



RECORDS RETENTION AND DISPOSITION SCHEDULE

Police, State. Continuous Improvement Unit.

Agency: Continuous Improvement Unit		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2000-61	POLICE SERVICE REPORT Electronic report on vehicles or individuals that have been observed and that may be having difficulties such as engine trouble, out-of-gas or many other reasons/situations. On or off duty is checked, date completed and any action taken recorded.	DELETE information six (6) calendar months after the reporting month.
2	82-966	FLEET ACCIDENT RECORDS These are reports filed relating to each accident involving Indiana State Police vehicles.	MICROFILM according to 60 IAC 2 after two (2) years. DESTROY hard copies after verification of microfilm for completeness and legibility. TRANSFER original negative roll to the RECORDS CENTER and duplicate roll to agency. DESTROY both original and duplicate rolls after forty (40) years.