

State of Michigan
Records Management Services
General Schedule #11 - Local Law Enforcement Records

Item Number	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	<p>This schedule applies to law enforcement at all levels of local government, including counties, cities, townships, villages, tribes, colleges, universities, etc.</p> <p>Records Division: 11.001 - 11.074 Administration Division: 11.101 - 11.153 County Jail Division: 11.200 - 11.225</p>		
Records Division				
11.001	Abandoned Vehicle Notice	<p>These records document vehicles that are abandoned or impounded. They may include, but may not be limited to, photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. (MCL 257.252b)</p>	<p>RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy</p>	5/6/2025
11.002	Accident Reports	<p>These records document accidents reported to the Michigan State Police either electronically or on the UD-10 "Uniform Traffic Crash Report" form (MCL 257.622). These records also include accidents that take place on private property that are not reported on the UD-10.</p>	<p>RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy</p>	5/6/2025
11.009	Arrest and Detention Log Data	<p>These records document people who were arrested. They may include, but may not be limited to, names, dates, charges, and disposition.</p>	<p>RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy</p>	5/6/2025
11.010	Blood Alcohol Content (BAC) Logs	<p>These records document the evidentiary breath test that is administered to a suspect. They do not document preliminary tests (PBTs).</p>	<p>RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy</p>	5/6/2025
11.011	Background Investigation Files	<p>These records document background investigations that are completed on officers and deputies prior to employment. They may include, but may not be limited to, confidential information gathered about the employee during the hiring process.</p>	<p>RETAIN UNTIL: Job posting closes PLUS: 7 years THEN: Destroy</p>	5/6/2025

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11.012	Bicycle Registrations	These records document bicycles that are registered. The information is used to attempt to recover stolen bicycles. They may include, but may not be limited to, owner name, contact information, bicycle description, serial number, and registration tag number.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	5/6/2025
11.013	Cab Records	These records document licenses that are issued to oversized vehicles. The licenses grant permission to move throughout the community for a maximum of 1 year.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.014	Complaint Log Data	These records document the tracking of incidents. They may include, but may not be limited to, incident numbers, date, time, names, location, and nature of crime.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.015	Computer Aided Dispatch (CAD) Log Data	These records document the dispatch of officers for incidents. They may include, but may not be limited to, incident type, who responded, incident number generated, and date and time.	RETAIN UNTIL: Incident is resolved PLUS: 1 year THEN: Destroy	5/6/2025
11.016	Field Contact Information	These records document individuals who are involved in suspicious activities. They may include, but may not be limited to, names, date, and activity or charge.	RETAIN UNTIL: No longer of reference value THEN: Destroy	5/6/2025
11.017	Discovery Orders	These records document discovery orders submitted by attorneys for information related to cases.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
11.018	Evidence Property Log Data	These records document what has come into, and left, the evidence storage area. They may include, but may not be limited to, the receipt number, case number, and complaint number.	RETAIN UNTIL: Related incident report is destroyed THEN: Destroy	5/6/2025
11.019	Expunged Records Information	These records document what records were expunged. They may include, but may not be limited to the name, charge, date, and correspondence.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025
11.020	Extradition Packets	These records document the extradition of a suspect or prisoner to a different jurisdiction.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	5/6/2025

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11.021	Federal Firearms License (FFL) Applications	These records document who applied for a federal firearms license. They are completed by licensed firearm dealers and forwarded to the federal government. They may include, but may not be limited to, "snap out" of the registration form (ATF-Form 8 part II) and supporting documentation.	RETAIN UNTIL: Dealer license is no longer in force THEN: Destroy	5/6/2025
11.024	Gem Dealer Information	These records document the registration of dealers of precious metal or gems in compliance with P.A. 95 of 1981. They may include registration documents, supply transaction information regarding sales to police agencies, etc. 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.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
11.025	Identification Data and Images	These records document individuals whose identity is verified by local law enforcement. They may include, but may not be limited to, fingerprints and photographs of the individuals.	RETAIN UNTIL: Related incident report is destroyed THEN: Destroy	5/6/2025

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Item Number	Series Title	Series Description	Retention Period	Approval Date
11.026A	Incident Files - Non-Criminal	<p>These records document non-criminal incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.</p>	<p>RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy</p>	5/6/2025

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Item Number	Series Title	Series Description	Retention Period	Approval Date
11.026B	Incident Files - Misdemeanor	<p>These records document misdemeanor incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, 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, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.</p>	<p>RETAIN UNTIL: Creation PLUS: 15 years THEN: Destroy</p>	5/6/2025

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11.026C	Incident Files - Felony	<p>These records document felony incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, 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, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.</p>	<p>RETAIN UNTIL: Creation PLUS: 30 years THEN: Destroy</p>	5/6/2025

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11.026D	Incident Files - Homicide and Felony CSC	These records document homicide and criminal sexual conduct incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, 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, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Creation PLUS: 110 years THEN: Destroy	5/6/2025
11.027	Intake and Release Property Records	These records document which personal property items were removed from an individual who is held by a city, township, or village police agency prior to transfer to a county facility or release. They may include, but may not be limited to, personal history information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025

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11.028	Juvenile Apprehension Records	These records document when a juvenile is apprehended. They may include, but may not be limited to, reports containing information about the offense, the immediate placement of the juvenile, parent or guardian information, the date of the juvenile's release, the signature of the party to whom the juvenile is released, a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, and fingerprints.	RETAIN UNTIL: Juvenile attains the age of 21 THEN: Destroy	5/6/2025
11.029	Letters of Clearance	These records document that a private citizen was not involved in criminal activity within the community. They are issued by the local law enforcement agency upon request.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
11.030	Liquor Inspection Records	These records document establishments that sell or serve liquor. They may include, but may not be limited to, quarterly inspection reports completed by officers pertaining to the named establishment.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025
11.031	Liquor License Establishment Records	These records document monitoring of licenses issued to liquor establishments. They may include, but may not be limited to, liquor licenses issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, and Auto-Track reports.	RETAIN UNTIL: Establishment is no longer in business THEN: Destroy	5/6/2025
11.032	Miscellaneous Business Licenses	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.	RETAIN UNTIL: Establishment is no longer in business PLUS: 1 year THEN: Destroy	5/6/2025
11.033	Officer Dailies	These records document the daily activity of road patrol and animal control officers.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025

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11.034	Officer's Monthly Activity Evaluation	These records document officer activity for the month. They are generated from information collected in the dailies completed by patrol officers.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.035	Pawn Shop Slips	These records document items received by pawn shops. They are submitted by pawn shops in compliance with P.A. 231 of 1945. They assist with the recovery of stolen material.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025
11.036	Peddlers License Records	These records document citizens who sell door-to-door, and are used to verify an individual's legitimacy. They may include, but may not be limited to, background checks, and computer printouts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
11.037	Personal Protection Orders (PPO)	These records document personal protection orders issued by the court.	RETAIN UNTIL: PPO expires THEN: Destroy	5/6/2025
11.040	Radio Logs	These records document calls that officers were dispatched on.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025

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11.041	Records Management Database and Imaging System Data and Documents	These records document incidents and activities handled by the law enforcement agency. They may include, but may not be limited to, information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants and warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets and 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 Law Enforcement Information Network (LEIN) or Michigan Incident Crime Reporting (MICR) systems.	RETAIN UNTIL: Data and documents in the system in compliance with the other items on this schedule that establish a retention period for the content OR RETAIN: 110 years, whichever is sooner THEN: Destroy	5/6/2025
11.043	Roll Call Log	These records document who is on duty each day when roll call is taken.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	5/6/2025
11.044	Roll Call Board	These records document which information was distributed to officers at the beginning of each shift.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.045	Salvaged Vehicle Report	These records document citizens who applied for a Salvaged Vehicle Title.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025

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11.046	Sex Offender Address Verification	These records document tracking of the location of sex offenders. They may include, but may not be limited to, Michigan Sex Offender Registration forms (DD-4) that are required by P.A. 295 of 1994 to register sex offenders. Information from the forms is entered into the LEIN.	RETAIN: Registration is updated THEN: Destroy	5/6/2025
11.047	Skate Park Registrations	These records document skate park equipment like skateboards, roller blades, helmets, pads, etc. They may include, but may not be limited to, the owner's name, contact information, description of equipment, serial number and registration tag number.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	5/6/2025
11.048	Special Transportation Permit	These records document the issuing of permits to allow a one-time movement of an oversized load or object. They expire after the date of the move. They may include, but may not be limited to, a description of what was moved, equipment, route, date, company name, and fees.	RETAIN UNTIL: Permit expires THEN: Destroy	5/6/2025
11.049	Subpoenas	These records document subpoenas received to appear in court or requesting information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
11.050	Taxicab Permit Records (obsolete)	These records document the issuing of taxicab driver permits. They may include, but may not be limited to, applications, computer printouts, and background checks. Note: Per MCL 257.2101 - 2153, transportation network companies, taxicabs, and certain limousines are now regulated by the Department of Licensing and Regulatory Affairs.	RETAIN UNTIL: Permit is no longer active THEN: Destroy	5/6/2025
11.051	Temporary License Plate Records	These records document temporary license plates issued by the agency.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025

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11.052	Tickets and Citations	These records document traffic citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court in response to the citation that was issued.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025
11.053	Ticket and Citation Book Receipts	These records document the ticket and citation numbers for the book and the officer that it was assigned to.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025
11.054	Ticket and Citation Logs	These records document the tickets that were issued. A copy is forwarded to the courts.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025
11.055	Vehicle Lockout Waiver	These records document waivers signed by citizens that ask officers to unlock their vehicle, and releases the department from liability associated with any damage that may occur.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
11.056	Vehicle Impound and Release Records	These records document the release of vehicles that were impounded. They may include, but may not be limited to, the complaint number, vehicle, wrecker agent, and release information.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.057	Audio and Video Recordings - Routine Surveillance/Security	These records document audio and/or video that is recorded using any type of device for routine surveillance and security.	RETAIN UNTIL: Creation PLUS: 30 days THEN: Destroy	5/6/2025
11.057A	Body Worn Camera Recordings - Formal Complaint	These records document recordings captured by body worn cameras (a device worn by a law enforcement officer), if the recording is relevant to an ongoing criminal or internal investigation or a formal complaint against a law enforcement officer or agency. (MCL 780.316)	RETAIN UNTIL: Completion of investigation PLUS: 3 years for a formal complaint against an officer or agency THEN: Destroy	5/6/2025

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11.058	Warrants	These records document warrants that were issued by the court or prosecutor. They may include, but may not be limited to, orders for release, protective conditions, case sheets, LEIN printouts, and Warrant and 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.	RETAIN UNTIL: Warrant is no longer active and no longer in LEIN THEN: Destroy	5/6/2025
11.059	Prescription Drug Destruction Records	These records document the weight of drugs received for destruction. They may include, but may not be limited to, the location, weight, activity dates, and people involved.	RETAIN UNTIL: Documents are created PLUS: 3 years THEN: Destroy	5/6/2025
11.060	Traffic Crash Release Acknowledgement Forms	These records document when someone obtains a traffic crash report within 30 days of a crash.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.061	License Plate Reader (LPR) Information	These records document license plate information (images and metadata) that are collected by LPR devices to support investigations. They may include, but may not be limited to, plate information, location and GPS coordinates, time and date of image capture, and camera identification.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	5/6/2025
11.062	Tips Received – Not Used	These records document tips that are received from the public, but are not used. They may include, but may not be limited to, tip forms, audio recordings, notes, and email correspondence. If the tip is used, retain in the incident file (11.026A-D).	RETAIN UNTIL: Date received PLUS: 2 years THEN: Destroy	5/6/2025
11.063	Traffic Control Orders	These records document traffic controls. They may include, but may not be limited to, traffic control orders, rescinded traffic control orders, traffic control determinations (stop or yield), rescinded traffic control determinations, and parking regulations.	RETAIN UNTIL: Replaced by a new order or the order is rescinded THEN: Destroy	5/6/2025

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11.064	Prison Rape Elimination Act (PREA) Records	These records document efforts to eliminate the occurrence of rape while in prison. They may include, but may not be limited to, incident reports, investigations, plans, and proof of training.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	5/6/2025
11.065	Marijuana Facility Inspection Records	These records document the inspection of marijuana retail sales facilities. They may include, but may not be limited to, sales records, licensing documents, inspection documents, correspondence, and supporting documentation.	RETAIN UNTIL: Inspection is completed PLUS: 3 years THEN: Destroy	5/6/2025
11.066A	Applications for License to Purchase of Firearms - Approved	These records document that the local law enforcement agency asked a potential purchaser of a firearm certain questions to determine their eligibility for a license. They may include, but may not be limited to, application, copy of the State of Michigan identification.	RETAIN UNTIL: Approved PLUS: 1 year THEN: Destroy	5/6/2025
11.066B	Applications for License to Purchase of Firearms - Denied	These records document that the local law enforcement agency asked a potential purchaser of a firearm certain questions to determine their eligibility for a license. They may include, but may not be limited to, application, denial letter, copy of the State of Michigan identification, and supporting documentation not in LEIN.	RETAIN UNTIL: Denied PLUS: 50 years THEN: Destroy	5/6/2025
11.067	Trespass Log	These records document individuals who are prohibited from going to a particular address or location.	RETAIN UNTIL: Date person is added to the log PLUS: 2 years THEN: Destroy	5/6/2025
11.068	Applicant Fingerprinting Records	These records document the authority of the law enforcement agency to fingerprint individuals for non-criminal justice purposes. They may include, but may not be limited to, applicant forms (RI-030), and copies of identification cards.	RETAIN UNTIL: Conclusion of the next audit cycle THEN: Destroy	5/6/2025
11.069	LEIN Validation Records	These records document the validation of the accuracy of LEIN and NCIC records. They may include, but may not be limited to, reports, warrants, injunctive orders, and notes.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025

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11.070	Repossession Notices	These records document notification that a vehicle was repossessed so local law enforcement is aware that the vehicle is not stolen. They may include, but may not be limited to, orders received from the repossessing company, and lists of repossessed vehicles.	RETAIN UNTIL: Date received PLUS: 5 years THEN: Destroy	5/6/2025
11.071	Use of Force Form	These records document when an agency member uses force against a member of the public. They may include, but may not be limited to, names, personal information, description of the incident, justification of the use of force, and reviewer's comments.	RETAIN UNTIL: Date of incident PLUS: 42 months THEN: Destroy	5/6/2025
11.072	Police Clinician's Files	These records document clinical services that are provided by the police clinician. They may include, but may not be limited to, patient data forms, treatment records, release of information forms, doctor's notes, and correspondence.	RETAIN UNTIL: Patient stops receiving services (contact or activity) PLUS: 10 years THEN: Destroy	5/6/2025
11.073	Audio and Video Recordings - Training	These records document recordings that are captured by various recording systems used by enforcement members, as required by policy or law. They may include, but may not be limited to, any recordings of training activity.	RETAIN UNTIL: No longer useful for future training THEN: Destroy	5/6/2025
11.074	Video Recordings - In Car video	These records document patrol activities that are captured by video recording systems used by enforcement members, as required by department policy or law. They may include, but may not be limited to, any recorded media generated during a traffic stop, the investigation of a complaint, or generated during an arrest, searches that generated a criminal incident report, or enforcement action. They may also include any recorded media which depict pursuits, the use of force, traffic crashes involving department vehicles, or other critical incidents.	RETAIN UNTIL: Creation PLUS: 30 days THEN: Destroy	5/6/2025

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Administration Division				
11.101	Administrative Training Schedule	These records document in-house and external training. They may include, but may not be limited to, dates, course titles, and training hours the officer received.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	5/6/2025
11.102	Alarm Billings	These records document the billing for alarms and false alarms that officers respond to. They may include, but may not be limited to, billings, statements, and receipts.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.103	Americans with Disabilities Act (ADA) Files	These records document compliance with the Americans with Disabilities Act. They may include, but may not be limited to, employee medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, and credit report.	RETAIN UNTIL: Employment ends PLUS: 3 years THEN: Destroy	5/6/2025
11.104	Annual Reports	These records document the annual reporting of activities and events. They may include, but may not be limited to, statistical information regarding criminal activity, calls for assistance, financial information, trainings held or attended, and other department activities.	RETAIN UNTIL: Creation PLUS: 110 years THEN: Destroy	5/6/2025
11.105	Bank Statements	These records document money that was received and then deposited for preliminary breath tests, vehicle fines, bonds, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	5/6/2025
11.106	Bond Receipts	These records 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, amount of bail, etc.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025

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11.108A	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 or jail.	RETAIN UNTIL: Building is destroyed, or transfer to the new owner if the building is sold THEN: Destroy	5/6/2025
11.108B	Building Plans - Buildings the Law Enforcement Agency Provides Security For	These records document buildings that the law enforcement agency may need to provide security and 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	5/6/2025
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	5/6/2025
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, memoranda, written statements, photographs, and supporting documentation.	RETAIN UNTIL: Investigation is completed PLUS: 6 years THEN: Destroy	5/6/2025
11.115	General Orders and Policies	These records document internal policies, general orders and department orders issued by the Sheriff or 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.	RETAIN UNTIL: Document is revised or superseded by a new version, or until the document is deemed obsolete AND No longer of reference value PLUS: 110 years THEN: Destroy	5/6/2025

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11.116	Disposition of Department Property and Equipment	These records document equipment and property donated or disposed of with a value over \$500.00.	RETAIN UNTIL: Item is disposed of PLUS: 5 years THEN: Destroy	5/6/2025
11.117	Drug Forfeiture Records	These records document the seizure of property related to drug traffic or 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	5/6/2025
11.119	Grievance Files	These records document grievances filed against union contracts.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	5/6/2025
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	5/6/2025
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	5/6/2025
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, tickets, UD-10's, case reports, warrants, and property receipts.	RETAIN UNTIL: Probation period ends THEN: Destroy	5/6/2025
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	5/6/2025
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	5/6/2025

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11.129	Overtime Equalization Records	These records document overtime used and submitted by officers. It is used to resolve any immediate issues with pay.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
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, MITN number, phone number, address, seniority, hire date, termination date, and birthday.	RETAIN UNTIL: Employment ends THEN: Destroy	5/6/2025
11.132A	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	5/6/2025
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	5/6/2025
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 PLUS: 1 year THEN: Destroy	5/6/2025
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	5/6/2025
11.139	Training Fund	These records document money available and spent from the training fund. They may include, but may not be limited to, 302 Fund award documents, payment receipts, training descriptions and attendance records.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	5/6/2025
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 PLUS: 6 years THEN: Destroy	5/6/2025

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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	5/6/2025
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	5/6/2025
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 and time of access.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.151A	Emergency and 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, security, recovery, evacuation, etc.), site-specific information, and supporting documentation.	RETAIN UNTIL: Replaced by updated versions of the documents THEN: Destroy	5/6/2025
11.151B	Emergency and Disaster Response Exercise Records	These records document the testing and evaluation of emergency and disaster response plans and procedures. They may include, but may not be limited to, exercise instructions, documentation created or used during the exercise, notification and 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	5/6/2025

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Item Number	Series Title	Series Description	Retention Period	Approval Date
11.151C	Emergency and 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	5/6/2025
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	5/6/2025
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	5/6/2025
County Jail Division				
11.200	Jail - Booking and Control Center Logs	These records document events and activities that occur in the jail booking area. They include, but may not be limited to, cell checks, inmate housing, inmate meal passes, inmate medical checks and the dispensing of medications.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	5/6/2025
11.201	Jail - Cell 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	5/6/2025
11.202	Jail - Daily Count Summary	These records document inmate counts have been verified. They may include, but may not be limited to, the names of prisoners released and processed through intake that day.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
11.203	Jail - Daily Work Schedules	These records document the actual time worked by jail deputies. They may include, but may not be limited to the employee's name, employee's identification number, hours worked and shift assignment.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	5/6/2025

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11.204A	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	5/6/2025
11.204B	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	5/6/2025
11.205	Jail - Housing Report	These records document the count and locations of inmates who are housed in the jail.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
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	5/6/2025
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	5/6/2025
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. They may include, but may not be limited to, the inmate's name, inmate's number, the booking fee, and the inmate's signature.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	5/6/2025
11.209	Jail - Inmate Hygiene Kit Log	These records document that the inmate received his/her personal hygiene kit. They may include, but may not be limited to, the inmate's name, inmate's name, date of incarceration, and date the kit was provided.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025

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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, 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, kites, warrants, haircut requests, extradition paperwork, and Blood Alcohol Content reports.	RETAIN UNTIL: Inmate is released PLUS: 10 years THEN: Destroy	5/6/2025
11.211	Jail - Inmate Medical Records	These records document medical care received by jail inmates. 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.	RETAIN UNTIL: Calendar year ends PLUS: 7 years UNLESS: Permission is obtained from the patient to destroy sooner THEN: Destroy	5/6/2025
11.212	Jail - Inmate Property Intake and 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	5/6/2025
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	5/6/2025

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11.214	Jail - Inmate Request Forms ("Kites")	These records document requests from inmates to the jail staff, and the response from the department. They may include, but may not be limited to, requests for free phone calls, complaints about living conditions, requests for video visits, requests to move to another housing unit, additions to approved visitor lists, and documentation of problems and concerns.	RETAIN UNTIL: Issue is resolved THEN: Destroy	5/6/2025
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. The amount of money received is documented, deposited, and a receipt is maintained.	RETAIN UNTIL: Inmate is released PLUS: 10 years THEN: Destroy	5/6/2025
11.216	Jail - Inmate Trust Fund	These records document money that is spent and 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	5/6/2025
11.217	Jail - Inspections	These records document annual inspections of the jail that are conducted by the Michigan Department of Corrections. They may include, but may not be limited to, training records, written emergency plans, sanitation inspections and food safety policies.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	5/6/2025
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	5/6/2025

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11.219	Jail - Midnight Counts	These records document the number of inmates admitted, released, males, females, and status of sent or 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	5/6/2025
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	5/6/2025
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	5/6/2025
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	5/6/2025
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	5/6/2025
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. They may include, but may not be limited to, names, addresses, phone numbers, driver license numbers and dates of birth.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	5/6/2025
11.225	Jail - Inmate Audio and Video Recordings	These records document inmate communications with visitors and include, but may not be limited to, phone calls, video chats and in person visits.	RETAIN UNTIL: Creation PLUS: Inmate released from custody THEN: Destroy	5/6/2025

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11.226	Jail - 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, and jail logs.	RETAIN UNTIL: Probation ends THEN: Destroy	5/6/2025