

METROPOLITAN POLICE DEPARTMENT – CITY OF ST. LOUIS
OFFICE OF THE CHIEF OF POLICE
SPECIAL ORDER

Date Issued: November 3, 2014 **Order No.:** SO 9-08
Effective Date: November 3, 2014 **Expiration:** Indefinite
Reference: RSMo. Chapter 109
CALEA Standards: 82.1.2
Academy: 2.3.5, 4.4.1, 4.6.7, 5.2.4, 5.2.7, 7.2.4
Communications: 3.4.2, 3.6.9, 4.2.6, 4.3.3, 4.3.9, 6.5.4, 6.7.2
Cancelled Publications: SO 9-08 issued August 15, 2011
Subject: RECORDS PROCEDURES
To: ALL BUREAUS, DISTRICTS AND DIVISIONS

PURPOSE: To outline the procedures for records retention, arrest record checks and the release of Department records.

<u>Section</u>	<u>Subject</u>
I	Records Retention Policy

By Order Of:



D. SAMUEL DOTSON
Colonel
Chief of Police

**METROPOLITAN POLICE DEPARTMENT – CITY OF ST. LOUIS
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CALEA Standards: 26.1.8, 32.1.6, 32.2.9, 42.1.3, 81.2.8, 82.1.3
Academy: 2.3.5, 4.4.1, 4.6.7, 5.2.4, 5.2.7, 7.2.4
Communications: 3.4.2, 3.6.9, 4.2.6, 4.3.3, 4.3.9, 6.5.4, 6.7.2

Cancelled Publications: **SO 9-08 Section I issued August 15, 2011**

Subject: **RECORDS RETENTION POLICY**

To: **ALL BUREAUS, DISTRICTS AND DIVISIONS**

PURPOSE: To outline the minimum time periods for the retention of Department records by various Units.

A. INTRODUCTION (82.1.2) (A 2.3.5)

1. Chapter 109 of the Missouri Revised Statute is entitled “Public and Business Records.” The law authorizes the Missouri Secretary of State to serve as the chairperson of a “Local Records Board” to determine the records to be retained, copied, preserved or disposed of by local government agencies. **(RSMo 109.255)**
2. The Missouri Local Records Board has met in accordance with State Law and has established a retention schedule for local government records.

B. DEFINITIONS

1. Records

Any document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business. **(RSMo 109.210)**

2. Non-Records

- a. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents. **(RSMo 109.210)**
- b. Examples of non-records include:
 - 1) identical copies of documents maintained in the same file;
 - 2) extra copies of printed or processed materials;
 - 3) superseded manuals and other directives (maintained outside the office of record);
 - 4) work papers and drafts of reports or correspondence;
 - 5) blank forms;
 - 6) materials received from other activities that require no action; and

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- 7) catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

C. RECORDS RETENTION SCHEDULES (82.1.2) (A 2.3.5) (A 4.4.1) (A 5.2.7) (A 7.2.4)

1. The State of Missouri outlines a General Records Retention Schedule that all State and Local Government agencies are expected to follow. These guidelines are updated often on the Missouri Secretary of State's website. The complete list can be found at:
<http://www.sos.mo.gov/archives/localrecs/schedules/pdf/General.pdf>
2. The State of Missouri maintains the "Police Clerks Records Retention Schedule" which contains specified guidelines for the retention of records related to Police Departments. These guidelines are updated often **on the Missouri Secretary of State's Website. The complete list can be found at:**
<http://www.sos.mo.gov/archives/localrecs/schedules/pdf/PoliceClerks.pdf>
3. The State of Missouri also maintains the "Public Safety Answering Point (911) Records Retention Schedule. This schedule only deals with records maintained by the Communications Division. **These guidelines are updated often on the Missouri Secretary of State's website. The complete list** can be found at:
<http://www.sos.mo.gov/archives/localrecs/schedules/pdf/PSAP911LR.pdf>

D. COMPLIANCE (A 2.3.5)

Commanders and Managers are responsible for compliance with the Retention Schedules associated with this Order, and should review the web sites in section C periodically to ensure the schedules pertaining to the records relevant to their Division have not changed.