

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 Chris Johnson, executive director, County Sheriffs of Colorado, for his 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. 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. Typically, some kind of approval process is in place to authorize the destruction of records in accordance with the Records Retention Schedule.

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. The Sheriff may dispose of duplicates in accordance with the following guidelines:

- **Duplicate Copies created for convenience or reference.**
Retain until no longer needed for reference or one (1) year, whichever is first, and then destroy.

Non-Records

Guidelines for identification and handling of some non-records are discussed in *Appendix A – Non-Records of the Colorado Municipal Record Retention Manual.*

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.

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-A-			
Animal Control		Pre-Trial Reports To State Judicial Department.....	04.050
Animal Control Records	01.010	-D-	
County Licensing of Dog Tags.....	01.020	Detention – Jail	
Registered Guard Dog File	01.030	Commissary and Kitchen Records.....	05.010
-C-		Controlled Substances Inventory and Record.....	05.020
Civil		Daily Record of Jail Commitments and Discharges	05.030
Civil Jackets	02.010	Fugitive Unit Case Files	05.040
Levy, Attachment, and Sale Jackets ...	02.010.A	Immigration Status Reporting: Arrest Reports-Possible Illegal Presence in the U.S.	05.050
Record of Service Jackets.....	02.010.B	Inmate Records	
Sheriff's Certificate of Purchase	02.020	Inmate Case Files	05.060.A
Sheriff's Levy Log	02.030	Felony Cases-Major Felonies and Violent Crimes	05.060.A
Communications		Felony Cases (Other)	05.060.A
Communication Unit Shift Briefing Sheets.	03.010	Misdemeanor Cases.....	05.060.A
Dispatch Records	03.020	Sexual Assault Cases (Excluding Sexual Assault on a Child)	05.060.A
Computer Aided Dispatch System (CAD).....	03.020.A	Inmate Disciplinary Hearing Case Files.....	05.060.B
Dispatch Historical Information Files ...	03.020.B	Felony Cases-Major Felonies and Violent Crimes	05.060.B
Dispatch Phone and Radio Recording Request Forms.....	03.020.C	Felony Cases (Other)	05.060.B
Dispatch Recordings	03.020.D	Misdemeanor Cases.....	05.060.B
Emergency 911	03.030	Sexual Assault Cases (Excluding Sexual Assault on a Child)	05.060.B
Radio.....	03.040	Inmate Incident Reports.....	05.060.C
Federal Communication Commission Radio Station Licenses.....	03.040.A	Inmate Record of Funds (Inmate Cash Control Log)	05.060.D
Radio Site Maintenance Log	03.040.B	Jail Inspection Report/Log.....	05.070
Teletypes-National Crime Information Center/ Colorado Crime Information Center (NCIC/CCIC)	03.050	Medical Case Files	05.080
Community Service		Population	05.090
Community Service Files	04.010	Monthly Jail Population Analysis Files:	
Post Conviction Electronic Monitoring Files.....	04.020	Body Count	05.090.A
Pre-Trial Intake Files	04.030	Population Statistics Reports.....	05.090.B
Pre-Trial Release Supervision Files.....	04.040	Transport Records.....	05.090.C
		Victims' Inmate Release Notification Cards.....	05.100

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

Records Descriptions	Schedule/Item No.	Records Descriptions	Schedule/Item No.
Work /Education Release	05.110	Evidence Records	07.020
Work Program Records	05.110.A	Evidence and Property Audit Records.....	07.020.A
Court Petitions For Work/Education		Evidence Logs: Case Specific	07.020.B
Program Refusal Files	05.110.B	Evidence and Property Room	
-E-		Sign-In Log.....	07.020.C
Emergency Management		Lie Detector Test.....	07.020.D
Ambulance Licensing & Operation.....	06.010	-F-	
Ambulance License Applications &		Fleet	
Supporting Documentation-Annual.....	06.010.A	Storage Tank Records	08.010
Ambulance License Inspection		Storage Tank Records of Regulated	
Checklists	06.010.B	Substances-Approved Permits	08.010.A
Ambulance Run and Patient		Denied Permits and Supporting	
Records.....	06.010.C	Documentation.....	80.010.B
Complaint Forms	06.010.D	Vehicle Records	08.020
Licensing Regulations	06.010.E	Fuel Inventory and Usage Records	08.020.A
Emergency Planning & Response	06.020	Registrations	08.020.B
Emergency Operations and Management		Inspection and Maintenance	
Plans.....	06.020.A	Documentation.....	08.020.C
Emergency Preparedness Planning,		Video Recordings-Vehicle and Officer	
Program, Training and General		Recording Systems.....	08.020.D
Information Files.....	06.020.B	-I-	
Federal Emergency Management Assistance		Internal Affairs	
Program Reimbursement Files.....	06.020.C	Internal Affairs Investigations	
Flood & Dam Hazard Files	06.020.D	(Unsubstantiated)	09.010
Incident Records - Disasters and		-P-	
Emergencies.....	06.020.E	Patrol	
After Action Incident Reviews.....	06.020.F	Alarm Records.....	10.010
Special Needs Registrations.....	06.020.G	Case Records.....	10.020
Registration	06.020.G	Death Case Records – Noncriminal	10.020.A
Database	06.020.G	Felony Case Records-Major Felonies	
Weather Station Records	06.030	And Violent Crimes	10.020.B
Weather Station Data	06.030.A	Felony Case Records (Other).....	10.020.C
Weather Service Messages.....	06.030.B	Misdemeanor Case Records	10.020.D
Equipment Testing Records.....	06.030.C	Missing Persons Including	
Evidence and Laboratory		Runaways	10.020.E
Crime Lab.....	07.010	Sexual Assault Case Records	10.020.F
Chemical Blood Testing Reports	07.010.A	Traffic Accident Case Records	10.020.G
Felony Investigation That Do Not		Community Relations Records.....	10.030
Result in Charges Filed.....	07.010.A	Field Contact	10.040
Criminal Investigations That Result		Daily Field Activity Reports (DFAR).....	10.040.A
in a Conviction.....	07.010.A	Field Contact Records	10.040.B
Logs	07.010.B	Intoxilizer Log	10.050
Other Crime Lab Reports	07.010.C		

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
License Plate Recognition Data.....	10.060	Intelligence Files	11.080
Ride-Along Program Records.....	10.070	Confidential Informant Files	11.080.A
Vehicle Records.....	10.080	Intelligence Files	11.080.B
Abandoned Vehicles.....	10.080.A	Logs	11.080.C
Vehicle Impound Records	10.080.B	National Incident Based Reporting	
-R-		System (NIBRS).....	11.090
Records Administration		Statistical Files.....	11.090.A
Correspondence and General		Uniform Crime Report.....	11.090.B
Documentation	11.010	Passive Surveillance Records.....	11.100
Enduring Long-Term Value	11.010.A	Records for which no notice of claim has	
Routine Value.....	11.010.B	been filed, or there has been no specific	
Transitory Value.....	11.010.C	incident that may cause the record to	
Dispatch Phone and Radio Recording		become evidence in any proceeding ..	11.100.A
Request Forms	11.020	Records For Which There Has Been A Notice	
Electronic Records.....	11.030	Of Claim Filed	11.100.B
Electronic Records in General.....	11.030.A	Registered Sex Offenders.....	11.110
Electronic Records (Copies) Retained		Information Request Forms – Sex	
Solely for Convenience	11.030.A	Offenders	11.110.A
Electronic Records Retained for		Sex Offender Registration and	
Recordkeeping Purposes.....	11.030.A	Cancellation Forms.....	11.110.B
Email.....	11.030.B	Sexually Violent Predators – Public	
Enduring Long-Term Value Email	11.030.B	Notifications.....	11.110.C
Routine Value Email.....	11.030.B	Requests for Release of Information	11.120
Transitory Value Email	11.030.B	Seizure Fund Documentation	11.130
Email Attachments and Records Linked		Traffic Citations	11.140
Within an Email Message.....	11.030.B	Weapons and Firearms.....	11.150
Social Media Records.....	11.030.C	Authorization to Carry-Officers	11.150.A
Expungement Records	11.040	Concealed Handgun Permit.....	11.150.B
General Orders Issued by Sheriff	11.050	Recruitment and Training	
Grant Files.....	11.060	Employee Training Files.....	12.010
Awarded Grants.....	11.060.A	Firearms Training and Qualification Files ..	12.020
Rejected Grants.....	11.060.B	Sheriff Training Academy Information	
Immigration Status Reporting Records	11.070	Files.....	12.030
Arrest Reports-Possible Illegal Presence in		Peace Officer Standards Training	
the U.S.	11.070.A	(POST) Files	12.030.A
Systematic Alien Verification for Entitlements		Lesson Plans, Outlines, and Other	
(SAVE) Program Records	11.070.B	Materials Used In Courses	12.030.B
		Training Instructor Critiques.....	12.040
		Training Requests	12.050

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-V-			
Victim Services			
Case Files	13.010		
Grant Records.....	13.020		
Victims' Inmate Release Notification Cards	13.030		
-W-			
Warrants			
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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2.10 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.

[CRS 38-38-401.]

Retention: Permanent

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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: Permanent

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SCHEDULE NO. 03

COMMUNICATIONS

General Description: Records relating to the communication functions.

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03.010 COMMUNICATION UNIT SHIFT BRIEFING SHEETS

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

Retention: 2 months

3.20 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 protective or emergency services; radio transmissions, including police and fire radio transmissions; police emergency 911 calls and fire, rescue or ambulance dispatch calls.

Retention: 90 days

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

03.030 EMERGENCY 911

Records relating to emergency 911 and reverse 911 system, including citizen notifications.

Retention: 2 years

3.40 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.

[General Reference: CFR47 90.443 & 90.447]

Retention: 2 years

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 department's 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 the 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, CRS 19-2-308, CRS 42-4-1701]

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(4)]

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 16-4-103, CRS 16-4-104. CRS 16-4-105

CRS 16-4-105(1)(n.5): No release on personal recognizance if the person's criminal record indicates that he or she failed to appear on bond in any case involving a felony or class 1 misdemeanor charge in the preceding 5 years, unless the DA consents]

Retention: 6 years after completion of pre-trial supervision

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

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, CRS 16-4-103, CRS 16-4-104, CRS 16-4-105: CRS 16-4-105(1)(n.5): No release on personal recognizance if the person's criminal record indicates that he or she failed to appear on bond in any case involving a felony or class 1 misdemeanor charge]

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

04.050 PRE-TRIAL REPORTS TO STATET 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 16-4-105(2)(e)]

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. 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

Biannual inventory of controlled substances on hand, log of controlled substances received and dispensed to inmates by prescription, records of controlled substances surrendered to the Drug Enforcement Administration.

[CRS 27-80-210]

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.

[General Reference: CRS 17-16-118]

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.

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

Retention: 10 years after case is closed

05.050 IMMIGRATION STATUS REPORTING: ARREST REPORTS-POSSIBLE ILLEGAL PRESENCE IN THE U.S.

Reports made to U.S. Citizenship and Immigration Services (USCIS) regarding any person arrested that the law enforcement department believes is not legally present in the United States; and reports to the Colorado Legislative Council of the total number of reports made to USCIS.

[General Reference: CRS 29-29-1003]

Retention: 3 years after last contact

5.60 INMATE RECORDS

A. *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, copies of police/arrest records, work release records, release orders, kites, detention classification files, grievance files, and other records pertaining to the inmate's confinement.

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.

[CRS 16-5-401]

Retention: Permanent

2. *Felony Cases (Other)*

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

[CRS 16-5-401]

Retention: 10 years after inmate is released

3. *Misdemeanor Cases*

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

[CRS 16-5-401]

Retention: 3 years after inmate is released

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

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

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

Retention: 99 years

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.

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.

[CRS 16-5-401]

Retention: Permanent

2. Felony Cases (Other)

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

[CRS 16-5-401]

Retention: 10 years after inmate is released

3. Misdemeanor Cases

Misdemeanor cases, petty offenses, traffic offenses and similar cases

[CRS 16-5-401]

Retention: 3 years after inmate is released

4. Sexual Assault Case (Excluding Sexual Assault on a Child)

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

Retention: 99 years

C. Inmate Incident Reports

Reports of incidents occurring in the jail, containing the inmate/detainee's name, date and time of incident, names of other inmates involved, and narrative description of the incident.

[General Reference: CRS 17-26-112]

Retention: 10 years after inmate is released

D. Inmate Record of Funds (Inmate Cash Control Log)

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

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

Retention: 7 years

05.070 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) (iii); 30-11-104 ; CRS17-26-126]

Retention: 7 years

05.080 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.

[General Reference: 42CFR1003.132]

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

5.90 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 department.

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 30-10-51]

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

Retention: 2 years

05.100 Victims' Inmate Release Notification Cards

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

5.110 Work /Education Release

A. Work Program Records

Records used to document and administer inmate work programs. Contains inmate information, disciplinary forms, job listing forms, agreement related program reports, and other related documents.

Retention: 3 years after release from program

B. Court Petitions for Work/Education Program Refusal Files

Court documents describing arrest, conviction, sentencing information, and memoranda, explaining reasons for refusal of acceptance into the Work/Education Release program.

Retention: 6 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. 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.

6.10 AMBULANCE LICENSING & OPERATION

[General Reference: CRS 25-3.5-301 - 25-3.5-308, 6CCR 1015-3]

A. Ambulance License Applications & Supporting Documentation - Annual

Application forms, ambulance service's written policy & procedure manual, operational or medical protocols, proof of insurance, or other documentation.

Retention: 2 years after license or certification expires

B. Ambulance License Inspection Checklists

Checklists of inspections completed annually for motor vehicle condition, pre-inspection, basic life support, advanced life support.

Retention: 3 years

C. Ambulance Run and Patient Records

Call sheets, logs, patient treatment and transport or other records of ambulance runs.

Retention: 5 years

D. Complaint Forms

Forms completed for complaints against ambulance services licensed in the County or allegations of unlicensed ambulance services or vehicles without a valid permit operating in the County.

Retention: 3 years + current after complaint is resolved

E. Licensing Regulations

Regulations adopted by the County for licensure of ambulance services.

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.

6.20 EMERGENCY PLANNING & RESPONSE

A. Emergency Operations and Management Plans

Records relating to disaster, emergency and civil defense planning and implementation and testing of disaster warning systems. Includes emergency operations plans, incident response plans, and disaster management, response and recovery plans.

[General Reference: CRS 24-33.5-701]

Retention: Permanent

B. Emergency Preparedness Planning, Program, Training and General Information Files

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

[General Reference: CRS 25-3.5-701, Homeland Security Presidential Directive 5 & 8]

Retention: Permanent

C. 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 25-3.5-701, Homeland Security Presidential Directive 5 & 8]

Retention: 3 years from notification the project is closed

D. Flood & Dam Hazard Files

Correspondence, copies of state engineer inspection reports on dam structures and copies of contingency plans for action in the event of a dam failure.

Retention: Permanent

E. Incident Records - Disasters and Emergencies

Documentation of the extent and impacts of major natural or manmade 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. A major disaster or emergency incident is defined as one that may have historical significance and/or a federal or state disaster declaration.

Retention: Permanent

F. After Action Incident Reviews

Post-incident critique that allows emergency responders to get a clear idea of the effects of their actions on the outcome of their operation.

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

Retention: 3 years then review prior to destruction of the records to determine any continuing value

G. Special Needs Registrations

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

1. Registration

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

2. Database

Retention: Until superseded

6.30 WEATHER STATION RECORDS

Records relating to remote automated weather (RAW) station reporting needed to determine fire danger.

A. Weather Station Data

Retention: 90 days

B. Weather Service Messages

Transmissions of weather service advisory messages and copies of law enforcement agency acknowledgements of receipts.

Retention: 2 years

C. Equipment Testing Records

Retention: Life of equipment + 1 year

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 the evidence and laboratory functions.

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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.

7.10 Crime Lab

A. Chemical Blood Testing Reports

(Crime Lab Reports)

Reports requested by the sheriff's department 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)]

Life of defendant

B. Logs

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.

Colorado Sheriff's Record Retention Schedule

7.20 Evidence Records

Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. Note: Physical evidence, including DNA evidence, is destroyed in consultation with, and upon written authorization from, the district attorney. Since the retention and destruction of physical evidence related to crimes is determined by the law enforcement agency in consultation with the district attorney, the retention of such physical evidence is therefore not covered in this Retention Schedule. Note: Retention periods apply provided that offenses are not affected by statute of limitations.

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: Case Specific

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.

Retention: Life of related case file or life of defendant, whichever is later

C. Evidence and Property Room Sign-In Log

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

Retention: Permanent

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 the 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.

8.10 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

8.20 VEHICLE RECORDS

A. *Fuel Inventory and Usage Records*

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

Retention: 3 years

B. *Registrations*

Title registration cards for vehicles owned by the Sheriff's Department.

Retention: Until vehicle is no longer under Sheriff's Department control, or life of vehicle + 1 year and/or after audit.

C. *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 Department control or life of vehicle + 1 year

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. Video Recordings - Vehicle and Officer Recording Systems

Video recordings and logs made from police vehicle or officer-carried recording systems

Cross Reference: See Records, Item # 11.100

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. 09

INTERNAL AFFAIRS

General Description: Records relating to the 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 the 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 ALARM RECORDS

Records of false alarms, warnings issued and user fee assessments; notifications of unreliable alarm systems, etc.

Retention: 2 years after completion

10.20 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), photographic records of crime scenes (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 department.

A. *Death Case Records - Noncriminal*

Retention: 10 years

B. *Felony Case Records - Major Felonies and Violent Crimes*

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault on a child, forgery, officers killed and similar cases.
[CRS 16-5-401.]

Retention: Permanent

C. *Felony Case Records (Other)*

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.
[CRS 16-5-401]

Retention: 10 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 Record Retention Schedule

D. Misdemeanor Case Records

Misdemeanor cases, petty offenses, traffic offenses and similar cases
[CRS 16-5-401]

Retention: 3 years

E. Missing Persons Including Runaways

Until Located

F. Sexual Assault Case Records

(Except Sexual Assault on a Child)
Case files related to the investigation of a sex assault crime

Retention: 99 years

G. Traffic Accident Case Records

1. Fatal Traffic Accidents

Retention: 10 years

2. Non-Fatality Traffic Accidents

Retention: 3 years

10.030 COMMUNITY RELATIONS RECORDS

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

Retention: 2 years after completion

10.40 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

10.050 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: 3 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 Record Retention Schedule

10.060 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

10.070 RIDE-ALONG PROGRAM RECORDS

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

Retention: 3 years

10.80 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 nonlicensed 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

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. 11

RECORDS/ ADMINISTRATION

General Description: Records relating to the 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.

11.10 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

Routing 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

11.30 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 videoconferences; 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 period.

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

Retention: Based on content, retain for retention period for specific type of record; i.e., electronic records have the same retention periods as paper or microfilm records with the same content. Note: For records that have long retention periods (10 years or longer) see:

[Guidelines for Long Term Preservation of Records](#)

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. Metadata should also be retained with the corresponding email message or attachment.

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

See item #1A

Retention: See Item # 11.010A

2. **Routine Value Email**

See item #1B

Retention: See Item # 11.010B

3. **Transitory Value Email**

See item #1C

Retention: See Item # 11.010C

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

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, Facebook, YouTube, LinkedIn, etc. Includes posts, comments, screenshots, downloads, back-up records

Retention: 2 years

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 department

Retention: Permanent

11.60 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

11.70 IMMIGRATION STATUS REPORTING RECORDS

A. Arrest Reports-Possible Illegal Presence in the U.S.

See Detention-Jail, Item #5

B. 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

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

11.80 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: (28 CFR 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

11.90 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 PASSIVE SURVEILLANCE RECORDS

Records created by a digital video camera, video tape camera, closed circuit television camera, film camera, photo radar recorder, 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 passive surveillance records of any correctional facility or local jail.

A. 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.

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

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

B. 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)
CRS 24-72-113 (2) (a)

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 & CRS 18-3-414.5

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

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

11.140 TRAFFIC CITATIONS

Duplicate copy of traffic citations issued

Retention: 2 years

11.150 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 permitted use

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. 12

RECRUITMENT AND TRAINING

General Description: Records relating to the 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's termination

12.020 FIREARMS TRAINING AND QUALIFICATIONS 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

12.30 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

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

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

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

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. 13

VICTIM SERVICES

General Description: Records relating to the 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 the warrants 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.