

## COUNTY SHERIFF'S OFFICES

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
12652	Abandoned Vehicles File	Retain 2 years, then destroy.
12653	Access Authorization Files a.k.a. Users Agreements (Lists of persons or agencies eligible to obtain information.)	Retain until obsolete or superseded, then destroy.
04-103	Accident Reports - Other	Retain 3 years after report completion, then destroy. (Record copy retained at Wyoming Department of Transportation) Supersedes AR# 12654
12655	Accident Reports - Vehicular Homicide	Permanent or transfer to State Archives, or microfilm & destroy.
04-104	Accumulation of Vacation and Sick Days Sheet (Description, vacation and sick leave accumulated or used and dates)	Retain 1 year after date of report, then destroy. (Record copy retained in County Clerk's office) Supersedes AR# 12656
12657	Annual Reports - Sheriff's Office	Permanent or transfer to State Archives.
04-105	Arrest or Booking Files/Records	<u>Deceased</u> : Retain 4 years, then destroy. <u>Felonies</u> : Retain 20 years, then destroy. <u>Homicide</u> : Permanent in office or microfilm at discretion, then destroy. <u>Misdemeanors</u> : Retain 4 years from last activity, then destroy. Supersedes AR# 12727
12658	Archives and Records Management File: Correspondence with AMH Records Retention Schedules Records Transfer Forms	Permanent in office.
10-004	Audio Recordings	In cases where incidents or inappropriate activities are captured, retain until all court proceedings have been completed, then recycle or destroy audio recording as appropriate. In cases where civil litigation is indicated, retain 5 years after the incident (s) has been closed, then recycle or destroy the recording as appropriate. In cases where the recording does not contain either of the above, retain 90 days after the incident and review by supervisory personnel, then recycle or destroy as appropriate. The records may be in either digital or analog format.

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12659	Bank Deposit Slips	Retain 5 years or until audit (whichever period is shortest), then destroy.
12660	Bank Statements and Cancelled Checks	Retain 5 years or until audit (whichever period is shortest), then destroy.
12661	Bids and Proposals for Purchases and Expenditures a.k.a. Bids Records (Bids for vehicles and other major purchases): Awards Bids Proposals Specifications	Retain 3 years, then destroy.
12662	Billing Statements - Fees (Fees for serving civil papers, etc.)	Retain 1 year, then destroy at discretion.
04-106	Cash Receipts Ledger a.k.a. Cash Books (Deposits to sheriff's account)	Retain 5 years after date of last entry, then destroy. (Record copy retained in County Clerk's Office) Supersedes AR# 12663
12664	Case Files and Master Index	Retain 10 years, then destroy.
12665	Certified Mail Cards (Cards returned on certified mail) SEE ALSO MAIL CONTROL LOG	Retain 2 years, then destroy unless involved in court litigation.
12666	Check Stubs	Retain 5 years from last entry or until audit (whichever period is shortest), then destroy.
04-108	Civil Process Files a.k.a. Civil Papers (Log on defendants, plaintiffs civil papers, times received and served, fees charged)	Retain 5 years, then destroy. Superseded AR# 12667 and 12668
05-253	Concealed Firearm Permit File	Retain 5 years from date of application, then destroy. (Record copy retained by Division of Criminal Investigation) Supersedes AR1#99-127 and AR1#04-110
04-109	Contracts	Retain 5 years after termination of contract, then destroy.

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04-111	Correspondence with Wyoming State Records Management: Retention Schedules; Records Transfer Forms	Retain until retention schedule or transfer forms are superseded, then destroy. (Records retained permanently by Wyoming Department of State Parks & Cultural Resources) Supersedes AR#12658
04-112	Court Orders to Expunge or Seal Records: Filed in place of records expunged (by shredding or burning) or sealed records; Other types of court orders filed with appropriate records (sentencing, etc.)	<u>Felonies:</u> Retain 20 years, then destroy. <u>Homicide:</u> Permanent or transfer to State Archives, or microfilm at discretion. <u>Misdemeanors:</u> Retain 4 years, then destroy. Supersedes AR# 12669
04-113	Criminal Book or Criminal Log Book (All criminal papers served--summons, complaints, juvenile, warrants, etc.)	Retain misdemeanors 4 years, then destroy. Retain High misdemeanors and felonies 10 years, then destroy. Supersedes AR# 12670
04-115	Criminal Reports (or Case Files)	<u>Felonies:</u> retain 20 years, then destroy. <u>Homicide:</u> Permanent or transfer to State Archives, or microfilm at discretion. <u>Misdemeanors:</u> retain 3 years, then destroy. <u>Non-Criminal Complaints:</u> Retain 3 years, then destroy. Supersedes AR#'s 12672 and 12685
04-117	Evidence Ledger (Log of evidence/evidence locker)	<u>Felonies:</u> Retain 20 years, then destroy. <u>Homicide:</u> Permanent or transfer to State Archives, or microfilm at discretion. <u>Misdemeanors:</u> Retain 3 years, then destroy. <u>Non-Criminal Complaints:</u> Retain 4 years, then destroy. Supersedes AR# 12674
04-118	Evidence Receipts (Evidence Disposition File)	<u>Felonies:</u> Retain 20 years, then destroy. <u>Misdemeanors:</u> Retain 3 years after final disposition, then destroy. <u>Non-Criminal Complaints:</u> Retain 4 years after final disposition, then destroy. Supersedes AR#12675
12676	Executions (Before 1905 executions of criminals took place in county seat.)	Permanent or transfer to State Archives.
12677	Fingerprint Cards - Master File SEE ALSO ARREST OR B.I. FILE	Retain 7 years, then destroy at discretion of sheriff.

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04-119	General Office Correspondence	Retain 4 years from date of correspondence then evaluate for legal, administrative and historical value for transfer to State Archives. Destroy remaining records.
04-120	Grants Records	Retain 4 years after grant termination or audit, whichever comes first, then destroy. Some grants may require longer retention. Supersedes AR#12678
08-081	Video Recordings	In Cases where incidents or inappropriate activities are captured, retain until all court proceedings have been completed, then recycle or destroy video as appropriate. In cases where civil litigation is indicated, retain 5 years after the incident (s) has been closed, then recycle or destroy video as appropriate. In cases where the video does not contain either of the above, retain 90 days after the incident and review by supervisory personnel, then recycle or destroy video as appropriate. Supersedes AR1#05-216
04-122	Index to Non-Criminal Cases	Retain 3 years after date of case, then destroy. Supersedes AR#13309
04-123	Internal Affairs Investigations - Founded	Retain 20 years after final disposition then destroy. <b>CONFIDENTIAL.</b> Supersedes AR#12679
12680	Internal Affairs Investigations - Unfounded or Not Substantiated by Fact	Retain 2 years after date of report, then destroy. <b>CONFIDENTIAL.</b>
12681	Inventory - Sheriff's Office (All items \$250 value or more; cost, depreciation, date of purchase)	Retain until superseded, then destroy.
12682	Mail Control Log (Certified and registered mail, receipt and delivery)	Retain 2 years after date of last entry, then destroy at discretion.
04-130	Memoranda - Sheriff	Permanent in office; or retain 4 years, then evaluate for legal, administrative and historical value for transfer to State Archives. Destroy remaining records. Supersedes AR# 12683

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04-129	Memoranda - Other Agencies	Retain 4 years, then evaluate for legal, administrative and historical value for transfer to State Archives. Destroy remaining records. Supersedes AR# 12684
04-131	Monthly Reports - Sheriff's Office (Expenses for meals in jail, medical expenses etc.)	Retain 4 years after date of report , then destroy. Supersedes AR# 12686
04-132	Notice to Quit	Retain 60 days, then destroy. Supersedes AR#13297
12687	Officer's Equipment Inventory (Check sheet on key, uniforms, coats, manuals, I.D.'s, badges, batons, weapons, etc. issued to officer.) SEE ALSO OFFICER'S VEHICLE INVENTORY.	Retain until superseded, then destroy. Retain 1 year after officer is no longer an employee, then destroy.
04-133	Officer's Manual a.k.a. Operations Manual	<u>One copy</u> : Permanent. <u>Other copies</u> : Destroy when superseded. Supersedes AR# 12689
04-134	Officer Report File (or Field Activity Report)	Retain 4 years after date of report, then destroy. Supersedes AR# 12688
12690	Officer's Vehicle Inventory (Officer's vehicle and all contents issued to vehicle.) SEE ALSO OFFICER'S EQUIPMENT INVENTORY	Retain until superseded, then destroy. Retain 1 year after officer is no longer an employee, then destroy.
99-170	Pawn Tickets	Retain 6 months, then destroy.
04-135	Payroll Input Records	Retain 1 year after input, then destroy. (Original input information is retained in the County Clerk's Office) Supersedes AR# 12691
04-136	Personnel Evaluation Forms or Reports	Retain 5 years after date of evaluation, then destroy. Supersedes AR# 12692
06-042	Order for Protection (OFP)	Retain 5 years from date of the OFP, then destroy.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
04-137	Personnel Files: Applications (successful) for each new position Letters of resignation, termination records Photos and other identification Salary history (salary increases) Training, commendations, etc.	Retain 5 years after date of termination of employment, then destroy. Supersedes AR# 12693
99-171	Personnel Hiring Records	Unsuccessful Applications: Retain 2 years, then destroy. Successful Applications: Transfer Application, photograph and other identification to Personnel File. All other Records: Destroy 4 years after termination of employment. (Supersedes AR# 12694).
04-138	Personnel Master Cards Binder or Database	Retain 5 years after termination of employment, then destroy. Supersedes AR# 12695
04-139	Photographic Identification Files a.k.a. Mug Files	If not maintained as part of the arrest record, retain 20 years, then destroy. Supersedes AR# 12696
99-172	Promotional Testing Files	Transfer the original letter of interest to the personnel file and destroy the remainder after 1 year.
04-143	Public Relations Files	Retain 5 years the evaluate for legal, administrative and historical value for continued retention in office. Destroy remaining records Supersedes AR# 12697
12699	Resignation Files (Kept by sheriff)	Retain 2 years, then destroy.
12700	Sheriff's Office Organization Chart(s): Civilians Officers	Permanent or transfer to State Archives.
04-144	Sheriff's General Correspondence	Permanent in office; or retain 4 years, then evaluate for legal, administrative and historical value for transfers to State Archives. Destroy remaining records. Supersedes AR#12701

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
12702	Sheriff's Sale Records - includes but not limited to: Affidavits of Publication Bills of Sale Duplicate Receipts of Goods or Property which are sold or auctioned Executions Notice of Sales	Retain 3 years, then destroy.
12703	Stolen Motor Vehicle Sheet a.k.a. Hot Sheet: Current stolen vehicles Lost or stolen license plates	Retain 1 year, then destroy.
04-145	Studies and Summaries Files - includes but not limited to: Burglary and Theft Crime and Attempts Homicide Periodic Crime and Arrest Summaries Rape Traffic Accidents and Enforcement	Retain 5 years, then transfer to State Archives; or microfilm at discretion, then destroy. If information is contained in Division of Criminal Investigation reports, retain 1 year, then destroy. Supersedes AR# 12705
04-146	Time Sheets	Retain 1 year, then destroy. (Summary of this information is maintained by the County Clerk) Supersedes AR# 12706
12707	Traffic Citations - Officer's Copy SEE ALSO ACCIDENT REPORTS	Retain 3 months, then destroy.
04-147	Travel Expense Voucher and Report	Retain 1 year, then destroy. (Record copy retained in County Clerk's Office.) Supersedes AR# 12708
12709	Unclaimed Stolen Property Records (Sold 3 months after trial after public notice or 1 year if no trial)	Retain 3 years after property sold, then destroy.
12711	Vehicle Files: Gallonage sheet (monthly) odometer reading, maintenance Purchase information Registration Yearly average of cost	Retain 1 year after vehicle sold or junked, then destroy.

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04-148	Vendor File: Invoices (duplicates, original to County Clerk) Purchase order (over \$100) Vouchers (less than \$100)	Retain 1 year, then destroy. Supersedes AR# 12712
08-058	Warrant Work-Up Packets/Files	Retain 2 years after being quashed, dismissed, or served, then destroy.
04-149	Waiver of Liability	Retain 5 years after date of waiver, then destroy.
12713	Weapons Room Inventory	Retain until superseded, then destroy.
04-150	Workers' Compensation Records	Retain 3 years after incident, then destroy. (Original retained in County clerk's Office) Supersedes AR# 12714

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<b>DISPATCHERS</b>		
12716	Complaint Dispatch Card a.k.a. "C" Card	Retain 3 years, then destroy at sheriff's discretion.
12717	Complaint Log	Permanent in office; or transfer to State Archives; or microfilm at discretion, then destroy.
12720	Dispatchers Manual a.k.a. Dispatchers Policies and Procedures Manual	<u>One copy</u> : permanent or transfer to State Archives. <u>Other copies</u> : destroy when superseded.
04-116	Dispatchers Radio Log	Retain 4 years from last entry, then destroy. (Pending investigations or trials may necessitate longer retention) Supersedes AR# 12721
08-082	National Crime Information Center (NCIC) Log and Files	Retain until case is closed or expiration of required NCIC retention which ever is later, then destroy. (Supersedes AR1#04-114)
12722	F.B.I. Wanted Fliers (Missing persons, wanted fingerprints, etc.)	Retain until superseded or notified of cancellation, then destroy.
13303	F.C.C. Radio Logs (See also Dispatcher's Radio Logs)	Retain 2 years, then destroy if no litigation is pending.
04-121	Incident Cards or Reports SEE ALSO JAIL INCIDENT REPORTS	Retain 4 years from date of incident, then destroy. (Pending investigations or trials may necessitate longer retention.) Supersedes AR# 12723
13306	Inmate Visitation Log - Professional	Retain 2 years, then destroy.
12725	Request Files: Entry Request to NCIC Wanted Persons Files Police Bulletin Requests/Cancellations Request to Conduct Investigation Request for Psychoanalytic Examination	Retain 2 years, then destroy.
12704	Stolen Property Cards	Retain 2 years or until recovered, then destroy at discretion.
12726	Teletype System Records	Retain 1 year, then destroy at discretion.

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<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
<b>JAIL</b>		
04-105	Arrest or Booking and Investigation (B.I.) Files - includes but not limited to: Arrest Records Arrest Warrants Disposition Fingerprint Cards Identification Information Offense Reports and Complaints	<u>Deceased</u> : retain 4 years, then destroy. <u>Felonies</u> : retain 20 years, then destroy. <u>Homicide</u> : permanent in office or microfilm at discretion, then destroy. <u>Misdemeanors</u> : retain 4 years from last activity. Supersedes AR# 12727 and 12728
13269	Bail Bonds Receipt and Transmittal Sheet	Retain 1 year, then destroy.
13298	Federal Board bills (Includes vouchers, invoices, correspondence, etc for housing and feeding federal prisoners)	Retain 3 years, then destroy.
04-124	Jail Incident Reports (Rules Violations)	Retain 5 years, then destroy. Supersedes AR# 12730
12731	Jail Inventory (Equipment and furnishings)	Retain until superseded, then destroy.
04-125	Jail Log or Blotter (or Arrest Log Book)	<u>Before 1946</u> : permanent or transfer to State Archives. <u>1946 and after</u> : retain 7 years, then destroy. Supersedes AR# 12732 and 12733
04-126	Jail Manual a.k.a. Jail Policies and Procedures Manual	<u>One copy</u> : permanent or transfer to State Archives. <u>Other copies</u> : Destroy when superseded Supersedes AR#12734
04-127	Jail Sanitation and Maintenance Records	Retain 4 years after date of service, then destroy. Supersedes AR# 12735
04-128	Jail Transfer Records (If maintained separately)	Retain 4 years after date of transfer, then destroy. Supersedes AR# 12736
12737	Prisoners' Clothing Records	Retain 3 years, then destroy.
04-140	Prisoners' Meals Records	Retain 4 years after date of last entry, then destroy. Supersedes AR# 12738

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04-141	Prisoners' Medical and Dental Care Records	Retain 10 years after date of last entry, then destroy. Supersedes AR# 12739
04-142	Prisoners' Property Log and Records	Retain 5 years after date of last entry, then destroy. Supersedes AR# 12740
96-34	Commissary Records (Relates to items such as gum, cigarettes, stamps, NOT drugs)	Retain 2 years, then destroy, if no litigation is pending. (See Arrest or Booking/Records AR for retention of permanent information)
96-35	Jail Population Reports	Retain 2 years, then destroy, if no litigation is pending. (See new Arrest or Booking/Records AR for retention of permanent information)
96-36	Jail Inmate Rosters	Retain 2 years, then destroy if no litigation is pending. (See new Arrest or Booking/Records AR for retention of permanent information)
99-173	Split Sentence Prisoner Files (Contract and Fiscal File)	Retain 4 years after termination of contract, then destroy.