Jail - Transmittal of Booking Fees	These records document the number of bookings that took place during a quarter. 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 records may include Local Corrections Officers Training Fund forms (4147), etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	12/14/2021
11.224 -	Jail - Visitor Log	These records document individuals who enter the jail to visit an inmate or to perform a professional service, such as clergy, lawyers, maintenance workers, etc.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	12/14/2021