



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Police, State Administration.

Agency: Administration		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	81-1056	<p><b>SOUNDEX BOOKS</b></p> <p>An index by the last name of individuals involved in Indiana accidents. This is now a computer index. The Indiana State Police have an internal, regular computer system back-up.</p>	ELECTRONICALLY DELETE computer files twenty (20) years after the year in which the accident was reported.
2	81-1057	<p><b>CRASH RECORDS</b></p> <p>These consist of reports from the Indiana State Police and all other law enforcement agencies in this state.</p> <p>NOTE: this is an exception to current IARA imaging/microform policy for items with a long-term/archival retention. The Indiana State Police have statutory immunity from the oversight of the Archives and Records Administration for criminal history or investigative records, pursuant to IC 5-15-5.1-5 (a)(4).</p>	IMAGE after thirty-five (35) days. DESTROY hard copy after verification of electronic records for accuracy and legibility. DELETE individual electronic records after twenty (20) years.
3	81-1060	<p><b>RECEIPTS, ACCIDENT REPORT ACCOUNT, STATE FORM NUMBER 38842</b></p> <p>Receipts for money received for copies of accident reports. Retention based on IC 34-11-2-6.</p>	TRANSFER to the RECORDS CENTER after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	84-844	<p><b>HANDGUN AND HANDGUN DEALER APPLICATIONS</b></p> <p>IC 35-47-2 gives authority to Superintendent to issue handgun licenses, sets fee schedule, information to be collected on form, and creates an unlimited (lifetime, including fee-exempt retired officers) and qualified (limited-term) license. The statute also outlines qualifications for a person to receive a firearms permit and reasons to deny an applicant. Includes application, and in the case of denials, any related correspondence notifying applicant of reason for denial or return of the application. In the case of revoked or suspended licenses, includes rulings and supporting documents from the related administrative hearing. Applications include criminal history information on applicants.</p> <p>Retention consistent with statute.</p> <p>NOTE: this is an exception to current IARA imaging/microform policy for items with a long-term/archival retention. The Indiana State Police have statutory immunity from the oversight of the Archives and Records Administration for criminal history or investigative records, pursuant to IC 5-15-5.1-5 (a)(4).</p>	<p>DESTROY qualified and dealer license applications five (5) years after the date of issue and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> <p>IMAGE unlimited and denied license applications after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. IMAGE hearing files ten (10) years after administrative hearing if not litigated or after all litigation is finally adjudicated, whichever is later. DESTROY hard copy after verification of electronic record for completeness and legibility.</p> <p>UPGRADE/BACK-UP electronic system and documentation thereof, in such a way that ALL records can be read until they are eligible for deletion. If system is changed/upgraded, migrate all existing records to the new/upgraded system.</p> <p>DESTROY/DELETE electronic records ninety-nine (99) years after the date of birth or upon verification of the death of the licensee.</p>

5	84-850	<p><b>HANDGUN AND HANDGUN DEALER LICENSING SYSTEM</b></p> <p>This is an electronic system containing information on all licenses issued, whether unlimited, qualified, or dealer. The applications (Record Series 84-844) serve as the backup to this system.</p> <p>NOTE: this is an exception to current IARA imaging/microform policy for items with a long-term/archival retention. The Indiana State Police have statutory immunity from the oversight of the Archives and Records Administration for criminal history or investigative records, pursuant to IC 5-15-5.1-5 (a)(4).</p>	<p>ELECTRONICALLY DELETE records on qualified and dealer licenses five (5) years after the issue date. ELECTRONICALLY DELETE records on unlimited licenses ninety-nine (99) years after the date of birth or upon verification of the death of the licensee.</p> <p>UPGRADE/BACK-UP electronic system and documentation thereof, in such a way that ALL records can be read until they are eligible for deletion. If system is changed/upgraded, migrate all existing records to the new/upgraded system.</p>
6	85-116	<p><b>ISP CASE INVOLVEMENT</b></p> <p>The names of all persons mentioned in a case report are input into the computer listing names, date of incident, case report number and type of crime. Beginning in 2005, this data became available in the E-Case system for cases in from 2005 to current.</p>	<p>ELECTRONICALLY DELETE when corresponding case reports are destroyed.</p> <p>UPGRADE/BACK-UP electronic system and documentation thereof, in such a way that ALL records can be read until they are eligible for deletion. If system is changed/upgraded, migrate all existing records to the new/upgraded system.</p>
7	85-117	<p><b>ISP CASE REPORTS</b></p> <p>A record of the status and results of criminal investigations conducted by the Indiana State Police; arranged by State Police District and assigned a sequentially numbered case number in the calendar year. Typical case report may include State Form Number 45845, Vehicle Pursuit Report. Criminal investigation case reports could also contain audio tapes created at a State Police District Post or video tapes from an in-care video recorder. District Commanders are notified by officers of unusual events and audio and/or video recordings of these events or incidents are retained as evidence to support an arrest. Current cases are submitted electronically via an E-Case system. Paper attachments are submitted to the Records Division and imaged into the E-Case system. Disclosure of this record may be affected by IC 5-2-4-6, IC 5-14-3-4(a)(1) and (2), IC 5-14-3-4(b)(1) and 240 IAC 6-1.1-3.</p> <p>NOTE: this is an exception to current IARA imaging/microform policy for items with a long-term/archival retention. The Indiana State Police have statutory immunity from the oversight of the Archives and Records Administration for criminal history or investigative records, pursuant to IC 5-15-5.1-5 (a)(4).</p>	<p>IMAGE three (3) years after the case originated. DESTROY hard copy records after verification of the imaged records for completeness and legibility.</p> <p>MAINTAIN imaging system and electronically submitted E-Case reports on a secure server.</p> <p>UPGRADE/BACK-UP imaging system and documentation thereof, in such a way that ALL records can be read until they are eligible for deletion. If system is changed/upgraded, migrate all existing records to the new/upgraded system.</p> <p>DELETE electronic records after one hundred (100) years.</p> <p>RE-CYCLE non-significant audio and/or video tapes thirty (30) days after the recording is made. RETAIN tapes used as supporting evidence until court-ordered destruction approval is received.</p>
8	85-118	<p><b>CRIMINAL HISTORY INFORMATION FILES</b></p> <p>This record series contains the criminal history record of any arrest pursuant to IC 10-13-3. There is an electronic Criminal History Record Information System (CHRIS) that maintains the information electronically and a paper file stored by State Identification Number (SID) containing fingerprint cards. Most records currently received are received electronically.</p> <p>Retention based on IC 10-13-3.</p>	<p>IMAGE original paper documents. MAINTAIN hard copies at a secure off-site location. UPGRADE/BACK-UP electronic system and documentation thereof, in such a way that ALL records can be read until they are eligible for deletion. If system is changed/upgraded, migrate all existing records to the new/upgraded system.</p> <p>DESTROY hard copies and DELETE electronic records ninety-nine (99) years after the given date of birth and after a review has determined there has been no serious criminal activity within the past twenty (20) years.</p>

9	91-30	<p><b>TRAFFIC ARREST TICKETS</b></p> <p>Record is original Information and Summons/Complaint and Summons, State Form Number 36044. Most tickets are now generated electronically with no paper version existing, but a few offices will still write paper tickets for the near future.</p>	<p>DESTROY pink copy after information is entered into electronic system. DESTROY goldenrod copy thirty (30) days after verification of the court disposition. DELETE electronic information after three (3) years.</p>
10	91-31	<p><b>REQUEST FOR LIMITED CRIMINAL HISTORY INFORMATION</b></p> <p>In accordance with IC 10-13-3, specified non-criminal justice organizations can request limited criminal history information. A fee is required and form used is SF# 8053, Request for Limited Criminal History Information. Retention based on IC 10-13-3.</p>	<p>DESTROY two (2) years after the year of the request and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>