

State of Florida

GENERAL RECORDS SCHEDULE GS2 FOR LAW ENFORCEMENT, CORRECTIONAL FACILITIES AND DISTRICT MEDICAL EXAMINERS



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GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public

General Records Schedule GS2 for Law

I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

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3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records of your agency should be retained for audit purposes.

Because conceivably any record in any agency might be required for audit, we are

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government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges*

cubic feet of paper records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

State government agencies, school districts - July 1 through June 30

Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current

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record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter retention period.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before

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the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet

LAW ENFORCEMENT RECORDS

ACCIDENT RECORDS: MOTOR VEHICLE

Item #196

This record series consists of records generated or received by law enforcement agencies in the course of investigating motor vehicle accidents. Records may include, but are not limited to, traffic accident reports, general correspondence, property receipts, requests for blood test, blood test analyses, accident supplements, supplemental reports, photographs, and National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) information. Records may include the notifications provided by garages and repair shops who are required to report collisions under Section 316.065, *Florida Statutes*, Crashes; reports; penalties. The baseline 4 anniversary year retention is pursuant to the Statute of Limitations, Section 95.11, *Florida Statutes*. See also "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 4 anniversary years or as long as any related Criminal Investigative Records file is retained, whichever is longer.

ACCIDENT RECORDS INDEX: MOTOR VEHICLE

Item #120

This record series consists of an index to motor vehicle accident reports and their supporting documentation. The index provides a quick reference point to the actual accident record or case file and may list such information as accident number, location of the accident, date and time, and name of investigating officer. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)" and "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)."

RETENTION: Retain as long as item to which it relates.

ACCIDENT REPORT FORMS: MOTOR VEHICLE

Item #218

This record series consists of traffic accident report forms dated **after 2012** (and short forms dated prior to 2010) submitted to the Department of Highway Safety and Motor Vehicles or to a traffic records center pursuant to Section 316.066, *Florida Statutes*, Written reports of crashes. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or traffic records center. The series may also include the Driver Exchange of Information form, regardless of whether or not an accident report form is completed. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 180 days.

ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)

Item #197

This record series consists of traffic accident report long forms dated prior to 2012 submitted to the Department of Highway Safety and Motor Vehicles or a traffic records center pursuant to Section 316.066(1)(a), *Florida Statutes*, Written reports of crashes. Long forms must be completed when a motor vehicle crash resulted in death or personal injury; involved a violation of Section 316.061(1), *Florida Statutes*, Crashes involving damage to vehicle or property; involved a violation of Section 316.193, *Florida Statutes*, Driving under the influence; or in which a vehicle was rendered inoperative to a degree that required a wrecker to remove it from traffic. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 180 days.

ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)

Item #213

This record series consists of traffic accident report short forms dated 2010 through 2012 required for every crash pursuant to Section 316.066(1)(b), *Florida Statutes*, Written reports of crashes, in which a Florida Traffic Crash Report Long Form is not required. This series includes proof of insurance provided by each party involved in the crash. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 4 anniversary years.

ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY

Item #195

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Commission for Florida Law Enforcement Accreditation or the Commission on Accreditation for Law Enforcement Agencies. The series may include, but is not limited to, general or special orders, rules and

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regulations, standard operating procedures, internal reports, forms, correspondence,

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abandoned or lost property are pursuant to Section 705.103, *Florida Statutes*, Procedure for abandoned or lost property. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

RETENTION: 5 fiscal years after transaction completed.

BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES

Item #153

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RETENTION: Retain until obsolete, superseded, or administrative value is lost.

COMPLAINT/INCIDENT LOGS

Item #24

This record series lists all complaints or incidents to which a unit or officer responded. The log shows such information as name(s) of individual(s) involved, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any), and immediate disposition of case. In some agencies, these records may be generated from Computer Aided Dispatch (CAD) systems or other similar systems. See also "COMPLAINT/INCIDENT REPORTS."

RETENTION: 2 anniversary years after last entry.

COMPLAINT/INCIDENT REPORTS

Item #25

This record series consists of reports completed by officers responding to a crime, disturbance, complaint, or other incident. The reports provide such information as date; time; type of call; complaint number assigned; complainant's name, address, and phone number; name of victim (if any); desk officer; officer assigned; how complaint was reported; location of complaint or incident; responding officer(s); response/action taken; time and date unit was dispatched, arrived at scene, and returned to service; and immediate disposition of case. This report may be referred to as a "First Contact Police Report," "Offense/Incident Report" or "Case Report." This series also includes Baker Act Incident Reports. The retention period is based on the Statute of Limitations, Section 95.11, *Florida Statutes*. **If the complaint or incident results in an investigation, a copy of the report should be filed with the applicable Criminal Investigative Records item.** See also "COMPLAINT/INCIDENT LOGS" and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after complaint/incident closed.

CONFIDENTIAL INFORMANT FILES

Item #199

This record series consists of information pertaining to the identity of confidential informants. The series may include, but is 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. If the informant is a paid informant, the series may also include records of payments to the informant. For information provided by confidential informants, use "CRIMINAL INTELLIGENCE INFORMATION RECORDS" or the applicable "CRIMINAL INVESTIGATIVE RECORDS" item.

RETENTION: 5 fiscal years following last contact with informant.

CONFIDENTIAL/EXEMPT TRAFFIC CRASH REPORTS REQUEST RECORDS

Item #219

This record series consists of sworn statements and associated identification documents from requestors necessary for requesting copies of confidential and exempt traffic crash reports in accordance with Section 316.066(2)(d), *Florida Statutes*, Written reports of crashes. Traffic crash reports are confidential and exempt from public disclosure for a period of 60 days after they are filed and are available only to qualified requestors during that period.

RETENTION: 3 anniversary years from date the crash report loses its confidential/exempt status.

CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED

Item #123

This record series consists of itemized records, signed by the sheriff, documenting the seizure of intoxicating liquors, wines or beer in counties that prohibit the sale of intoxicating liquors, wines or beer, including a complete record of the destruction of such intoxicating beverages. Creation and retention of records is pursuant to Section 568.12, *Florida Statutes*, Record of Confiscation Required. See also "CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR."

RETENTION: Permanent.

CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR

Item #26

This record series consists of the law enforcement agency's copies of seized illicit intoxicating beverage reports submitted to the Division of Alcoholic Beverages and Tobacco by local law enforcement agencies pursuant to Section 562.38, *Florida Statutes*, Report of Seizures. See also "CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIME ANALYSIS RECORDS

Item #70

This record series consists of records documenting analytical activities involved in determining the *modus operandi* (MO), crime patterns, and related activities of known and unknown persons suspected of involvement in criminal activity. These records may also be filed as part of an applicable Criminal Investigative Records item.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC

Item #42

This record series documents the dissemination of FCIC/NCIC criminal history records, providing such information as the date of release of the records, to whom the information relates, to whom the information was released, state identification or FBI number, and the purpose for which the information was requested. These records are created and maintained pursuant to

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28CFR20, Subpart C, Federal Systems and Exchange of Criminal History Record Information; Section 943.053, *Florida Statutes*, Dissemination of criminal justice information; fees; and Section 943.055, *Florida Statutes*, Records and audit.
RETENTION: 4 anniversary years after distributed.

CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS

Item #85

This record series consists of criminal histories of arrested individuals or criminal suspects.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIMINAL INTELLIGENCE INFORMATION RECORDS

Item #30

This record series consists of "information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent or monitor possible criminal activity" (Section 119.011(3)(a), *Florida Statutes*, Public Records; Definitions). Pursuant to Section 119.011(3)(d), *Florida Statutes*, "Criminal intelligence information shall be considered 'active' as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities . . . In addition, criminal intelligence and criminal investigative information shall be considered 'active' while such information is directly related to pending prosecutions or appeals. The word 'active' shall not apply to information in cases that are barred from prosecution under the provisions of s. 775.15 [Time limitations; general time limitations; exceptions] or other statute of limitation." See also "CRIMINAL INVESTIGATIVE RECORDS" items, "FACIAL RECOGNITION RECORDS," "VIDEO/AUDIO RECORDINGS: BODY CAMERA" and "VIDEO/AUDIO RECORDINGS: PATROL UNITS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY

Item #31

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a capital or life felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 100 anniversary years after crime committed.

CRIMINAL INVESTIGATIVE RECORDS: CHILD ABUSE OR NEGLECT

Item #200

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting child abuse, neglect, abandonment, and endangerment, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Statute of Limitations, Section 95.11(7), *Florida Statutes*, For Intentional Torts Based on Abuse. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 7 anniversary years after the age of majority, or 4 anniversary years after the injured person leaves the dependency of the abuser, or 4 anniversary years from the time of discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED

Item #129

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission where the degree of crime is

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correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after offense committed.

CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION

Item #124

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting abuse, neglect, or exploitation of elders or disabled adults, including information deriv

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includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. Refer to Section 790.001, *Florida Statutes*, Definitions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 13 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, ENVIRONMENTAL CONTROL

Item #215

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony violation of Chapter 403, *Florida Statutes*, Environmental Control. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. **Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FRAUD

Item #201

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting fraud, such as Medicaid provider fraud or security or investment fraud. The series includes any information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: INDEX

Item #131

This record series consists of an index to any information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation. The index serves a point of ready reference in locating the criminal investigative case record or additional files. The indexed reference may include the case number, important dates, and the name of the investigating officer. See also other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain as long as the item it relates to.

CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER

Item #130

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission by a juvenile, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records;

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*****LAW ENFORCEMENT RECORDS*****

copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; medical information; and juvenile civil citations issued under Section 985.12, *Florida Statutes*, Civil citation. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **If the juvenile is charged as an adult, the records take on the retention of the applicable record series (for instance, CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2**

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CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES (FOUND/SOLVED) Item #162

This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) or individual(s) has been located. If the person is located alive and no crime has occurred, the information collected as part of the investigation would take on the retention of "COMPLAINT/INCIDENT REPORTS." If criminal activity has occurred or is suspected, then the information collected as part of the missing persons case would take on the retention of the applicable "Criminal Investigative Records" item. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain as long as the record series it relates to.

CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION Item #148

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a non-criminal violation of the law, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after offense committed.

DISPOSITION REPORTS Item #166

This record series consists of disposition reports submitted by law enforcement agencies and correctional and detention facilities to the Florida Department of Law Enforcement's Criminal Justice Information Program pursuant to Section 943.052, *Florida Statutes*, Disposition reporting, and Rule 11C-4.006, *Florida Administrative Code*, Final Disposition Reporting. The reports provide disposition data regarding criminal arrests, pretrial dispositions, trials, sentencing, confinement, parole, and probation. This series does not include the Florida Department of Law Enforcement's copies of these reports.

RETENTION: 180 days after arrest or other action, or 30 days after submitting report, whichever is later.

DISPOSITIONS: NOLLE PROSEQUI Item #72

This record series consists of copies of dispositions that the State Attorney's Office enters for cases that they will not prosecute or further pursue. See also "ARREST WARRANTS/CAPIAS/ORDERS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DRIVER LICENSES/IDENTIFICATION CARDS SURRENDERED Item #220

This record series consists of surrendered Florida or out-of-state driver licenses or identification cards. Florida licenses might be surrendered for various reasons, such as when an error appears on the license, for address corrections or changes, or for name changes. Out-of-state driver licenses are surrendered when Florida licenses are issued. Agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained, such as those with fraudulent information which may become part of a Criminal Investigative Records item.

RETENTION: Destroy upon receipt; disposition documentation is not required for these records.

EMPLOYMENT RECORDS: OA.52 TD-.00062-1.1533 p

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*****LAW ENFORCEMENT RECORDS*****

RETENTION: 60 days after disposition of property.

EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS

Item #170

This record series documents examinations administered under Rule 11B-35.0085, *Florida Administrative Code*, Criminal

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*****LAW ENFORCEMENT RECORDS*****

issued the execution in accordance with *Florida Statutes* Section 56.021, Executions; issuance and return, alias, etc. and Section 56.041, Executions; collection and return. This series consists of unsatisfied executions, receipts for returned executions, and execution docket records listing "all executions, orders and decrees directed to the sheriff, in relation to the collection of moneys, and a statement of all moneys credited on such orders, executions and decrees, and when and to whom and by whom paid," in accordance with Section 30.17, *Florida Statutes* (repealed 2005). **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-**

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*****LAW ENFORCEMENT RECORDS*****

GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

Item #50

This record series consists of reports to law enforcement agencies by physicians, nurses, or their employees, or employees of hospitals, sanitariums, clinics, or nursing homes treating any person suffering from a gunshot wound or life-threatening injury

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*****LAW ENFORCEMENT RECORDS*****

complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 3 anniversary years after final disposition.

JUVENILE ALTERNATIVE PROGRAM RECORDS

Item #206

This record series documents an agency's participation in programs designed to provide alternatives to detention for juvenile offenders and divert them from continued delinquent activity. Records may include names of volunteers and participants, volunteer hours, program administrative activities, agreements, and other related records. This series does not include case files relating to individual juvenile offenders.

RETENTION: 5 anniversary years.

K-9/EQUINE RECORDS

Item #178

This record series consists of documents related to the acquisition, training, maintenance, medical treatment, mental health, and disposition of canines and horses for service as K-9 units and mounted patrols or parade units. This series may include such records as breeder information; initial health screenings; notes on the animal's behavior and the breeder's reputation by an agency representative; duplicate financial and insurance records; records related to the final disposition of the animal, including reason, method, and date of final disposition (retirement, euthanasia, adoption, death in the line of duty, sale); and copies of immunization records, surgical procedure records, special care instructions (diets/exercise/morale), prescription medication records, and mental health reports. The content of these records may vary by the animal's nature, breed, and specific work requirements.

RETENTION: 4 anniversary years after the animal leaves service.

LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX

Item #145

This record series consists of latent prints found at crime scenes and used for comparison with prints of known individuals to make identifications or exclusions. See also "FINGERPRINT CLASSIFICATION INDEXES" and "FINGERPRINT COMPARISON RECORDS."

RETENTION: Retain as long as item it relates to or until obsolete, superseded, or administrative value is lost.

LIABILITY WAIVERS

Item #65

This record series consists of waivers releasing the law enforcement agency from any and all liability claims for activities undertaken by the agency in performing law enforcement/safety functions (for instance, unlocking a car door using a slim jim). See also "CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS" and "WAIVER FORMS: RELEASE OF INFORMATION."

RETENTION: 4 anniversary years.

LICENSE PLATE RECOGNITION RECORDS

Item #217

This record series consists of license plate records created by license plate recognition systems. The series may include, but is not limited to, images of licenses plates and any associated metadata. These records may become part of a criminal investigative record or some other record series. See Section 316.0778, *Florida Statutes*, Automated license plate recognition systems; records retention., requiring a maximum retention period for these records.

RETENTION: Retain until obsolete, superseded, or administrative value is lost, but no longer than 3 anniversary years unless required to be retained under another record series.

MASTER NAME INDEXES

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LAW ENFORCEMENT RECORDS

MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS

Item #154

This record series consists of certifications submitted by local law enforcement agencies to the U.S. Attorney General's Office that all Multiple Weapons Sales Reports from licensed weapons dealers have been destroyed. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. The law also requires that the law enforcement agency destroy these forms no more than 20 days after the date such form is received and certify such destruction to the U.S. Attorney General's Office every 6 months (18 USC 923(g)(3)(B)). See also "MULTIPLE WEAPONS SALES REPORTS."

RETENTION: 1 calendar year.

NO CHARGE SERVICE REPORTS

Item #71

This record series documents services provided at no charge by the law enforcement agency to other agencies such as State Attorney's offices, felony courts, grand juries, and county and circuit courts. Records provide such information as date, style of case, person(s) served, person or agency for whom served, date and time service performed, and name of deputy/officer making service.

RETENTION: 1 fiscal year.

NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE

Item #149

This record series consists of notices to vehicle/property owner to remove abandoned or junked vehicles. See also "VEHICLE RECORDS: IMPOUNDED."

RETENTION: 3 fiscal years.

NOTICES: SEXUAL PREDATOR

Item #184

This record series consists of a copy of each notice to the community and the public that a sexual predator has established a permanent or temporary residence within the county or municipality. The Florida Sexual Predators Act, Section 775.21, *Florida Statutes*, defines sexual predator, and such notices are required by Section 775.21(7), *Florida Statutes*, Community and Public Notification. The content of notices may include, but is not limited to, the name of the sexual predator; a description of the predator including a photograph; the predator's current address including the city and county; the circumstances of the predator's offense(s); and the age of the victim. This series also includes any related records, such as mailing lists and documentation that notification was issued. The retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*.

RETENTION: 4 anniversary years.

NOTICES: TO APPEAR IN COURT

Item #73

This record series consists of notices to appear in court issued to citizens when given a citation. Notices provide the name and address of the officer testifying, the defendant's name, the offense charged, time and place of appearance, name and address of the court, name of arresting officer, and signature of the person receiving the notice.

RETENTION: 90 days after court date.

"OPERATION IDENTIFICATION" FORMS

Item #74

This record series consists of forms completed by citizens who participate in "Operation Identification" programs by engraving or otherwise marking their possessions for identification purposes in case of theft, loss, or burglary. The forms contain such information as owner's name, address, telephone number, description of articles marked, and identifying mark or number.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ORDER TO EXPUNGE/SEAL CRIMINAL HISTORY RECORDS

Item #216

This record series documents the expunging or sealing of criminal history records in accordance with an issued court order pursuant to Section 943.0585, *Florida Statutes*, Court-ordered expunction of criminal history records, and Section 943.059, *Florida Statutes*, Court-ordered sealing of criminal history records. The series may include, but is not limited to, court orders; correspondence; Certificate of Eligibility from the Florida Department of Law Enforcement certifying an individual's eligibility to have their record(s) sealed or expunged; and record showing compliance with the order. This series does not include the actual record(s) to be sealed or expunged.

RETENTION: Retain until obsolete, superseded or administrative value is lost.

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*****LAW ENFORCEMENT RECORDS*****

acquired; the type of identification provided, the issuing agency, and the identification number; and a signed statement swearing that the seller has the authority to sell or pledge these goods. Retention is pursuant to Section 539.001(12)(c), *Florida Statutes* (pawnbrokers) and Section 538.04(1)(a), *Florida Statutes* (secondhand dealers).

RETENTION: 3 anniversary years after transaction.

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

Item #185

This record series documents the employment of auxiliary law enforcement officers or temporary/special deputies. These records may include loyalty oaths, emergency notification information, skill level and training, volunteer preferences, and other related records. The records do not document pa2/e emplrarbecofit.6(he 9orih).3(sd series doc5133 0 T8-.001 Tc.0034 Tw[(agency)1umer

General Records Schedule GS2 for Law Enforcement, Correctional Facilities
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LAW ENFORCEMENT RECORDS

REGISTER OF FELONS

Item #87

This record series documents the registration of felons who enter or reside in the county, as required by Section 775.13, *Florida Statutes*, Registration of convicted felons, exemptions; penalties. The records provide the crime for which convicted; place of conviction; any sentence imposed; name; any aliases; address; and occupation.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

REGISTER OF SPECIAL DEPUTY SHERIFFS

Item #88

This record series documents the appointment of special deputy sheriffs as required by Section 30.09(4), *Florida Statutes*, Qualification of deputies; special deputies. The register indicates the terms and circumstances of each appointment. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

REGISTRATIONS: BAIL BOND AGENTS

Item #15

This record series documents the registration of ba-2ffs

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*****LAW ENFORCEMENT RECORDS*****

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

VALIDATION RECORDS

Item #110

This record series documents the process of validating the accuracy of information submitted by law enforcement agencies to the Florida Crime Information Center (FCIC) database administered by the Florida Department of Law Enforcement.

RETENTION: 60 days after validation.

VEHICLE LOCATOR RECORDS

Item #211

This record series consists of records used to track the location of law enforcement vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.

RETENTION: 30 days.

VEHICLE PROCESSING LOGS

Item #112

This record series documents the processing of vehicles for ev

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and District Medical Examiners

*****LAW ENFORCEMENT RECORDS*****

General Records Schedule GS2 for Law Enforcement, Correctional Facilities
and District Medical Examiners

*****LAW ENFORCEMENT RECORDS*****

This record series documents the law enforcement agency's requests for wreckers to tow vehicles. The records provide such information as the date and time of request; zone or unit; wrecker service requested and by whom; wrecker service responding; whether wrecker called was by utilization of a rotation list or at the vehicle owner's request (to verify fairness in wrecker company usage if contested); and remarks. The series may also contain the wrecker rotation list, the wrecker company's towing and storage rates, and notification to the law enforcement agency when a vehicle is towed from private property in compliance with Section 715.07(2),

CORRECTIONAL/DETENTION FACILITY RECORDS

ACCREDITATION RECORDS: CORRECTIONAL FACILITY

Item #198

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Florida Corrections Accreditation Commission or American Correctional Association. The series may include, but is not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY."

RETENTION: 3 anniversary years after accreditation.

BOOKING RECORDS

Item #16

This record series consists of information on all prisoners taken into custody and placed in jail as a result of a court action, awaiting bond or any other reason, regardless of age or nature of offense. The records may indicate the term to be served; the name and the pertinent facts of the prisoner; reason for being placed in jail; offense; scheduled date of release; method of release; and information gathered on arrested individuals soon after booking for classification purposes and consideration for release-on-recognizance or signature release. The series may include, but is not limited to, initial intake form; commitment to serve sentence form; a copy of the individual booking card; a copy of the criminal report affidavit; a copy of the individual's local, state, and national arrest record; an information release form if considered for release-on-recognizance; and a copy of the court order granting release-on-recognizance and signature release form. Information provided for each prisoner in these records may include, but is not limited to, physical and demographic information, personal and criminal history, booking number, charge(s), referrals, release-on-recognizance evaluation, arresting and booking officer, time and place of arrest, and probable cause summary. See also "ARREST RECORDS: OFFENDER INFORMATION," "COMMITMENT AND RELEASE LISTS," "INMATE INCARCERATION RECORDS," and "JAIL DOCKET BOOKS."

RETENTION: 1 anniversary year after released.

COMMITMENT AND RELEASE LISTS

Item #22

This record series lists individuals booked into and released from the booking facility during a 24-hour period. Information may include date, booking number, name, race, sex, age, charge, court, arresting officer, bond amount, how released, and date returnable. See also "BOOKING RECORDS."

RETENTION: 1 anniversary year after released.

HEADCOUNT RECORDS: INMATES

Item #51

This record series consists of daily lists of all inmates incarcerated in each correctional or detention facility and may include such information as date, name, race, sex, age, charge, cell location, prisoner counts, and signature of the employee performing the count.

RETENTION: 1 fiscal year.

INMATE CALL RECORDS

Item #205

This record series documents telephone calls to or from inmates. Records may include recordings of calls as well as information about each call such as date, time, duration, phone number, and related information. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.

RETENTION: 30 days.

INMATE FINANCIAL RECORDS

Item #175

This record series documents inmate purchases from the prison commissary/canteen as well as money and clothing received from the public for inmates. Records may provide date, receipt number, article received, money received, name of inmate receiving article/money, and name of officer accepting article/money.

RETENTION: 5 fiscal years.

INMATE INCARCERATION RECORDS

Item #53

This record series consists of records documenting the incarceration of each inmate in adult correctional/detention facilities. Records may include, but are not limited to, booking cards; verification letters; interview forms; psychological testing results; information release forms; contact sheets; school attendance reports; copies of commitment papers; copies of incident reports; disciplinary reports; correspondence and memoranda; personal property records; copies of pre-sentence investigation reports; receipts for inmate money and personal property taken for safekeeping upon being booked into the facility; receipts for al/detentionis; c153

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***** CORRECTIONAL/DETENTION FACILITY RECORDS *****

See also "BOOKING RECORDS," "JAIL DOCKET BOOKS" and "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

RETENTION: 1 anniversary year after release of prisoner.

INMATE TRANSPORTATION LISTS

Item #176

This record series consists of lists of inmates scheduled to be transported to arraignments, court appearances, work release, correctional facilities, medical institutions, doctor's offices, or other sites. The records may also indicate method of transportation and agency conducting the transportation.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

INSPECTION RECORDS: CORRECTIONAL/DETENTION FACILITIES

Item #57

This record series consists of inspection reports of correctional/detention facilities made by the Officer-in-Charge and/or prison inspectors and a copy of any official response made by the Officer-in-Charge. These reports are filed with the Department of Corrections as well as the Clerk of Court; however, this retention is for the copies of reports held by the submitting agency, not those received by Department of Corrections or the Clerk of Court. This series does not include Inspector General inspection reports, which are covered by *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 3 anniversary years after report or official response.

INVENTORY REPORTS: MISSING ITEMS

Item #177

This record series consists of reports of missing items based on a review of the supply checklist and the existing inventory of items. The report may indicate items missing; the normal location of each item while in the cell block, on the commissary cart, or elsewhere in the facility; the time each item was discovered missing; and the names of inmates who visited those locations during that time period. See also "SUPPLY CHECKLIST."

RETENTION: Retain until item is accounted for or declared lost.

JAIL DOCKET BOOKS

Item #61

This record series provides summary information on all prisoners who have been incarcerated in the facility. The records may include such information as name, sex, inmate number, type of offense, and the arresting officer's name. See also "BOOKING RECORDS" and "INMATE INCARCERATION RECORDS."

RETENTION: Permanent.

MARCHMAN ACT RECORDS

Item #179

This record series consists of records created in the implementation of the Hal S. Marchman Act pursuant to Chapter 397, *Florida Statutes*, Substance Abuse Services. Under the Marchman Act, a person who is substance abuse impaired and is incapable of making a rational decision about their need for treatment, and/or poses an immediate danger to themselves or others, may be placed in protective custody. The records may include an inmate jail record, duplicates of court records, transportation information, intoxilyzer results, Marchman Act form(s), notices to local service providers and to a minor's guardian, and written reports detailing the circumstances under which the person was taken into custody.

RETENTION: 2 anniversary years after report.

MEAL RECORDS

Item #68

This record series documents the food served to inmates of a correctional or detention facility. The records indicate which prisoners received meals and any special meals given for dietary, religious or cultural reasons.

RETENTION: 1 calendar year.

SUICIDE WATCH RECORDS

Item #189

This record series documents a correctional or detention facility's special watch on potentially suicidal inmates.

*****DISTRICT MEDICAL EXAMINER RECORDS*****

DISTRICT MEDICAL EXAMINER RECORDS

AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

Item #187

This record series consists of video recordings of the death scene and/or autopsy made by a medical examiner, investigator, or other party for use in determining the cause of death. See also "AUTOPSY AUDIO RECORDINGS."

RETENTION: Retain as long as related case file.

AUTOPSY AUDIO RECORDINGS

Item #152

This record series consists of audio recordings of autopsies conducted by the medical examiner, investigator, or other party. The recordings include the physician's verbal description of the body or specimen and his/her activities and observations during the dissection, such as bruises; swellings; scars; condition of internal organs; type of wounds; and the age, gender, and race of the deceased. These recordings are then transcribed and the transcriptions become part of the medical examiner's case file; recordings that are not transcribed must be retained as long as the related case file. See also "AUTOPSY AND DEATH SCENE VIDEO RECORDINGS."

RETENTION: Retain until verbatim transcription verified; if no transcription, retain as long as related case file.

BURIAL TRANSIT PERMIT LOG

Item #156

This record series consists of a log of permit numbers of Burial Transit Permits (Department of Health: DH Form 326, Aug. 97) issued pursuant to Section 382.006, *Florida Statutes*, Burial-transit permit, and Rule 64V-1.011, *Florida Administrative Code*, Burial-Transit Permit to Be Issued. These permits are completed by the medical examiner when acting as direct disposer. This log enables the medical examiner to track the number of permits applied for and the last permit number assigned.

RETENTION: 1 anniversary year.

DISASTER VICTIM CASE FILES: UNMATCHED

Item #165

This record series consists of information on alleged victims of a disaster. The file may contain statements from relatives and co-workers, photos of the victim when alive, medical records, and x-rays. All information is gathered in an effort to identify the

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*****CROSS-REFERENCE*****

CRIMINAL INVESTIGATIVE RECORDS: MEDICAID PROVIDER FRAUD
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD

CRIMINAL INVESTIGATIVE RECORDS: POLLUTION CONTROL
use other applicable CRIMINAL INVESTIGATIVE RECORDS item(s)

CRIMINAL INVESTIGATIVE RECORDS: SECURITY & INVESTMENT FRAUD
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD

DASH-CAM VIDEOS
use VIDEO/AUDIO RECORDINGS: PATROL UNITS

DISPOSITION REPORTS: COUNT

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*****CROSS-REFERENCE*****

use item to which notification relates, e.g., the applicable CRIMINAL INVESTIGATIVE RECORDS item, ACCIDENT RECORDS, etc.

OFFENSE/INCIDENT REPORTS

use COMPLAINT/INCIDENT REPORTS
or applicable CRIMINAL INVESTIGATIVE RECORDS item

PARKING VIOLATION RECORDS

use CITATIONS
or applicable CODE VIOLATION RECORDS item(s) from *General Records Schedule GS1-SL for State and Local Government Agencies*

POLYGRAPH RECORDS

use POLYGRAPH RECORDS: HIRING
or POLYGRAPH RECORDS: INVESTIGATIVE

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*****CROSS-REFERENCE*****

VIDEO PEN VIDEOS

use VIDEO/AUDIO RECORDINGS: BODY CAMERA

VIDEO RECORDINGS: PATROL UNITS

use VIDEO/AUDIO RECORDINGS: PATROL UNITS

VIDEO TAPE RECORDINGS: PATROL UNIT

use VIDEO/AUDIO RECORDINGS: PATROL UNITS

WARRANT CARD FILES

use WARRANT INDEX

WARRANT CASE FILES: OUTSTANDING

use WARRANT CASE FILES

WOUND REPORTS

use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

911 RECORDS: LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #377, 911 RECORDS: LOGS

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ALPHABETICAL LISTING

ALPHABETICAL LISTING

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