

## *Colorado Sheriffs' Records Retention Schedule*

### **PREFACE**

**Authority:** CRS 24-80-103 provides that all public officers of political subdivisions consult with the department of personnel (i.e. Colorado State Archives) concerning the retention and disposition of records. In order to expedite this process, the Colorado State Archives has developed the *Colorado Sheriffs' Record Retention Schedule*. The schedule has been approved by the State Archivist of Colorado, the Office of the Attorney General, and the Office of the State Auditor.

The Colorado State Archives would like to thank Cherokee Blake, Gilpin County Sheriff Public Information Officer for her efforts and contributions to the creation of the Colorado County Sheriffs' Retention Schedule. We would also like to thank Amy Nichols, executive director, County Sheriffs of Colorado, for her assistance in reviewing the schedule.

The *Colorado Sheriffs' Records Retention Schedule* is intended to provide a comprehensive records retention schedule for most records that are typically kept by any Sheriff's office.. The schedule may list records that an individual Sheriff's Office does not currently have but that it may have in the future.

Each Sheriff may request approval to follow the *Colorado Sheriffs' Records Retention Schedule from the Colorado State Archivist. This is optional and is dependent upon the discretion of each Sheriff. If adopted, the Sheriff* should add notations regarding any local provisions affecting the retention period of its records. Any retention period that is shorter than that provided in the *Colorado Sheriffs' Records Retention Schedule* will be reviewed by the Attorney General's Office. To request approval to follow the Colorado Sheriffs' Records Retention Schedule, complete the [Approval Request Form](#) or contact the Colorado State Archives.

Subsequent to approval, the records retention schedule will apply to the record copy, regardless of how it is stored (electronic, microfilm, digital image, paper, audio or video recording, etc.). If the record copy of a permanent record is stored in electronic format, carefully determine that the storage system is nonproprietary and whether there is a capability to migrate these records to the next generation of technology.

### ***Important***

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**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

### **Record Titles and Description**

Because the records titles used may not reflect the exact records titles used by everyone, the Retention Schedule provides a short paragraph that describes the use and typical contents of each record.

### **Retention Periods**

Retention periods are based on legal requirements and/or on common usage and industry standards to meet typical administrative, operational or reference requirements. The retention time period indicates the minimum length of time that the record copy should be retained before disposal can take place.

Evaluate records for continuing legal, fiscal, administrative or historical value and determine whether they are the subject of any legal holds before proceeding with the authorized destruction. It is permissible to either destroy obsolete records at the end of the retention period or to wait until the end of the year the records become eligible for destruction.

### **Trigger Dates**

Trigger dates are included in retention periods whenever possible. A trigger date is the date of an event, action or cut-off point that begins the countdown to the end of the retention period. An example of a trigger date in a retention period is: “***3 years after complaint is resolved***”. When a trigger date is not specified, the countdown to the end of the retention period begins on the date the file is closed, the date the file no longer has any administrative or reference value, or the date of the newest document in the file.

### **Duplicate Copies created for convenience or reference.**

Retain until no longer needed for reference. Duplicate copies should not be retained longer than the original/record copy

### **Non Records.**

CRS 24-80-101 defines administrative materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian: The following are examples of non-records.

<i>Records Series</i>	<i>Schedule/Item No.</i>	<i>Records Series</i>	<i>Schedule/Item No.</i>
<b>-A-</b>			
<b>Animal Control</b>		Pre-Trial Release Supervision Files .....	04.040
Animal Control Records .....	01.010	Pre-Trial Reports To State Judicial\	
County Licensing of Dog Tags .....	01.020	Department.....	04.050
Registered Guard Dog File .....	01.030	<b>-D-</b>	
<b>-C-</b>		<b>Detention – Jail</b>	
<b>Civil</b>		Commissary and Kitchen Records .....	05.010
Civil Jackets .....	02.010	Controlled Substances Inventory and	
Levy, Attachment, and Sale Jackets ....	02.010.A	Record.....	05.020
Record of Service Jackets.....	02.010.B	Daily Record of Jail Commitments and	
Sheriff's Certificate of Purchase... ..	02.020	Discharges .....	05.030
Sheriff's Levy Log.....	02.030	Fugitive Unit Case Files.....	05.040
<b>Communications</b>		Inmate Records .....	05.050
Communication Unit Shift Briefing Sheets.	03.010	Jail Booking Files (Inmate Case Files) .....	05.050A
Dispatch Records.....	03.020	.Felony Cases-Major Felonies and	
Computer Aided Dispatch System		Violent Crimes .....	05.050.A1
(CAD).....	03.020.A	Felony Cases (Other) .....	05.050.A2
Dispatch Historical Information Files ..	03.020.B	Misdemeanor Cases.....	05.050.A3
Dispatch Phone and Radio Recording		Sexual Assault Cases (Excluding Sexual	
Request Forms.....	03.020.C	Assault on a Child).....	05.050.A4
Dispatch Recordings.....	03.020.D	Inmate Disciplinary Hearing Case Files .....	05.050B
Emergency Reverse 911 Systems.....	03.030	Felony Cases-Major Felonies and Violent	
Radio.....	03.040	Crimes .....	05.050.B1
Federal Communication Commission		Felony Cases (Other) .....	05.050.B2
Radio Station Licenses.....	03.040.A	Misdemeanor Cases.....	05.050.B3
Radio Site Maintenance Log .....	03.040.B	Sexual Assault Cases (Excluding	
Teletypes-National Crime Information Center/		Sexual Assault on a Child) .....	05.050.B4
Colorado Crime Information Center		Inmate Record of Funds (Inmate Cash	
(NCIC/CCIC) .....	03.050	Control Log) .....	05.050.C
<b>Community Service</b>		Jail Inspection Report/Log.....	05.060
Community Service Files.....	04.010	Medical Case Files .....	05.070
Post-Conviction Electronic Monitoring		Population .....	05.080
Files.....	04.020	Monthly Jail Population Analysis Files:	
Pre-Trial Intake Files .....	04.030	Body Count .....	05.080.A
		Population Statistics Reports.....	05.080.B
		Transport Records.....	05.080.C
		Victims' Inmate Release Notification Cards .....	05.090

<i>Records Series</i>	<i>Schedule/Item No.</i>	<i>Records Series</i>	<i>Schedule/Item No.</i>
<b>-E-</b>		<b>-F-</b>	
<b>Emergency Management</b>		<b>Fleet</b>	
Emergency Operations and Management		Storage Tank Records .....	08.010
Plans .....	06.010	Storage Tank Records of Regulated	
Records Relating to Disaster and Emergency		Substances-Approved Permits.....	08.010.A
Planning and Implementation.....	06.010.A	Denied Permits and Supporting	
Implementation and Testing of Disaster		Documentation.....	08.010.B
Warning Systems and Plans.....	06.010.B		
Emergency Preparedness Training and General		Vehicle Records .....	08.020
Information Files.....	06.020	Fuel Inventory and Usage Records .....	08.020.A
		Vehicle Titles.....	08.020B
Federal Emergency Management Assistance		Vehicle Registrations.....	08.020.C
Program Reimbursement Files .....	06.030	Inspection and Maintenance	
		Documentation.....	08.020.D
Incident Records-Disasters and		<b>-I-</b>	
Emergencies .....	06.040	<b>Internal Affairs</b>	
Declared Disaster Records.....	06.040.A	Internal Affairs Investigations (Unsubstantiated)	09.010
Major Disasters/Emergencies.....	06.040.B	<b>-P-</b>	
Hazardous Materials (Hazmat)		<b>Patrol</b>	
Records.....	06.040.C	Case Records .....	10.010
Hazmat Case Files.....	06.040.C1	Death Case Records – Noncriminal.....	10.010.A
Hazmat Incident Records.....	06.040.C2	Felony Case Records-Major Felonies	
Search and Rescue Incident Records	06.040D	And Violent Crimes.....	10.010.B
		Felony Case Records (Other).....	10.010.C
Special Needs Registration .....	06.050	Misdemeanor Case Records .....	10.010.D
Registration.....	06.050A	Missing Persons Including Runaways .....	10.010E
Database.....	06.050B	Traffic Accident Case Records.....	10.010.F
		Fatal Traffic Accidents .....	10.010 F1
<b>Evidence and Laboratory</b>		Non-Fatality Traffic Accidents .....	10.010F2
Crime Lab.....	07.010	Diversion Program Records .....	10.010G
Chemical Blood Testing Reports .....	07.010A	Community Relations Records .....	10.020
Felony Investigations That Do Not		Field Contact .....	10.030
Result in Charges Filed .....	07.010.A1	Daily Field Activity Reports (DFAR).....	10.030.A
Criminal Investigations That Result in a		Field Contact Records.....	10.030.B
Conviction.....	07.010.A2		
Logs-Crime Lab.....	07.010.B	Intoxilizer Log .....	10.040
Other Crime Lab Reports .....	07.010.C	License Plate Recognition Data .....	10.050
Evidence Records.....	07.020	Ride-Along Program Records .....	10.060
Evidence and Property Audit Records...	07.020.A		
Evidence Logs .....	07.020B		
Case Logs Not Involving DNA.....	07.020B1		
Case Logs Involving DNA .....	07.020B2		
Evidence and Property Room			
Sign-In Log .....	07.020C		
Lie Detector Test Records.....	07.020D		

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Vehicle Records.....	10.070	National Incident Based Reporting	
Abandoned Vehicles.....	10.070.A	System (NIBRS).....	11.090
Vehicle Impound Records .....	10.070.B	Statistical Files.....	11.090.A
		Uniform Crime Report.....	11.090.B
<b>-R-</b>		Pawn Slips.....	11.100
<b>Records Administration</b>		Registered Sex Offenders.....	11.110
Correspondence and General		Information Request Forms - Sex	
Documentation.....	11.010	Offenders .....	11.110.A
Enduring Long-Term Value .....	11.010.A	Sex Offender Registration and	
Routine Value.....	11.010.B	Cancellation Forms.....	11.110.B
Transitory Value.....	11.010.C	Sexually Violent Predators – Public	
Dispatch Phone and Radio Recording		Notifications .....	11.110.C
Request Forms.....	11.020	Requests for Release of Information.....	11.120
Electronic Records .....	11.030	Seizure Fund Documentation.....	11.130
Electronic Records in General.....	11.030.A	Traffic Citations.....	11.140
Electronic Records (Copies) Retained		Video and Audio Recordings .....	11.150
Solely for Convenience .....	11.030.A1	Passive Surveillance Records .....	11.150A
Electronic Records Retained for		Records for which no notice of claim	
Recordkeeping Purposes.....	11.030.A2	has been filed, or there has been no	
Email.....	11.030.B	specific incident that may cause the	
Enduring Long-Term Value Email ...	11.030.B1	record to become evidence in any	
Routine Value Email.....	11.030.B2	proceeding .....	11.150A1
Transitory Value Email.....	11.030.B3	Records for which there has been a	
Email Attachments and Records Linked		notice of claim filed .....	11.150A2
Within an Email Message.....	11.030.B4	Secured Police Facilities.....	11.150B
Social Media Records .....	11.030.C	Vehicle and Officer Recording Systems ...	11.150C
Expungement Records.....	11.040	Non-evidentiary Recordings.....	11.150C1
General Orders Issued by Sheriff.....	11.050	Evidentiary Recordings .....	11.150C2
Grant Files.....	11.060	Weapons and Firearms .....	11.160
Awarded Grants.....	11.060.A	Authorization to Carry-Officers .....	11.160.A
Rejected Grants.....	11.060.B	Concealed Handgun Permit.....	11.160.B
Immigration Status Reporting Records-		<b>Recruitment and Training</b>	
Systematic Alien Verification for Entitlements		Employee Training Files.....	12.010
(SAVE) Program Records .....	11.070	Firearms Training and Qualification Files .....	12.020
Intelligence Files .....	11.080		
Confidential Informant Files .....	11.080A		
Intelligence Files .....	11.080B		
Logs.....	11.080C		

<i>Records</i>	<i>Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records</i>	<i>Descriptions</i>	<i>Schedule/Item No.</i>
Sheriff Training Academy Information Files .....12.030 Peace Officer Standards Training (POST) Files .....12.030.A Lesson Plans, Outlines, and Other Materials Used In Courses.....12.030.B  Training Instructor Critiques.....12.040  Training Requests.....12.050  <div style="text-align: center;"><b>-V-</b></div> <b>Victim Services</b>  Case Files.....13.010  Grant Records.....13.020  Victims' Inmate Release Notification Cards.....13.030  <div style="text-align: center;"><b>-W-</b></div> <b>Warrants</b>  Warrants for Arrest or Detainment (Duplicate Copy).....14.010 Warrants and Detainers Issued by Other Agencies.....14.020					

## SCHEDULE NO. 01

### ANIMAL CONTROL

**General Description:** Records relating to the animal control functions.

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#### **01.010. ANIMAL CONTROL RECORDS**

Records relating to Animal Control Enforcement actions, including: animal bite reports, animal impound files, officer incident reports, official warning notices, uniform penalty assessments/summons and complaints, and cruelty investigation files.

Retention: 3 years after final disposition of case

#### **01.020. COUNTY LICENSING OF DOG TAGS**

Records of issuance of county dog tags to canine owners.

Retention: 2 years after expiration, revocation, denial or termination of license activity

#### **01.030. REGISTERED GUARD DOG FILE**

Information on guard dogs, including descriptions of animals, commands, name of contact person, vaccination and veterinary history.

Retention: Life of dog or until it is removed from the county

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## SCHEDULE NO. 02

### CIVIL

**General Description:** Records relating to civil functions.

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#### 02.010 CIVIL JACKETS

##### ***A. Levy, Attachment, and Sale Jackets***

Jackets containing notice of levy, writ of attachment, judgment execution decree, foreclosure decree, proof of publication, bonds, sheriff's sale continuance, property seizure form, sales documentation, memoranda, notes, and other documentation concerning levies, attachments, and sales executed by the sheriff.

[General Reference: CRS 30-10-515]

Retention: 7 years after case closure

##### ***B. Record of Service Jackets***

Civil case jacket and routing slip containing a record of service of civil documents presented for service, correspondence, and copies of documents served.

[General Reference: CRS 30-1-106 ]

Retention: 3 years

#### 02.020. SHERIFF'S CERTIFICATE OF PURCHASE

Record of certificate of purchase issued after a foreclosure sale containing: names of original grantors of the deed of trust being foreclosed, description of the property, sum paid for the property, name and address of purchaser, statement that the purchaser shall be entitled to a confirmation deed at the expiration of all redemption periods, the deficiency under the evidence of debt, public trustee's sale number or district court civil action number, date of sale, copy of order authorizing sale, copy of mailing lists.

[General Reference: CRS 38-38-401.]

Retention: 7 years after case closure

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***Colorado Sheriff's Record Retention Schedule***

**02.030. SHERIFF'S LEVY LOG**

Log and/or computer database of sheriff's levy, attachment, and sale cases, indicating the type of document received, date received, date issued, court case number, plaintiff and defendants' names, and disposition of the case.

Retention: 7 years after case closure

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## SCHEDULE NO. 03

### COMMUNICATIONS

**General Description:** Records relating to communication functions.

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#### **03.010. COMMUNICATION UNIT SHIFT BRIEFING RECORDS**

Summaries of Sheriff's Communication Unit activity maintained by each shift to inform incoming shifts of previous shift activities

Retention: 2 months

#### **03.020 DISPATCH RECORDS**

##### ***A. Computer Aided Dispatch System (CAD)***

On-line computer database containing information on all calls for service received by the Sheriff's Office and dispatched

Retention: 5 years

##### ***B. Dispatch Historical Information Files***

Historic communications; information relating to County dispatch functions, training, equipment, etc.

Retention: Permanent

##### ***C. Dispatch Phone and Radio Recording Request Forms***

Cross-reference: See Records Section #11.020

##### ***D. Dispatch Recordings***

Audio recordings made to monitor and record law enforcement and other radio transmissions, including law enforcement emergency 911 calls.

Retention: 120 days

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

**03.030. EMERGENCY REVERSE 911 SYSTEMS**

Records relating to reverse 911 system citizen notifications.

Retention: 2 years or as stated in provider contract

**03.040 RADIO**

***A. Federal Communication Commission Radio Station Licenses***

Official radio station licenses issued by the FCC.

[General Reference: 47CFR 90.15 - 90.20]

Retention: 1 year after expiration of license.

***B. Radio Site Maintenance Log***

Log containing a summary of all radio maintenance and other maintenance activities completed at radio transmitter sites, as required by FCC regulations.

[47CFR90.447; General Reference: 47CFR 90.443 & 90.445]

Retention: 1 year

**03.050. TELETYPES - NATIONAL CRIME INFORMATION CENTER/COLORADO CRIME INFORMATION CENTER (NCIC/CCIC)**

Informational teletypes received via NCIC and CCIC for entry to the sheriff's office computer system; follow-up teletypes from other law enforcement departments.

Retention: 30 days

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

## SCHEDULE NO. 04

### COMMUNITY SERVICE

**General Description:** Records relating to community service functions.

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#### 04.010. COMMUNITY SERVICE FILES

Records relating to community service ordered by District and County courts (also known as alternative service/useful public service). Includes contracts with community service clients and follow-up after completion of community service.

[General Reference: CRS 18-1.3-507]

Retention: 6 years after completion of community service

#### 04.020. POST CONVICTION ELECTRONIC MONITORING FILES

Records relating to the alternative sentencing option of electronic monitoring (also known as "home detention"), which allows a defendant to remain gainfully employed while serving a court-ordered sentence. By statute, the defendant is only allowed out of his or her residence for work, court-ordered treatment and medical related matters. Community Justice Services is able to monitor a defendant's alcohol consumption and whereabouts electronically, which holds the defendant accountable for court-ordered conditions of home detentions.

[General Reference: CRS 18-1.3-106]

Retention: 6 years after completion of electronic monitoring

#### 04.030. PRE-TRIAL INTAKE FILES

Bond reports on defendants at the time of booking into the detention facility to be used by District or County courts to set appropriate bonds on criminal cases; records of investigations of defendants who fail to appear for their scheduled court dates, and arrangements for defendants to turn themselves in or to be picked up by law enforcement.

[General Reference: CRS 16-4-102 – CRS 16-4-106]

Per CRS 16-4-104(2): "...a person must not be released on an unsecured personal recognizance bond pursuant to paragraph (a) of subsection (1) of this section under the following circumstances: The person is presently free on another bond of any kind in another criminal action involving a felony or a class 1 misdemeanor; The person has a record of conviction of a class 1 misdemeanor within two years or a felony within five years, prior to the bail hearing; or The person has willfully failed to appear on bond in any case involving a felony or a class 1 misdemeanor charge in the preceding five years."

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Retention: 6 years after completion of pre-trial supervision

**04.040. PRE-TRIAL RELEASE SUPERVISION FILES**

Records relating to supervision of defendants who are released from jail during the pre-trial stage of their criminal case, including reviews and verifications of initial evaluations of a defendant, determinations of the person's risk and needs, bond conditions of release, and reports to District or County courts on defendant's compliance or noncompliance with court-ordered conditions of bond.

[General Reference: CRS 16-4-102-CRS16-4-106].

Per CRS 16-4-104(2): "...a person must not be released on an unsecured personal recognizance bond pursuant to paragraph (a) of subsection (1) of this section under the following circumstances: The person is presently free on another bond of any kind in another criminal action involving a felony or a class 1 misdemeanor; The person has a record of conviction of a class 1 misdemeanor within two years or a felony within five years, prior to the bail hearing; or The person has willfully failed to appear on bond in any case involving a felony or a class 1 misdemeanor charge in the preceding five years."

Retention: 6 years after completion of pre-trial release supervision

**04.050. PRE-TRIAL REPORTS TO STATE JUDICIAL DEPARTMENT**

Annual reports required by State law on number of interviews conducted with defendants, number and nature of recommendations made, number of defendants under pre-trial release supervision who failed to appear.

[General Reference: CRS 16-4-106(6)]

Retention: Permanent

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## SCHEDULE NO. 05

### DETENTION - JAIL

**General Description:** Records relating to the detention – jail functions.

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#### 05.010. COMMISSARY AND KITCHEN RECORDS

Documentation of the routine operations and control of jail commissary, kitchens, and canteens. This series may include, but is not limited to, commissary reports, food logs, meal counts, meal plans, order forms, copies of accounting records, inventory control documents, supply reports, use reports

Retention: 6 months

#### 05.020. CONTROLLED SUBSTANCES INVENTORY AND RECORD

Inventory of controlled substances on hand and distributed, administered, dispensed, or otherwise disposed of.  
[CRS 27-80-210, 21 CFR 1304.11]

Retention: 2 years after the respective dates of the transactions as shown on the inventories

#### 05.030. DAILY RECORD OF JAIL COMMITMENTS AND DISCHARGES

Sheriff's daily record of commitments and discharges of all persons delivered to his/her custody, showing date of entrance, name, offense, term of sentence, fine, age, sex, citizenship, how and by whom committed, and when and by whom discharged.

Retention: Permanent

#### 05.040. FUGITIVE UNIT CASE FILES

Case files containing case number, name of inmate, agency, copies of warrants, tracking sheet, communications, copies of extradition waivers, end of month reports, activity logs and sheets. Used to track legal process on extraditions.

Retention: 10 years after case is closed

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## **05.050 INMATE RECORDS**

### ***A. Jail Booking Files (Inmate Case Files)***

Records used to document information on persons confined in a jail or detention facility. File can contain identifying information, criminal history, mug shots, fingerprint cards, arrest records, work program records, release orders, kites, detention classification files, grievance files, work/education release records including work program records, court petitions for program refusal, inmate incident reports, and other records pertaining to the inmate's confinement.

[General Reference: CRS 16-5-401]

#### **1. Felony Cases - Major Felonies and Violent Crimes**

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault on a child, forgery and officers killed.

Retention: Permanent

#### **2. Felony Cases (Other)**

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.

Retention: 10 years after court disposition

#### **3. Misdemeanor Cases**

Misdemeanor cases, petty offenses, traffic offenses and similar cases

Retention: 3 years after court disposition

#### **4. Sexual Assault Cases (Excluding Sexual Assault on a Child)**

Case files related to the investigation of a sex assault crime.

Retention: Permanent

### ***B. Inmate Disciplinary Hearing Case Files***

Files for each disciplinary board hearing held as a result of rule infractions by inmates/detainees, containing: investigation reports, notification of board hearings, audio tape of hearings and result sheet showing the outcome of the hearing.

[General Reference: 16-5-401]

#### **1. Felony Cases - Major Felonies and Violent Crimes**

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault on a child, forgery and officers killed.

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Retention: Permanent

**2. Felony Cases (Other)**

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.

Retention: 10 years after court disposition

**3. Misdemeanor Cases**

Misdemeanor cases, petty offenses, traffic offenses and similar cases.

Retention: 3 years after court disposition

**4. Sexual Assault Cases (Excluding Sexual Assault on a Child**

Case files related to the investigation of a sex assault crime.

Retention: Permanent

***C. Inmate Record of Funds (Inmate Cash Control Log)***

Daily log of every cash amount received or disbursed on behalf of inmates/detainees.

Retention: 3 years after release

**05.060. Jail Inspection Report/Log**

County health department reports of inspections in jail kitchen and other jail facilities, and correspondence and memoranda concerning the inspections and remedial action taken concerning inspections.

[General Reference: CRS 25-1.5-101 (1) (i) (I); 30-11-104; CRS 17-26-126]

Retention: 7 years

**05.070. Medical Case Files**

Case files on inmates/detainees containing intake medical screening sheets, treatment records, medication records, laboratory test results, requests for treatment, dental records, suicide watch, and medication authorization forms.

Retention: 7 years after the last date of treatment, or 7 years after the patient reaches age 18, whichever is later.

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**05.080 Population**

***A. Monthly Jail Population Analysis Files: Body Count***

Jail Annex roster by room/module reports, and daily call in logs. Used to generate a monthly report providing statistics for the quarterly and year-end jail population statistics reports.

Retention: 3 years

***B. Population Statistics Reports***

Compiled from monthly report of unit activities, jail annex population statistics reports, work/education release program statistical reports, transportation reports, counseling meeting attendance reports, monthly officer training reports, weekly inmate/detainee roster reports, and quarterly statistic reports. Used to document number of inmates/detainees and inmate/detainee activities processed by the sheriff's office.

Retention: 3 years

***C. Transport Records***

Log of inmates transported by sheriff's department, containing inmate's name, dates and times of transport, court times, and name of transporting deputy.  
[General Reference: CRS 30-10-514]

Retention: 2 years

**05.090. Victims' Inmate Release Notification Cards**

Cards used to notify victims of release of inmate.  
Cross Reference: See Victim Services, Item # 13.030

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PENDING LEGAL CASE CLAIM ACTION OR AUDIT*

## SCHEDULE NO. 06

### EMERGENCY MANAGEMENT

**General Description:** Records relating to the emergency management functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### **06.010 EMERGENCY OPERATIONS AND MANAGEMENT PLANS**

**A. Records Relating to Disaster and Emergency Planning and Implementation.** Includes provisions for the preparation, prevention, mitigation, response and recovery from emergencies and disasters, i.e. Hazmat, Community Wildfire, and Emergency Operations plans.

[General Reference: CRS 24-33.5-707(8).]

Retention: Until superseded

**B. Implementation and Testing of Disaster Warning Systems and Plans.**

Retention: 3 years

#### **06.020. EMERGENCY PREPAREDNESS TRAINING AND GENERAL INFORMATION FILES**

Correspondence, memoranda, reports and other supporting documentation concerning emergency training and training exercises, and emergency equipment availability.

Retention: 10 years

#### **06.030. FEDERAL EMERGENCY MANAGEMENT ASSISTANCE PROGRAM REIMBURSEMENT FILES**

Reimbursement claims submitted to FEMA for emergency management activities; copies of claim vouchers; copies of payroll registers; completed PW (Project Worksheet), special considerations questions form; estimated and actual costs; force account labor; force account equipment, materials, and purchases; photographs of damage, work underway and completed; insurance information; environmental and historic alternatives and hazard mitigation opportunities considered; environmental review; receipt and disbursement documents; and records of donated goods and services.

[General Reference: CRS 25-33.5-705.2]

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

## *Colorado Sheriff's Retention Schedule*

Retention: 3 years from notification the project is closed

### **06.040 INCIDENT RECORDS-DISASTERS AND EMERGENCIES**

Documentation of the extent and impacts of natural or man-made disasters and emergency incidents and actions taken in response to such incidents; includes damage assessment and response reports, situation and resource allocation reports, incident plans, financial documentation, photographs, videotapes, and similar incident-related documentation. Also included are post-incident critiques that allow emergency responders to get a clear idea of the effects of their actions on the outcome of their operation.

[General Reference: CRS 24-33.5-703, CRS 24-33.5-709]

#### ***A. Declared Disaster Records***

Records pertaining to emergencies that are declared disasters by State, Local, and/or the Federal Government and are not deemed to have historical significance

Retention: 10 years

#### ***B. Major Disasters/Emergencies***

A major disaster or emergency incident is defined as one that may have historical significance and/or a federal, state, or local disaster declaration, i.e. the 2013 flood or the 2021 Marshall Fire.

Retention: Permanent

#### ***C. Hazardous Materials (Hazmat) Records***

Records relating to hazardous materials regulation, prevention, safety and incident response and investigation.

[General Reference: CRS 29-22-101]

##### **1. Hazmat Case Files**

Records of hazardous materials incidents and investigations, including incident reports, copies of fire and rescue reports, narratives, memos, etc.

[General Reference: CRS 29-22-108]

###### **a. Criminal Hazardous Materials Incidents\_**

Retention: Permanent

###### **b. Noncriminal Hazardous Materials Incidents\_**

Retention: 2 years after costs are recovered

##### **2. Hazmat Incident Records**

Retention: 5 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

*Colorado Sheriff's Retention Schedule*

***D. Search and Rescue Incident Records***

[General Reference: CRS 24-33.5-707(10)]

Retention: 3 years

***06.050 Special Needs Registrations***

The registry contains information about individuals with special needs who may require assistance in the event of a disaster.

***A. Registration***

- Retention: 1 year + current after name is removed from the registry

***B. Database***

Retention: Until Superseded

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

## SCHEDULE NO. 07

### EVIDENCE AND LABORATORY

**General Description:** Records relating to evidence and laboratory functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### 07.010 CRIME LAB

##### **A. Chemical Blood Testing Reports (Crime Lab Reports)**

Reports requested by the sheriff's office for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies.

[General Reference: CRS 18-1-1101, et. seq.]

##### **1. Felony Investigations That Do Not Result in Charges Filed**

[CRS 18-1-1103(1)]

Retention: Life of case file

##### **2. Criminal Investigations That Result in a Conviction**

[CRS 18-1-1103(2)]

Retention: Life of defendant [CRS 18-1-1101, et. seq.]. Note: Under certain circumstances, a law enforcement agency may seek to dispose of DNA evidence by giving notice to the District Attorney. Under such instances, the agency may follow the recommendations of the DA per CRS 18-1-1105.

##### **B. Logs – Crime Lab**

Automatic fingerprint identification system (AFIS) fingerprint logs, crime scene processing logs, laboratory field work logs, laboratory work logs, marijuana testing logs, etc.

Retention: Permanent, as documentation of qualifications of crime lab technicians as expert witnesses.

##### **C. Other Crime Lab Reports**

Reports regarding crime lab work and findings, and supporting documentation such as laboratory request forms, vehicle hold/release sheets, sketches, etc.

Retention: Life of related case file.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

**07.020 Evidence Records**

Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. Consult with the District Attorney regarding the destruction of physical evidence.

**A. Evidence and Property Audit Records**

Audit reports detailing the authorized destruction or disposal of property and evidence associated with sheriff cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc.

Retention: Until completion of next succeeding evidence and property audit

**B. Evidence Logs**

Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records.

**1. Case Logs Not Involving DNA**

Retention: Life of related case file.

**2. Case Logs for Evidence Involving DNA**

**a. Cases Not Resulting in Charges**

Retention: Life of related case file.

**b. Cases Resulting in Charges Filed**

Retention: Permanent

[CRS 18-1-1101, et. seq.] Note: Under certain circumstances, a law enforcement agency may seek to dispose of DNA evidence by giving notice to the District Attorney. Under such instances, the agency may follow the recommendations of the DA per CRS 18-1-1105.

**C. Evidence and Property Room Sign-In Log**

Log of persons admitted to the evidence and property storage area.

Retention: Permanent

***Colorado Sheriff's Record Retention Schedule***

***D. Lie Detector Test Administration Records***

Records retained by the test administrator to document expertise in the administration of lie detector tests using the computer voice stress analyzer, polygraph and other detector test equipment.

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

## SCHEDULE NO. 08

### FLEET

**General Description:** Records relating to fleet functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### 08.010 STORAGE TANK RECORDS

##### ***A. Storage Tank Records of Regulated Substances - Approved Permits***

Records related to aboveground and underground storage of regulated substances such as gasoline, crude oil, fuel oil and diesel oil, including permits and supporting documentation, applications, site information, emission inspections, monitoring, spills and cleanups, testing, upgrade installations, reports of financial condition required by CDPHE, proof of insurance coverage and financial responsibility, revocations, etc.

[General Reference: 7 CCR 1101-14]

Retention: 6 years after removal of tank

##### ***B. Denied Permits and Supporting Documentation***

Retention: 3 years after denial

#### 08.020. VEHICLE RECORDS

##### ***A. Fuel Inventory and Usage Records***

Records pertaining to fuel usage, including periodic fuel usage reports.

Retention: 3 years

##### ***B. Vehicle Titles***

Retention: Until vehicle is no longer under Sheriff's Office control

##### ***C. Vehicle Registrations***

Retention: Until expiration

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

***Colorado Sheriff's Record Retention Schedule***

***D. Inspection and Maintenance Documentation***

Records pertaining to maintenance and inspections performed for vehicles including those records required by State and federal regulations; includes manufacturer-issued manuals and warranties, inspection reports, vehicle maintenance histories and work orders providing the only available vehicle history.

Retention: Until vehicle is no longer under Sheriff's Office control

*Colorado Sheriff's Record Retention  
Schedule*

**SCHEDULE NO. 09**

**INTERNAL AFFAIRS**

**General Description:** Records relating to internal affairs functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

**09.010. Internal Affairs Investigations (Unsubstantiated)**

Records pertaining to internal investigations regarding sheriff personnel conduct or actions (i.e., reviews of use of force, pursuits, officer-involved traffic accidents), including allegations of misconduct, polygraph records, board of inquiry or internal affairs administrative inquiries and proceedings, and any subsequent disciplinary actions. Note: Substantiated investigations and substantiated review and disciplinary documentation should be transferred to the record copy custodian for personnel records to be retained or destroyed according to personnel policy unless there are conflicts with union policy.

Retention: 5 years

*NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.*

## SCHEDULE NO. 10

### PATROL

**General Description:** Records relating to patrol functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### 10.010 CASE RECORDS

Case files, incident reports, offense reports, crime stoppers reports, activity summaries, accident reports, fingerprint cards and files, photographic records of suspects and persons convicted of crimes (including photographic prints and negatives), video and audio recordings of crime scenes and interviews with witnesses or suspects, lie detector test records and other records pertaining to cases handled by the sheriff's office.

General Reference: CRS 16-5-401

##### ***A. Death Case Records - Noncriminal***

Retention: 10 years after court disposition

##### ***B. Felony Case Records – Major Felonies and Violent Crimes***

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault, sexual assault on a child, forgery, officers killed and similar cases.

Retention: Permanent

##### ***C. Felony Case Records (Other)***

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.

Retention: 10 years after court disposition

##### ***D. Misdemeanor Case Records***

Misdemeanor cases, petty offenses, traffic offenses and similar cases

Retention: 3 years after court disposition

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

**E. Missing Persons Including Runaways**

Retention: Until located

**F. Traffic Accident Case Records**

**1. Fatal Traffic Accidents**

Retention: 10 years after court disposition

**2. Non-Fatality Traffic Accidents**

Retention: 3 years after court disposition

**G. Diversion Program Records**

Records pertaining to the diversion of defendants from the criminal justice system. The program allows them to participate in treatment and make restitution resulting in the prosecutor dropping or not filing charges.

[General Reference: CRS 18-1.3-101 et.seq.]

Retention: Until court disposition

**10.020. COMMUNITY RELATIONS RECORDS**

Records of outreach and public relations efforts, neighborhood mediation, presentations, and similar community outreach efforts.

Retention: 2 years after completion

**10.030 FIELD CONTACT**

**A. Daily Field Activity Reports (DFAR)**

Daily log of deputies, supervisors and other personnel's activities during shifts, showing times and locations of calls, and statistics based on activities.

Retention: 2 years

**B. Field Contact Records**

Records of contacts with businesses, complainants, juveniles, victims or witnesses after which no incident report is filed.

Retention: 3 years

**10.040. INTOXILIZER LOG**

Log of intoxilizer tests conducted to determine suspects' level of intoxication, showing date and time of test; name, date of birth, and sex of subject; arresting officer; testing officer; test results; and case report number.

Retention: 5 years  
[5CCR 1005-2]

**10.050. LICENSE PLATE RECOGNITION DATA**

Data and images recorded by means of automated license plate recognition systems (one or more mobile or fixed high-speed cameras combined with computer algorithms to convert images of registration plates into computer-readable data) used to capture license plate numbers for parking enforcement, booting, stolen vehicle identification or other law enforcement purposes.

Retention: 21 days except that "hits" are retained for life of related case file.

**10.060. RIDE-ALONG PROGRAM RECORDS**

Records of programs that allow citizens to ride along with police officers.

Retention: 3 years

**10.070 VEHICLE RECORDS**

***A. Abandoned Vehicles***

Impound notice, report of abandoned vehicle, report of sale of abandoned vehicle.

Retention: 2 years after last action or final payment

***B. Vehicle Impound Records***

Records documenting the impoundment of licensed and non-licensed motorized vehicles and sports craft that have been taken into custody for violations of laws that govern their use, operation and ownership.

Retention: 2 years after vehicle is released to owner or otherwise disposed of

## SCHEDULE NO. 11

### RECORDS/ADMINISTRATION

**General Description:** Records relating to records/administration functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### 11.010 CORRESPONDENCE AND GENERAL DOCUMENTATION

Correspondence is a written communication that is sent or received via the U.S. mail, private courier, facsimile transmission or electronic mail, including letters, postcards, memoranda, notes, telecommunications and any other form of written communications. The term general documentation is intended to cover a wide variety of records created in the normal course of business.

##### **A. Enduring Long-Term Value**

Documentation or correspondence, including e-mail messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation.

Retention: Permanent

##### **B. Routine Value**

Routine operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational or statistical value. Includes routine e-mail messages, letters or memoranda, reading or chronological files that contain duplicates of memos or letters also filed elsewhere, routine requests for information, transmittal documents, etc.

Retention: 2 years

##### **C. Transitory Value**

General documentation or correspondence of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records, including e-mail messages, with preliminary or short-term informational value.

Retention: Until material has been read

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

## **11.020. DISPATCH PHONE AND RADIO RECORDING REQUEST FORMS**

Retention: 1 year

## **11.030 ELECTRONIC RECORDS**

### ***A. Electronic Records in General***

Computer generated and maintained records and associated metadata in electronic formats retained for recordkeeping purposes, including, but not limited to: audio and video digital recordings; email messages and attachments; imaged records; databases, and word processing files; recorded video conferences; digital photographs; geographic information systems datasets; and all other records retained in electronic format.

#### ***1. Electronic Records (Copies) Retained Solely for Convenience***

Retention: Until no longer needed, **Provided** that definitive or record copy of record is retained for applicable retention.

#### ***2. Electronic Records Retained for Recordkeeping Purposes***

Retention: Based on content, retain for retention period for specific type of record; ie., electronic records have the same retention periods as paper or microfilm records with the same content.

### **B. Email**

CRS 24-80-101 specifies that electronic mail messages are not records "unless the recipient has previously segregated and stored such messages as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the value of the official governmental data contained therein." Generally, e-mail messages can be described as correspondence. Email attachments or records linked within email messages should be retained with like record series outside of the email system. Meta-data should also be retained with the corresponding email message or attachment.

#### ***1. Enduring Long-Term Value Email***

Retention: See Item #11.010A

#### ***2. Routine Value Email***

Retention: See Item #11.010B

*NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.*

**3. Transitory Value Email**

Retention: See Item #11.010C

**4. Email Attachments and Records Linked Within an Email Message**

Retention: Follow retention periods set forth for comparable records (e.g. case files)

**C. Social Media Records**

Records relating to social media such as Twitter (X), Facebook (Meta), YouTube, LinkedIn, etc. Includes posts, comments, screenshots, downloads, back-up records.

Retention: See Colorado State Archives *Social Media Policy*:

[https://drive.google.com/file/d/1BUz0mf4IHwiZG5o\\_6VPwoPd0hrYg9MR2/view](https://drive.google.com/file/d/1BUz0mf4IHwiZG5o_6VPwoPd0hrYg9MR2/view)

**11.040. EXPUNGEMENT RECORDS**

Records of sealing or expungement

Retention: Until sealed record is destroyed pursuant to Retention Schedule.

**11.050. GENERAL ORDERS ISSUED BY SHERIFF**

Directives or standard operating procedures issued by the Sheriff governing the overall operation and administration of the sheriff's office.

Retention: Permanent

**11.060 GRANT FILES**

**A. Awarded Grants**

Files pertaining to the application, administration, and monitoring of grants such as Law Enforcement Assistance Fund (LEAF), Department of Local Affairs (DOLA), victim assistance grants, etc. May include award modifications, budget and finance reports, correspondence, reports required by the granting agency, and close-out letter.

Retention: 3 years after the submission of the final grant report, provided the requirements of the granting agency have been satisfied.

**B. Rejected Grants**

Files pertaining to the application process for grant funds.

Retention: 2 years after rejection or withdrawal.

**11.070. IMMIGRATION STATUS REPORTING RECORDS – Systematic Alien Verification for Entitlements (SAVE) Program Records**

Reports relating to verification of U.S. citizenship status of applicants for local licenses, credentials, rebates, employment and/or benefits.

Retention: 3 years

**11.080 INTELLIGENCE FILES**

***A. Confidential Informant Files***

Information pertaining to the identity of confidential informants, including, but not limited to: the informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprint card, photographs, and names of family members; may include records of any payments to the informant.

Retention: 5 years following last contact with informant.

***B. Intelligence Files***

Records containing information regarding individuals and groups.

Reference: (28CFR 23.20(h))

Retention: No longer than 5 years after becoming obsolete or no longer relevant.

***C. Logs***

Listings tracking specific routine daily activities, such as alarm check, logs of court subpoenas served, logs of crimes in specific areas, criminal history check log sheets retained for National Crime Information Center (NCIC) audits, authorized firearms, dispatch logs, DUI logs, home check logs, offense logs, traffic accident, welfare check, log of warrants and detainers received from other jurisdictions, inmate mail logs, etc.

Retention: 2 years

**11.090 NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS)**

***A. Statistical Files***

Indexes for statistical reporting of data by class of crime and other statistical information

Retention: 5 years

***B. Uniform Crime Report***

Annual crime report sent to NIBRS

Retention: Permanent

**11.100. PAWN SLIPS**

Records received from pawn shops to track the acquisition and sale of pawned property, including declarations of ownership.

Retention: 2 years after transaction

**11.110. REGISTERED SEX OFFENDERS**

***A. Information Request Forms – Sex Offenders***

Forms completed by parties interested in inspecting public information regarding sex offenders.

General Reference: CRS 16-22-112

Retention: 2 years after request is answered.

***B. Sex Offender Registration and Cancellation Forms***

Notifications completed by convicted sex offenders regarding residence addresses and contact information.

General Reference: CRS 16-22-108

Retention: 5 years after offender leaves jurisdiction

Note: CCIC keeps permanently

***C. Sexually Violent Predators – Public Notifications***

Notices given to the public regarding sexually violent predators in the community.

General Reference: CRS 16-22-108

Retention: Permanent

**11.120. REQUESTS FOR RELEASE OF INFORMATION**

Requests for public release of information such as E-9-1-1, dispatch phone and radio recordings, reports, incident histories, etc.

Retention: 2 years after request is answered.

**11.130. SEIZURE FUND DOCUMENTATION**

Records relating to the fund for monies accrued as a result of court-ordered seizures and disposition of property connected to vice, narcotics and other crimes.

Retention: 7 years

**11.140. TRAFFIC CITATIONS**

Duplicate copy of traffic citations issued.

Retention: 2 years

**11.150 VIDEO AND AUDIO RECORDINGS**

***A. Passive Surveillance Records***

Records created by a digital video camera, video tape camera, closed circuit television camera, or other image recording device positioned to capture moving or still pictures or images of human activity on a routine basis or for security or other purposes per CRS 24-72-113. Not applicable to records made by any correctional facility or local jail.

**1. Records for which no notice of claim has been filed, or there has been no specific incident that may cause the record to become evidence in any proceeding.**

Retention: 1 year after creation of record.

(Note: record must be destroyed at the expiration of the retention period per CRS 24-72-113 (2) (a)).

**2. Records for which there has been a notice of claim filed**

Record must also include the person who accessed the record and the reason for which the record was accessed per CRS 24-72-113 (2) (a)

Retention: 3 years after creation of record

(Note: record must be destroyed at the expiration of the retention period unless it becomes evidence in any civil, labor, administrative, or felony criminal proceeding,) CRS 24-72-113 (2) (a)

***B. Secured Police Facilities***

Video and audio recordings made in secured areas of jails, holding areas, booking areas or lock-ups.

Retention: To be determined administratively by law enforcement agency, provided that any pertinent recordings are retained until final resolution of any related potential or pending claim or litigation.

**C. Vehicle and Officer Recording Systems**

Video and audio recordings made from police vehicle or officer carried (body camera) systems.

**For further information, refer to State Archives Body Camera Policy:**

[Body Camera Policy](#)

**1. Non-evidentiary Recordings**

a. Accidental Activations\_

Retention: 30 calendar days

b. Testing Before Shift Starts

Camera activations to verify equipment is operating accordingly.

Retention: 30 calendar days

c. Training Recordings

Recordings used or captured by officers and supervisors in the initial and ongoing training on how to use a body worn camera device.

Retention: 1 year

d. Citizen Interactions

Traffic incidents with no summons issued, non-criminal incidences, any routine contact that does not result in enforcement action or a case report or summons.

Retention: 2 years

e. Uncategorized or Unclassified Video Recordings\_

Retention: 180 days

**2. Evidentiary Recordings**

Recordings should be retained according to case record retention.

a. Death Case Records: Noncriminal

Retention: 10 years

b. Felony Case Records (Major Felonies and Violent Crimes)

Cases such as arson with fatalities, forgery, unrecovered firearms, homicides, kidnapping, deaths, and officers killed.

Retention: Permanent

## ***Colorado Sheriff's Record Retention Schedule***

c. Felony Case Records (Other)

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases

Retention: 10 years

d. Misdemeanor Case Records

Misdemeanor cases, petty offenses, traffic offenses and similar cases

Retention: 3 years

e. Missing Person Records Including Runaways

Retention: Until located

f. Sex Offender and Sexual Assault Case Records

Includes case files related to sex offenders, investigations of sexual assault crimes including on a child.

Retention: Permanent

g. Traffic Accident Case Records: Fatal Traffic Accidents

Retention: 10 years

h. Traffic Accident Case Records: Non-Fatal Traffic Accidents

Retention: 3 years

### **11.160 WEAPONS AND FIREARMS**

***A. Authorizations to Carry – Officers***

Records of types of firearms and weapons carried by officers including authorization to carry weapons, maintenance, indication that the weapon has been checked, and that the officer qualifies to use it.

Retention: 2 years after weapon is no longer in use

***B. Concealed Handgun Permit***

Concealed Handgun Permit (CCW) application forms, CCW checklists, identification photograph, case notes and other related investigative documents.

Retention: 2 years after expiration, revocation, denial or termination of permit

## SCHEDULE NO. 12

### RECRUITMENT AND TRAINING

**General Description:** Records relating to recruitment and training functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### 12.010. EMPLOYEE TRAINING FILES

Records documenting training for sheriff personnel, including K-9 training records.

Retention: 5 years after employee termination

#### 12.020. FIREARMS TRAINING AND QUALIFICATION FILES

Daily range score sheets containing names of trainees, weapons used and shooting scores; monthly, quarterly and annual firearms reports; weapon repair record; Special Weapons and Tactics (SWAT) firearms training records; Special Operations Response Team (SORT) training records; log of authorized ammunition, and less than lethal weapons records. Used to track firearms usage, training proficiency, maintenance, and firearms directives.

Retention: 4 years

#### 12.030 SHERIFF TRAINING ACADEMY INFORMATION FILES

Curricula including lesson plans, outlines and other material, approved by the State used in courses taught at the training academy, Peace Officer Standards Training (POST) regulations, list of instructors, written exams and test scores, student identification copies of certificates, copies of affidavits required by the State, copies of official training photographs, copies of POST approval documents, copies of ratings criteria for skills requirements, copy of applicable field training instructions manual and sign-off sheet. Used to verify that a sworn peace officer has met state requirements for POST State certification.

##### A. Peace Officer Standards Training (POST) Files

Retention: Permanent

##### B. Lesson Plans, Outlines, and Other Materials Used in Courses

Retention: 7 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

**12.040. TRAINING INSTRUCTOR CRITIQUES**

Critiques by students of every class and its instructor, used to evaluate instructors' effectiveness.

Retention: 2 years after completion of training

**12.050. TRAINING REQUESTS**

Requests from department employees for outside training with approvals by the training unit and division commander, and evaluations of the training after attendance.

Retention: 2 years after completion of training

## SCHEDULE NO. 13

### VICTIM SERVICES

**General Description:** Records relating to victim services functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### 13.010. CASE FILES

Crime victim case files, each containing basic personal information about victim; log and narrative report of contacts with the victim; services provided; and program items supplied. Used to track cases and to document that mandated services were offered or provided to victims (including property crimes).

General Reference: CRS 24-4.1-302.5 - 24-4.1-303

Retention: 4 years after case is closed

#### 13.020. GRANT RECORDS

Cross Reference: Records/Administration, Item #11.060

#### 13.030. VICTIMS' INMATE RELEASE NOTIFICATION CARDS

Cards used to notify victims of release of inmate.

General Reference: CRS 24-4.1-302.5 - 24-4.1-303

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

## SCHEDULE NO. 14

### WARRANTS

**General Description:** Records relating to warrant functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.**

#### 14.010. WARRANTS FOR ARREST OR DETAINMENT (DUPLICATE COPY)

Orders issued by the court for the arrest or detainment of an individual, including CCIC teletypes and computer printouts pertaining to warrant life cycle from initial court entry into CICJIS to final cancellation.

Retention: 6 months after cancellation (Court retains original)

#### 14.020. WARRANTS AND DETAINERS ISSUED BY OTHER AGENCIES

Warrants, detainers, and mittimi received from other law enforcement agencies.

Retention: Until warrant is satisfied or cancelled

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.