
Schedule No. **14**

County Sheriff Records Schedule

Adopted by the
Local Government Records Committee 1997
Revision 2.1 Adopted November 2011

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SHERIFF

Note: Not all Sheriff offices will have all of the record series listed in this schedule. The listing of a record series does not mean that the records must be created.

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	911 CALL LOGS. Daily listing of telephone calls received by date, time address, complaint, officer and time responding, telephone number call came from, remarks and reference signal. This is not a verbatim transcription of the audiotapes.	6 months.	
2.	ABANDONED PROPERTY RECORDS/ SALES. See: IMPOUNDED AND ABANDONED PROPERTY.		
3.	ACCIDENT RECORD INDEX. An index to traffic accidents and their supporting documentation.	As long as records it relates to.	
4.	ACCIDENT RECORDS. Traffic accident reports include information on vehicles involved, occupants, time, location, diagram of how the accident happened, parties involved, cause of accident, prevailing conditions, photos, correspondence, receipts, blood test analyses, etc.	see relevant CASE INVESTIGATION FILE	
5.	ACTIVITY/ REPORTS. Officer, shift and other activity reports usually filed on a daily, weekly, monthly or annual basis; documenting duties such as dispatch, confinement, investigations, and patrol. May include name, shift, date, activities, and other categories for tracking the number of arrests, phone calls, mileage and other statistical indicators. Also DAILY ACTIVITY REPORT; DAILY TIMESHEET	3 years	
6.	ALARM RESPONSE RECORDS. Documents relating to the licensing, use and response, including false alarm responses, for security alarms. Includes alarm type, time and date received, time arrived, reason for activation, who responded, and report.	6 months	
7.	AMBULANCE LOGS. Record of ambulances dispatched by law enforcement request. May include date/time called, location of call, ambulance called and responding, call canceled and reason, special remarks, and offense number. Used to verify that the ambulance was requested by an officer for payment purposes.	Audit +3 years	Ambulance service may be private in some jurisdictions; if county owned they are mostly run by fire services.
8.	ANIMAL CONTROL REPORT RECORDS. May include reports of stray animals, bites, animals taken to shelters, received from citizens, returned to owners, tranquilized or disposed of.	Destroy when animal is known dead; or 5 years. Animal abuse records 5 years. Others 1 year.	
9.	ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS. Contains listing of all fees, revenues received and unexpected expenses.	Audit +7 years	

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10.	APPEARANCE BOND REGISTERS. Information used by all offices accepting appearance bonds. Includes bond number, date received, name of defendant, amount of paper bond, amount of cash bond, who provided the cash, name of bondsman, court to which it is returnable, disposition of case and bond, interest rate, due date, date of disposition an check number disposing of the bond.	90 days after disposed by court	
11.	ARREST RECORDS: OFFENDER INFORMATION	Until superseded, obsolete, recalled, or no longer needed.	
12.	ARREST WARRANT RECORDS: Records documenting the status of arrest warrant as served, un-served, or recalled, and related records. Includes name of individual, the offense, and name of arresting officer. May include detainer requests, informational documents relating to the wanted person, and other records relevant to the service of warrants.	Until superseded, obsolete, recalled, or no longer needed.	
13.	ASSIGNMENT ORDERS- SHIFT ASSIGNMENT. Work schedules assigning law enforcement shifts personnel will work, and/or extra assignments.	Until obsolete, superseded, or no longer needed.	
14.	BACKGROUND CHECKS: Background check forms, results, and fingerprint cards produced during background checks: <ul style="list-style-type: none"> a. for outside agencies or businesses. b. Employees c. Concealed carry weapons permit 	<ul style="list-style-type: none"> a. After results are released. b. in personnel file c. in concealed weapon permit for individual. 	
15.	BANK RECORDS- STATEMENTS, CHECKS ETC. see: SCHEDULE #5 COUNTY ACCOUNTING/FINANCIAL RECORDS		
16.	BLOCK HOME PROGRAM RECORDS. The Block Home program provides safety and protection to school children. Records that document the block home designations, applicant backgrounds, etc.	2 years	
17.	BOARD BILLS/ RECEIPTS. see: SCHEDULE #5 COUNTY ACCOUNTING/FINANCIAL RECORDS		
18.	BONDSMAN REGISTERS. Records that document each registered bondsman. May include a copy of the power of attorney, and a copy of the license.	3 years	
19.	BRADY BILL CERTIFICATION LETTERS. Letters or forms submitted by a local law enforcement agency to the U.S. Attorney General’s office certifying that all Multiple Weapons Sales Reports from licensed weapons dealers, as required under the Brady Bill, were destroyed no later than 20 days after such form was received.	The federal government requires that the law enforcement agency destroy these forms no more than 20 days after date the form was	

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		received.	
20.	BUDGET-ADOPTED. Documents the types of items for which fiscal requests are made, the total budget, amount previously received, amount requested, to requisition to date and the percent of annual allotment which the request covers. This is a duplicate copy	Duplicate copy- keep until obsolete or superseded	Official copy is filed in the Clerk and Recorders office.
21.	BULLETINS from other agencies such as descriptions and photographs of fugitives, missing persons, or stolen property.	Until superseded, obsolete, or no longer needed	
22.	CADET PROGRAM RECORDS- See YOUTH PROGRAMS		
23.	CALIBRATION CERTIFICATION AND MAINTENANCE RECORDS FOR EQUIPMENT Records documenting the calibration and maintenance of radar/laser guns, breathalyzers, intoxilizer, speedometer, or any other equipment that requires calibration. Shows a description of work completed, parts used, date of service, equipment number, make, model, and related data.	2 years after disposition of equipment	
24.	CANINE RECORDS see K-9 RECORDS		
25.	CASE INVESTIGATION FILES/RECORDS. Case files that document complaints or other actions or incidents reported to and investigated by the department. May include investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders and dispositions, officers reports, DUI and chemical test records, citizen arrest records, copies of warrants, search warrants, and booking sheets, property/evidence reports, custody reports and other related documents. Usually included is suspect identification, alleged activity, location, date validity of source information and other data.	Unsolved homicides - permanent Homicides - 75 years Sexual felonies 75 years; Other felonies 6 years Missing persons-until cleared; Felony misdemeanors- if a warrant is issued- keep until case is disposed of, Misdemeanors- 2 years Non-criminal cases 3 years. Other cases 3 years	
26.	CITIZEN RIDE ALONG REQUEST AND RELEASE WAIVER. Application completed by a citizen for permission to ride in a patrol car with an officer during their shift to observe; includes a liability release.	3 years	
27.	CIVIL CASE FILES/INDEXES. Documentation of actions taken relating to a specific civil case, such as attempts at service, and service and enforcement information.	Audit +3 years after action completed	
28.	CODE SHEETS Used to transmit statistical information for crime prevention	Until superseded, obsolete, or no longer needed.	

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29.	COMMITMENT TO SERVE SENTENCE FORMS: Forms completed by the court and signed by the judge, committing an individual to jail or pay a fine. Duplicate copy, original is filed in District Court.	Original is filed in District Court. Duplicate: Until superseded, obsolete, or no longer needed	
30.	COMMUNICATION/DISPATCH TAPES/LOGS. Documentation of radio, telephone, and computer aided dispatch, and teletype communications. Includes time, date, names, locations, and dispatch information.	6 months. Recordings of serious incidents may warrant longer retention for legal reasons. They may be transferred onto a separate tape and retained until legal action is resolved.	
31.	COMPLAINT RECORDS/LOGS see INCIDENT CASE FILE/LOGS and 911 CALL LOGS/CAD		
32.	COMPUTER INQUIRY RECORDS Logs or other hard copy records documenting requests made to other agencies for information	Until superseded, obsolete or no longer needed	
33.	COMPUTER VALIDATION RECORDS. Hard copy records detailing validation requests and proof of verification for NCIC or other law enforcement information networks. Documents maintenance of network standards.	5 years or until audited by NCIC or other applicable law enforcement networks, which ever is first.	
34.	CONCEALED WEAPON/FIREARM PERMIT APPLICATIONS. Issued in triplicate. Applicant receives original when the completed application is filed with the sheriff, the sheriff shall keep a copy for at least 4 years; within 7 days of receipt, the sheriff must mail a copy to the chief of police if the applicant resides in a city or town with a police force.	4 years after dated issued Approved and disapproved.	MCA 45-8-322 (2)
35.	CONFISCATED INTOXICATING BEVERAGES REPORTS/LOGS: Itemized records of the seizure that includes a complete record of the destruction of such beverages.	As long as the case file it pertains to. Part of case file.	
36.	CORONER RECORDS-see CORONER/MEDICAL EXAMINER SCHEDULE		
37.	COURT ORDERS- DOMESTIC VIOLENCE Includes temporary restraining orders, protection orders, anti-harassment orders etc.	Copy, keep for 1 year after order expires or becomes invalid.	Court has primary order

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38.	<p>CRIME ANALYSIS RECORDS</p> <p>a. Records documenting department efforts to anticipate, prevent, or monitor possible criminal activity. May include reports, statistical summaries, photographs, audio and video recordings, and related documents. Subjects may include crime patterns or modes of operation, analysis of particular crimes.</p> <p>b. Criminal profiles, forecasts, movements of known offenders, alerts from other agencies, and others.</p>	<p>a. Major crime analyses or studies 5 years</p> <p>b. Required to be updated every 2 years.</p>	Some of this may fall under 28 CFR 23 Federal intelligence law.
39.	<p>CRIME CONTROL BOARD RECORDS- see General Schedule #1- MINUTES OF MEETINGS</p>		
40.	<p>CRIME PREVENTION COMMUNITY ORGANIZATION RECORDS. Mailing lists, plans, evaluations, notes, reports, or other records that document community support for law enforcement programs.</p>	Until superseded, obsolete, or no long needed.	
41.	<p>CRIME PREVENTION PROGRAM RECORDS. Records that document department efforts to train citizens in crime prevention such as neighborhood watches, home security, etc. May contain training and media presentation records, such as lesson plans, outlines, tests, evaluations, speeches and related records.</p>	Class enrollment and attendance records, 2 years. Other records, keep as needed.	
42.	<p>CRIME PREVENTION SECURITY SURVEY RECORDS. Records documenting citizen requested officer surveys of homes and businesses and subsequent recommendations related to security. May contain detailed checklists of problems or security defects such as potential break in areas, blocked exits, problem landscape area, etc. Usually complied and sent in a report to the owner or renter.</p>	2 years	
43.	<p>CRIME PREVENTION WATCH RECORDS. Records that document inspection of homes, businesses, and other properties as requested. May include name, address, duration, comments on why watch is requested, emergency contact, dates and times checked and related information.</p>	2 years	
44.	<p>CRIMINAL HISTORY DISSEMINATION RECORDS CJIN/NCIC Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. Includes teletype and computer message logs.</p>	1 year	28 CFR Subpart C ??????????
45.	<p>CRIMINAL INTELLIGENCE SYSTEM DATABASE RECORDS. Records that document possible and proven criminal activity by groups, individuals, businesses and organizations for use by local government law enforcement agencies. Includes suspect identification, alleged activity, location, date, source validity such as law enforcement and</p>		See Federal law 28 CFR 28

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46.	<p>regulatory agencies, and private citizens.</p> <p>CRIMINAL INVESTIGATION HISTORY RECORDS/RAP SHEET/INDEX. ADULT OFFENDER Contains case histories of criminals arrested, which may be useful in current or future investigations. May include summary sheets or cards, arrest reports, fingerprint cards, mug shots, and other related documents. Also may include name, aliases, residences, sex, age, place and date of birth, physical description including scars, marks tattoos, abnormalities, arrest dates, offenses committed, disposition of the case/s, photographs, signature of the prisoner, habits, relatives or friends, etc. Part of #26 CASE INVESTIGATION FILES/RECORDS</p>	<p>Unsolved homicides - permanent Homicides - 75 years Sexual felonies 75 years Other felonies 6 years Missing persons-until cleared Felony misdemeanors- if a warrant is issued- keep until case is disposed of. Misdemeanors- 2 years Non-criminal cases 3 years Other cases 3 years</p>	
47.	<p>CRIMINAL INVESTIGATION RECORDS- JUVENILE OFFENDER. Contains case histories of criminals arrested, which may be useful in current or future investigations. May include summary sheets or cards, arrest reports, fingerprint cards, mug shots, and other related documents. Also may include name, aliases, residences, sex, age, place and date of birth, physical description including scars, marks tattoos, abnormalities, arrest dates, offenses committed, disposition of the case/s, photographs, signature of the prisoner, habits, relatives or friends, etc.</p>	<p>Keep same as adults.</p>	
48.	<p>DAY BOOK SHEETS/RECORDS/REPORTS- records that document information on papers served such as instructions for service, seizure, sale, etc.; recording officers' service records, service attempts, address updates, etc.; fees associated with payments, refunds, and distribution of funds.</p>	<p>Audit + 7 years</p>	
49.	<p>DETENTION CENTER see: SHERIFF LOCAL DETENTION CENTER/ JAIL SCHEDULE</p>		
50.	<p>EMERGENCY TELEPHONE CALL TAPES. Audiotapes that record incoming emergency calls, law enforcement and emergency dispatches, radio activity, and 9-1-1 calls.</p>	<p>6 months. Recordings of serious incidents may warrant longer retention for legal reasons. They may be transferred onto a separate tape and retained until legal action is resolved.</p>	
51.	<p>EMPLOYEE IDENTIFICATION RECORDS Identification cards and photographs used to identify agency employees, private security personnel, contract workers and others, which may include the employees name, date of birth, height, weight, sex, race, and department or agency the employee represents.</p>	<p>Until obsolete or superseded.</p>	

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52.	EQUIPMENT ISSUED RECORDS. Records that document the equipment issued to law enforcement personnel or agencies. May include handcuffs, keys, uniforms, badges, personal protective and fire fighting equipment, locks, laptop computers, and any other issued equipment. Shows the employees' name, date, description of property, serial or county/department ID number, related information, and date and condition of equipment when returned. Does not include weapons issued- see OFFICER WEAPON REGISTRATION RECORDS	Until superseded or obsolete	
53.	EVICTON NOTICES. Records that document the receipt and service of eviction notices. This is part of the Civil Case file.	6 months	
54.	EVIDENCE CARDS. Evidence cards, which list the property, case number, officer, suspect or victim name; stolen property cards list types of property. This may be part of the case file.	60 days after disposition of property if not in case file.	
55.	EVIDENCE RECORDS. Includes index to and all documentation of evidence kept in the evidence room and its disposition. Includes a description of the property; number assigned to evidence, date received, person delivering evidence, who received it, arrest number and description of property. Receipts of all incoming and outgoing property. Records showing authorization of disposition of evidence, date and method of disposal, receipts if sold.	60 days after disposition of property, unless in a case file.	
56.	EXECUTION DOCKET RECORDS -CIVIL PROCESS a. Records that list all law enforcement copies of all court records that may include attachments, executions, orders and decrees directed to the sheriff in relation to the disposition of the property. Contains the parties' names, description of the property to be sold, appraisalment, etc. and monies credited for the same.	Audit +7	
57.	EXPUNGED OR SEALED RECORDS. Records that document the arrest and/or conviction of a person who petitions and is granted an order by the court that seals or otherwise disposes of any related records.	As ordered by the court.	
58.	EXTRADITION FILES. Contains names of defendants, case number, dates, and destination.	2 years	
59.	FEDERAL BUREAU OF INVESTIGATION FILES	80 years after date of birth.	
60.	FEDERAL BUREAU OF INVESTIGATION MONTHLY REPORT Contains all offenses for each month, value of property lost, and value of property recovered.	4 years	

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61.	FEDERAL PRISONER RECORDS. Records of prisoners who are charged with a violation of a federal statute and are confined in the county jail awaiting arraignment.	Obsolete	Transfer to a museum/archives, etc.
62.	FIELD INTERROGATION REPORTS. Reports written by a law enforcement officer related to individuals, vehicles or events that appear suspicious, but for which the officer does not have probable cause for enforcement; includes reason for contact, date, time, description of individual or vehicle, witnesses, and related data. No arrest or other reports filed for this momentary detention.	Must be updated every 2 years or it becomes obsolete; or until no longer needed.	
63.	FINANCIAL RECORDS: see COUNTY ACCOUNTING/FINANCIAL SCHEDULE # 5		
64.	FINGERPRINT CARDS : <ul style="list-style-type: none"> a. Cards containing fingerprints palm prints, toe prints, and other personal identifiers of arrested individuals, and may also include fingerprints of private security personnel working in an area. Includes personal descriptive information on individuals. b. Employees c. Applicants d. Concealed weapon application and permits holders 	<ul style="list-style-type: none"> a. Unsolved homicides - permanent Homicides - 75 years Sexual felonies 75 years Other felonies 6 years Missing persons-until cleared Felony misdemeanors- if a warrant is issued- keep until case is disposed of. Misdemeanors- 2 years Non-criminal cases 3 years. Other cases 3 years b. as long as personnel file. c. as long as application. d. 4 years 	
65.	FINGERPRINT CARDS, LATENT. Cards containing latent finger and palm prints found at crime scenes without identification of suspects. Cards usually contain information related to the crime and other details of the case. Part of the case file.	<ul style="list-style-type: none"> Unsolved homicides - permanent Homicides - 75 years Sexual felonies 75 years Other felonies 6 years Missing persons-until cleared Felony misdemeanors- if a warrant is issued- keep until case is disposed of. Misdemeanors- 2 years Non-criminal cases 3 years. Other cases 3 years 	
66.	FIREARM QUALIFICATION RECORDS. Records that document qualification of an officer to carry a firearm.	As long as employee file	

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67.	FIREARM/WEAPON REGISTRATION/INVENTORY. Documents all guns/weapons owned by the sheriff department; includes make, model, serial number, value, who they are assigned to, transfer and disposition.	As long as the property it relates to.	
68.	FISCAL RECORDS- see SCHEDULE #5 COUNTY ACCOUNTING/FINANCIAL RECORDS		
69.	GOVERNORS WARRANT RECORDS- Warrants to extradite a person back from another state for local prosecution.	Until superseded, obsolete, recalled, or no longer needed.	
70.	GRANT RECORDS- See Acct/Financial schedule #5		
71.	GUNSHOT WOUND REPORTS: a. Reports made by any employee of any health care facility who treats, or receives a request to treat, a person suffering from a gunshot wound or other wound where violence is indicated. Part of the case file. b. If a non-criminal case	a. As long as the case file. b. Audit + 4 years	
72.	HANDGUN DEALER SALES RECORDS. see: BRADY BILL MULTIPLE WEAPONS SALES REPORTS		
73.	HOME DETENTION, ELECTRONIC RECORDS. Records that document the application and use of electronic monitors for inmates selected for home detention.	3 years after monitor is removed.	
74.	IMPOUNDED AND ABANDONED PROPERTY RECORDS Records pertaining to personal property such as vehicles, bicycles, etc., impounded by law enforcement agencies related to accidents, abandonment, recovered stolen property, used in the commission of crimes. Includes identifying information such as: make, model, identification number, year, color, condition, and any other pertinent information, including disposition of property. Part of case file.	As long as the case file.	
75.	IMPOUNDED AND ABANDONED PROPERTY SALES/DISPOSITION RECORDS Records that document the sale or disposal of these types of property.	Audit +7	
76.	INCIDENT CASE FILE INDEXES. Indexes to incident case files used as a cross reference between case numbers and other descriptive information.	As long as the files they relate to.	
77.	INDEMNITY BONDS Copies of insurance bonds issued to indemnify law enforcement agencies against wrongful actions in civil seizure cases.	2 years after seizure has been completed and a return has been made to the court of issuance.	

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78.	INFORMANT CASE FILES. Records documenting information about informants used by department personnel. May include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities and related records.	Until superseded, obsolete, or no longer needed.	
79.	INMATE RECORDS see SHERIFF LOCAL DETENTION/JAIL CENTER SCHEDULE		
80.	INTERNAL INVESTIGATION CASE FILES. Records documenting investigations of department personnel for violation of laws, rules, or policies and may include findings and dispositions of investigations. May contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data. <ul style="list-style-type: none"> a. Final action summary file b. Found not sustained or unfounded c. Found sustained –formal resulting in demotion, suspension, removal or similar action d. Found sustained informal- written or verbal reprimands, memoranda or similar action. 	<ul style="list-style-type: none"> a. Retain as long as personnel file b. 1 year c. 5 years after final disposition d. 3 years after final disposition 	
81.	JAIL see: SHERIFF LOCAL DETENTION CENTER/JAIL SCHEDULE		
82.	JUVENILE TEMPORARY CUSTODY RECORDS. Records documenting children taken into custody by the department, but not as an arrest. Includes vital information pertaining to the child, information pertaining to the person having legal or physical custody of the child, reasons and circumstances under which the child was taken in to temporary custody, and other data.	3 years	
83.	K-9 (CANINE) RECORDS. Records may document the acquisition, training, medical treatments and immunization records, breeder information, and final disposition of animal. Records will vary by breed, the animals nature, and work requirements.	4 years after termination of service	
84.	MAPS, LAW ENFORCEMENT. Maps and related records maintained for reference and tracking various trends.	Until superseded, obsolete, or no longer needed	
85.	MASTER NAME INDEX RECORDS. Records that contain information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents, Also contains relevant information pertaining to the incident.	Must be updated every 2 years or it becomes obsolete; or until no longer needed.	

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86.	MISSING PERSON CASES: a. Unsolved b. Solved/found	Unsolved homicides - permanent Homicides - 75 years Sexual felonies 75 years Other felonies 6 years Missing persons-until cleared. Felony misdemeanors- if a warrant is issued- keep until case is disposed of Misdemeanors- 2 years Non-criminal cases 3 years. Other cases 3 years	
87.	MUG SHOTS. Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. Mug shots of individuals known to be deceased need not be retained. Part of the case file.	Unsolved homicides - permanent Homicides - 75 years Sexual felonies 75 years Other felonies 6 years Missing persons-until cleared. Felony misdemeanors- if a warrant is issued- keep until case is disposed of. Misdemeanors- 2 years Non-criminal cases 3 years. Other cases 3 years	
88.	NARCOTICS LAB REPORTS- EVIDENCE	As long as the case investigation file.	
89.	NOTICE TO APPEAR. Contains defendant's name, offense charged, time and place of appearance, name and address of court, name of arresting officer, and name of officer testifying, signature of person who received the notice.	90 days after filed with the court.	
90.	OFF DUTY EMPLOYMENT RECORDS. Records that maintain control over off-duty employment by law enforcement officers. This may include job descriptions and job announcements from outside employers; applications for eligibility pool, notice of final selection by outside agency, work schedules and correspondence. Financial information is not included.	4 years	

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91.	OFFICER NOTES. Notes made by officers during the course of a shift containing information that may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information may include names, dates, times, vehicles, activities, locations, and related data.	Officer keeps -unless part of the case file. If part of the case file, as long as the case.	
92.	OFFICER WEAPON REGISTRATION RECORDS. Records that document weapons assigned to law enforcement officers. Includes officer's name, the make, model, serial number, caliber of the weapon, and if holster is included.	Until superseded, obsolete, or no longer needed.	
93.	OPINIONS- LEGAL	Permanent	
94.	ORDER OF PROTECTION-This is a copy filed with law enforcement jurisdiction.	Copy, keep for 1 year after order expires or becomes invalid.	Court has primary order.
95.	PARKING VIOLATION RECORDS. Parking tickets issued, paid and delinquent.	90 days after disposed of by court.	
96.	PAWN BROKER AND SECOND HAND DEALER REPORTS. Reports submitted to the department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes name address, identification, personal description of pledgor, date, dealer's name, type of merchandise, serial number, description of article.	6 months	
97.	PERSONNEL RECORDS- AUXILIARY/SPECIAL/RESERVE/ DEPUTY RECORDS. Records for temporarily employed persons. Does not include pay or benefits information, but usually includes skill level and training, loyalty oaths, emergency notification information, and volunteer preferences.	4 years after volunteer duty ends.	
98.	PHYSICAL FORCE RECORDS. Record by any law enforcement officer who applies physical force to a citizen, prisoner, or arrestee. Contains details of the type of force used and the circumstances in which it was used.	As long as the case file.	

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99.	POLYGRAPH RECORDS. Records that document polygraph tests given to criminal suspects, prospective employees and others. Includes pre-examination records, examination questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and background information.	Obsolete: see retention time for CASE INVESTIGATIVE FILE if an old case file is open.	
100.	PROPERTY REGISTRATION RECORDS. Records that document the registration of property for identification in case of theft, loss, or burglary. Property includes but is not limited to bicycles, televisions, cameras, stereos, and guns. Information may include name, address, and phone number of owner, date, description of property, serial number and related data.	Until registration is expired, superseded or obsolete.	
101.	PROPERTY SALES/DEED RECORDS. Records that document the court ordered sale and conveyance of real and/or personal property by the sheriff department. May include certificates of levy, proof of publication, notices of sale, mailing receipts, copies of the judgment and execution, certificate of sale, return of service, and copy of deed issued.	Audit + 7	
102.	RECEIPTS see SCHEDULE #5 ACCOUNTING FINANCIAL RECORDS		
103.	RESERVE DEPUTY RECORDS see: PERSONNEL RECORDS- AUXILIARY/SPECIAL/RESERVE/ DEPUTY RECORDS		
104.	SEARCH AND RESCUE- see PERSONNEL RECORDS- AUXILIARY/SPECIAL/RESERVE/DEPUTY RECORDS		
105.	SEX OFFENDER REGISTRATION LIST: see: SEX OR VIOLENT OFFENDER REGISTRATION LIST		
106.	SEX OR VIOLENT OFFENDER REGISTRATION FILES. Files maintained by the department on sex offenders living within its jurisdiction. <ul style="list-style-type: none"> a. Adult registrants and juveniles tried as adults b. Juvenile registrants-does not include juveniles tried as adults 	<ul style="list-style-type: none"> a. Remainder of life except as noted in MCA'S b. 10 years except as noted in MCA'S 	See; MCA 46-23-506; MCA 46-23-510, and Title 46 chapter 23 part 5 MCA
107.	SEX OR VIOLENT OFFENDER REGISTRATION LIST. List of sex or violent offenders who enter the county or reside in the county. Contains individuals name, alias, address and occupation, crime convicted for, place of conviction and sentence imposed if any. Known as "Megan's Law". <ul style="list-style-type: none"> a. Sexual offender b. Violent offender 	<ul style="list-style-type: none"> a. Remainder of life except as noted in MCA'S b. 10 years except as noted in MCA'S 	See; MCA 46-23-506; MCA 46-23-510, and Title 46 chapter 23 part 5 MCA
108.	SEXUAL PREDATOR NOTICES. Notices to the public that a	1 year after death or 10	Refer to State Laws

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SHERIFF

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ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
	sexual predator has established residence within the county, as well as a mailing list, if applicable. Notice information may include but is not limited to, predators name, physical description including a photograph, predators current address, offense committed, and age of victim. Includes documentation that due notice was given.	years after leaving the county.	and their mandates.
109.	SHERIFF SALE/RETURNS/ RECORDS. A record of real estate and personal property sales and foreclosures, showing litigants, publication notices, date of sale, description of property, purchaser, date deed was prepared, and proceeds received.	Audit +7 years	
110.	SPECIAL DEPUTY RECORDS see: PERSONNEL RECORDS- AUXILIARY/SPECIAL/RESERVE/ DEPUTY RECORDS		
111.	SUBPOENA OR SUMMONS SERVICE RECORDS/LOGS. Log of subpoenas or summons executed, or attempted to serve, by agency.	Until served, canceled, or recalled.	
112.	TELECOMMUNICATION LOGS. Log of entries made by office personnel or law enforcement agency personnel, including daily activity and messages transmitted or received. MDT –mobile data terminal.	6 months	
113.	TELECOMMUNICATION MESSAGES. Incoming and outgoing teletype messages pertaining to a variety of subjects of interest to the department. Subjects include incidents, meetings, arrests, warrant confirmation and others. Information includes date, time, originating agency, and text. These are messages not warranting inclusion in CASE INVESTIGATION FILES or other record series.	Until obsolete, superseded, or no longer needed.	
114.	TOWED VEHICLE RECORDS. Records documenting tow truck requests and responses. Information usually includes date, name of requestor, name of towing agency called, location, and other relevant data.	1 year, unless part of the Case Investigation File, then as long as that file.	
115.	TOWING CONTRACTS OR AGREEMENTS-Records that document terms of service provided.	Audit +7	
116.	TRAFFIC AND OTHER CITATION LOGS. Logs listing various information related to citations issued by the department.	90 days after disposed of by court	
117.	TRAFFIC AND OTHER CITATIONS. Department copies of	90 days after disposed of	

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SHERIFF

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ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
	citations issued for traffic, motor vehicle, and other violations.	by court	
118.	TRAFFIC VIOLATION WARNING RECORDS. Records that document warnings issued for traffic violations. May be used to determine repeat of offenders and for follow-up investigations.	90 days after disposed of by court	
119.	<p>TRAINING RECORDS</p> <p>a. Instructor- Record of each course that is taught by the department. May include schedules, course material etc.</p> <p>b. Personnel- Record for each law enforcement employee that documents their education and training.</p>	<p>a. 2 years after training</p> <p>b. As long as the Personnel records</p>	
120.	TRESPASS WARNING AUTHORIZATION FORMS. Records that document the request by a property owner to issue trespass warnings.	Until obsolete, superseded, or no longer needed.	
121.	UNCLAIMED PROPERTY REPORTS. Records that document the disposition of unclaimed property held by the department. The reports contain the name of the property's owner if known, and last known address, description of the property including any identification numbers, and authorization and date of disposition.	As long as the case file. If not part of a case file, 3 years after disposition and audit.	
122.	UNIFORM CRIME REPORT FILES -Statistical reports sent to the state that reflects crimes reported, cleared, property stolen/recovered, etc. Currently called MT Incident Based Reporting Standards.	Mandated by State and Feds	May be called MUCR/NIBRS; MTIBRS
123.	UNIFORM ISSUANCE AUTHORIZATION FORMS. Forms which list uniform items, issued either by the department or an authorized vendor, to departmental personnel who have a need and are qualified to wear them.	1 year after return of the items provided.	
124.	VEHICLE ASSIGNMENT CHECK LIST/LOG. A check list/log documenting the assignment, use, and the condition of vehicles and related equipment.	Until obsolete, superseded, or no longer needed.	
125.	VEHICLE MAINTENANCE RECORDS- Records that show when vehicle was serviced, replaced parts, repairs made, etc.	After disposal of vehicle.	May be kept by place of business doing the repairs.
126.	VEHICLE PRINT PROCESS LOGS. List of vehicles that are to be processed for prints, when and by whom.	Until obsolete, superseded, or no longer needed Normally part of the case file. Follow up	Note: verification of print process is kept as evidence in case file.

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SHERIFF

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ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
		may be done by detectives or patrol.	
127.	VEHICLE TACHOMETER READING. Records which document the speed of a vehicle over a twenty-four (24) hour period, and if the lights or sirens were used.	1 year	
128.	VICTIM ASSISTANCE FILES. Records that document assistance efforts provided to crime victims by government agencies. May include duplicates of the sheriff report and court documents, correspondence, social service referrals, crime compensation application, victims impact statement, restitution statements and other supporting documentation. This is part of the case file.	As long as the case file.	May be a part of the Crime Victim Advocates Office. SO sends information to them.
129.	VIDEO TAPES-ARREST EVIDENCE/SURVEILLANCE. Tapes made of arrest or evidence collection.	Becomes part of case file, as long as case file.	
130.	VIOLENT OFFENDER REGISTRATION FILES: see SEX OR VIOLENT OFFENDER REGISTRATION FILES		
131.	VIOLENT OFFENDER REGISTRATION LIST: see SEX OR VIOLENT OFFENDER REGISTRATION LIST		
132.	WAIVER FORMS-LIABILITY. Form releasing law enforcement officers/departments from any and all liability claims for activities such as unlocking a car using a slim jim.	1 year	
133.	WARRANT CASE RECORDS/LOGS/ FILES- see ARREST WARRANT RECORDS and GOVERNORS WARRANTS		
134.	WAVIER FORMS-RELEASE OF INFORMATION. These are filled out by individuals authorizing the law enforcement agency permission to release information about themselves. May include juveniles, witnesses, and victims.	The completed form should be kept with the record or information released.	
135.	WEAPON BUY BACK RECORDS. Records that relate to a "no questions asked" buy back weapons program. May include media and advertising material, copies of financial records; participant information, logs that contain the serial number, make, model, and the date and method of disposition. May include test results run on the weapon to identify possible involvement in a crime.	Audit +7	
136.	WRECKER SERVICE RECORDS. Wrecker rotation records showing the time, date, wrecker service requested, called zone or unit, name of person making call, wrecker responding, if the wrecker was summoned from rotation list or vehicle owners request, fees charged, and any other pertinent comments.	Audit +1	Usually kept by Dispatch.

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SHERIFF

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ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
137.	YOUTH PROGRAMS- may include such programs as Cadets; DARE, Summer Camps, Teen Tobacco, etc. a. Training records b. Promotional material c. Volunteer roster See: PERSONNEL RECORDS- AUXILIARY/SPECIAL/RESERVE/ DEPUTY RECORDS	Until superseded, obsolete, or no longer needed, unless part of an auxiliary branch.	

Revisions:

Revision 1.0 1999

Revisions to TREASURERS Retention Schedule 8-1997:

Eliminated two (2) pages by reformatting to show items categorized under the titles:

MOTOR VEHICLES

TAX-PERSONAL PROPERTY

TAX- REAL ESTATE

TAX PROTEST

Added: Tax Sale Certificate

Added: Tax Register

Rev 1.1 10-2004

Removed "Kept by dispatch normally". Replaced with "Usually kept by dispatch".

Rev 1.2 5-2005

Item #1 A101 SERIES RECEIPTS BOOKS: Retention time changed to: All Audit + 7 years if the county has a printed or microfilmed copy of the detail trial balance which includes this information.

- a. A103- added "special vehicle permits"

Rev 2.0 10-2009:

Removed:

Item 1 – a-e. Title changed to reflect all/any Series Receipts and Support Documentation

Item 2 – A101 Monthly Report

Item 7 – Bids on Investments (see Item 19)

Item 10 – Checklist for Daily Deposit

Item 17 – Motor Vehicle (MV) (see MV Schedule 6)

Item 20 – a-e

Item 21 – Title Change to Investment Records + Retention Change to Audit + 7

Item 24 – b. Tax Property Assignments. i. added into Records Title

Item 26 – f-l. deleted.

Item 27 – Vouchers Surrendered Register

Added:

Item 4 - Records Title Changed to include Reconciliation Reports + Retention Change to Audit + 7

Item 8 – Credit Card Receipts and Reports

Item 10 – Records Title Changed to reflect new terminology – Checking Account Register

Item 20 – a-b. Schools

Item 22 – Title Changed to include Mobile Homes, d-f combined, g-retention changed to 5 years after settlement, j-description addition + retention declared as duplication when C& R holds official record.

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See adopted LGRC retention schedules at: www.sos.state.mt.us -Records Management/ Local Forms & Schedules.

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE**DEPARTMENT: COUNTY SHERIFF**

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ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
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Rev 2.1 11-2011

Item 89 - Notice to Appear: Retention Time changed from “90 days after disposed by court” to “90 days after filed with court”.