

**Municipal Records Retention Schedule M7
PUBLIC SAFETY and EMERGENCY SERVICES**

Item Number	Record Series Title	Minimum Retention Required	Disposition
A. ADMINISTRATIVE RECORDS			
M7-005	Accreditation files (includes all documentation of accreditation-related activities i.e. Use of Force Review reports) ²	current plus 3 years, or until next accreditation, whichever is later	destroy ^{T1}
	Alarm records		
M7-010	a. Alarm system registrations	current plus 1 year	destroy ¹
M7-015	b. Alarm response worksheet/report (for response where no investigation is necessary)	current plus 1 year	destroy ¹
M7-020	Cash bond receipts and records	current plus 3 years after audit	destroy ¹
M7-030	Crime prevention/public safety programs (includes DARE—Drug Awareness Resistance Education—and community-oriented policies)	no requirement	destroy ¹
M7-040	Pawn brokers weekly reports	1 year	destroy ¹
M7-050	Permit applications (non-weapon) , includes any permit as required by general statute or local ordinance	1 year after expiration of permit	destroy ¹
	Reports, departmental		
(M1-240)	a. Annual (record copy)	permanent ³	Maintain in municipality
(M1-245)	b. Special/administrative/interim, including copies of reports created for submission to state or federal agencies	2 years	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
A. ADMINISTRATIVE RECORDS CONT.			
M7-055	Staffing Schedules (Duty rosters)	3 months	destroy ¹
(M2-285)	Training materials (includes video training)	6 years	destroy ¹
M7-057	Work Assignment Change Forms	2 years	destroy ¹
M7-060	B. AMBULANCE CASE RECORDS	10 years	destroy ¹
C. CALLS FOR SERVICE OR EQUIPMENT DISPATCH RECORDS (INCLUDES FIRE DEPARTMENTS): INITIAL CONTACT OR REQUEST FOR SERVICE (INTAKE)—COMPLAINTS, ETC., RECORDS INITIATED BY EMERGENCY			
M7-070	Ambulance/EMS calls	current plus 2 years	destroy ¹
M7-080	Dispatcher tapes (911 and routine, including: Alarm Call Printer Tapes): incoming/outgoing—(Digital or Analog)	30 days unless notice of pending action has been filed with Town Clerk (CGS Sec. 7-101a(d))	Recycle
M7-085	a. Written radio logs	current plus 2 years	destroy ¹
M7-090	b. 911 print (ANI and ALI) ⁴ logs	30 days unless notice of pending action has been filed with Town Clerk (CGS Sec. 7-101a(d), 7-465)	destroy ¹
M7-091	c. Phone dialing logs, automated (i.e. calls to senior citizens, homebound citizens, ill residents, etc.)	30 days unless notice of pending action has been filed with Town Clerk (CGS Sec. 7-101a(d), 7-465)	destroy ¹
M7-092	d. Mobile Data Terminal Transmissions (MDT)	30 days unless notice of pending action has been filed with Town Clerk (CGS Sec. 7-101a(d), 7-465)	destroy ¹
M7-095	Fire Alarm Test Records	1 year after alarm test	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
C. CALLS FOR SERVICE OR EQUIPMENT DISPATCH RECORDS (INCLUDES FIRE DEPARTMENTS): INITIAL CONTACT OR REQUEST FOR SERVICE (INTAKE)—COMPLAINTS, ETC., RECORDS INITIATED BY EMERGENCY CONT.			
M7-100	(Initial) Incident cards/computer-aided dispatch (CAD) records or written dispatch cards	current plus 2 years	destroy ¹
M7-110	Miscellaneous calls for service	current plus 2 years	destroy ¹
M7-120	Tapes including logs (made in Cruiser Video Recording Systems)	30 days unless pending action has been filed with the Town Clerk (CGS Sec. 7-101a(d)) ⁵	Recycle
M7-130	Wrecker/tow-truck calls	current plus 2 years	destroy ¹
D. COURT ORDERS			
M7-140	a. Protective orders - criminal	retain with case file, if one exists. Otherwise retain 1 year past expiration date. If there is no expiration date, retain permanently.	destroy ¹ or
M7-145	b. Restraining orders - civil		retain permanently
M7-150	c. Other court orders		
E. FIRE DEPARTMENT RECORDS			
M7-160	Building inspection files	5 years after file closed ⁶	destroy ¹
M7-170	Building plans and specifications (duplicates)	no requirement	Destroy
M7-180	Explosive permits	4 years	destroy ¹
M7-190	Fire extinguisher inspection files	3 years or until hydrotested	destroy ¹
M7-200	Fire Investigation files	see section G. GENERAL LAW ENFORCEMENT M7-295 to M7-345	

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Item Number	Record Series Title	Minimum Retention Required	Disposition
E. FIRE DEPARTMENT RECORDS CONT.			
M7-210	Fire lane designations	life of structure	destroy ¹
M7-220	Fire prevention program files	3 years	destroy ¹
M7-225	Ladder Inspections	Retain until next inspection	destroy ¹
M7-230	NFIRS - National Fire Investigation Reporting System	no requirement unless substitute for case file, then see section M7-295 to M7-345	
(M1-245)	Tier II Emergency and Hazardous Chemicals Inventory Reporting Forms⁷	2 years	destroy ¹
F. FIREARMS/DANGEROUS WEAPONS LAW ENFORCEMENT^{8,9}			
M7-240	Dangerous weapons (permit to carry, permit to sell) i.e. knives, BB guns (<i>CGS</i> Sec. 53-206)	5 years after expiration of permit ¹⁰	destroy ¹
M7-250	Firearms including applications (permit to carry, permit to sell)	5 years after expiration of permit	destroy ¹
M7-255	a. Denied	2 years	destroy ¹
M7-260	b. Revoked	2 years	destroy ¹
	Purchase records—includes weapon transfers and voluntary registration:		
M7-270	a. Dangerous weapons	No requirement	destroy ¹
M7-275	b. Firearms	5 years ¹¹	retain permanently

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Item Number	Record Series Title	Minimum Retention Required	Disposition
G. GENERAL LAW ENFORCEMENT (Includes Fire Departments)			
M7-285	Arrest/booking records (for video tapes, follow retention schedule for Case Investigation files M7-295 to M7-345)	7 years	destroy ¹
	Background Checks		
(M2-040)	a. Hired	duration of employment plus 30 years	destroy ¹
(M2-045)	b. Not hired	3 years	destroy ¹
	Case investigation records — ^{12, 13} (Includes incident/offense reports)		
	a. Accidents—motor vehicle, airplane, boating, and all other accidents including dog bite reports		
M7-295	1) fatal	permanent	retain permanently
M7-300	2) non-fatal	10 years (CGS Sec. 7-282)	destroy ¹
M7-305	b. Felonies, including bomb threats	10 years	destroy ¹
M7-310	c. Homicides	permanent	retain permanently
M7-315	d. Infractions ¹⁴	10 years	destroy ¹
M7-320	e. Misdemeanors/summons	10 years	destroy ¹
M7-325	f. Missing persons (solved)	10 years	destroy ¹
M7-330	g. Missing persons (unsolved)	permanent	retain permanently
M7-332	h. Motor Vehicle/Marker Plates, Lost or Stolen	10 years	destroy ¹
M7-335	i. Sex crimes – Convicted	Life of offender or release of obligation ¹⁵	destroy ¹
M7-336	j. Sex crimes – Non-convicted	10 years	destroy ¹
M7-340	k. Unidentified bodies	permanent	retain permanently
M7-345	l. Violations (decriminalized)	current plus 3 years after audit	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
	G. GENERAL LAW ENFORCEMENT CONT.		
M7-355	Court abstracts/dispositions	Permanent	This information can be posted to a record, maintained in a file, or computerized. If the information is posted to a record, and the record is destroyed, the conviction information must be maintained in some way.
M7-365	Court transmittals	1 year	destroy ¹
M7-375	Criminal history record ¹⁶	Permanent	retain permanently
M7-385	Daily activity records, ¹⁷ CAD activity records, blotter—daily journal	current plus 2 years	destroy ¹
M7-395	Disclosure dissemination log/file	12 months (<i>CGS Sec. 54-142h(c)</i>)	destroy ¹
M7-405	Erased records (Includes those items listed in M7-435)	Erasure and physical destruction of criminal records are not the same under <i>Connecticut General Statutes</i> . ¹⁸	destroy ¹
M7-415	Evidence log—log of physical evidence (Inventory of stolen property)	continuously updated—until evidence is disposed of, destroyed, or returned	destroy ¹
M7-425	Field notes: Written, taped, etc.	Maintain according to department policy. If field notes are germane to a case, they must become part of the case file. ¹⁹	

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Item Number	Record Series Title	Minimum Retention Required	Disposition
	G. GENERAL LAW ENFORCEMENT CONT.		
M7-435	Individual identification records , ^{13,20} includes but is not limited to: fingerprint card ²⁴ ; photographs (mug shots); descriptions; videotapes ²⁵ ; any other technology, whether digitized, computerized, or produced by any current or future technology.	Life of Case File ^{21, 22,23}	destroy ¹
M7-445	Intelligence files —including any documents used to compile information on individuals, groups, or organizations suspected of participating in illegal activities ²⁶	15 months (CGS Sec. 1-216)	purge continuously ¹
M7-450	Intoximeter/Intoxilizer Log	10 years	
M7-455	Liquor referrals (sale of liquor to minors)	2 years	destroy ¹
M7-465	Lockout waivers	1 year	destroy ¹
	Property records—includes:		
M7-475	a. Found/abandoned/lost property receipts	current plus 3 years	destroy ¹
M7-480	b. Property disposal records	filed with case record	see G. GENERAL LAW ENFORCEMENT M7-295-345
M7-485	c. Seized property receipts	filed with case record	see G. GENERAL LAW ENFORCEMENT M7-295-345
(M2-260)	Random Drug Test Results (Refer to 49 C. F.R. §382.401)	5 years or part of permanent employee file ²⁷	
M7-490	Statements (witness, victim)	Transcriptions to be maintained with case file	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
G. GENERAL LAW ENFORCEMENT CONT.			
M7-492	Suicides	Permanent	
M7-495	Telecommunications terminal messages (master copy retained by State Police)—NCIC/COLLECT ^{28,29}	All records and system documentation must be retained to satisfy state/federal audit requirements or case file retention schedule.	destroy ¹
M7-505	Toxicology Lab Reports	filed with case record	see G. GENERAL LAW ENFORCEMENT M7-295-345
M7-515	Uncorroborated Allegations	15 months (pursuant to <i>CGS</i> Sec. 1-216) ³⁰	destroy
M7-525	Violations of City Ordinances	5 years (refer to M12-055)	destroy ¹
M7-527	Voided Infractions/Misdemeanors/Summonses	Return to Judicial Department (issued by court system)	Return to Judicial Dept.
(M14-060)	Waiver/Assumption of Risk (i.e. Ride Along Waivers, riding in police car to observe operations)	3 years or until audited, whichever comes later	destroy ¹
M7-530	Warrants	10 years or until vacated, whichever comes later	destroy ¹
H. HAZARDOUS MATERIAL FORMS (MSDS) ^{31,32}			
M7-535	a. If exposure poses a health risk	duration of employment plus 30 years (refer to M2-110)	destroy ¹
M7-540	b. Routine	5 years after chemical taken off-site or no longer in use	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
I. LOCK-UPS, JAILS/HOLDING FACILITIES—			
M7-550	Administrative records	2 years	destroy ¹
M7-560	Prisoner activities log	filed with case report	see case reports
M7-570	Prisoner property records	filed with case report	see case reports
M7-580	Videotapes	no requirement ³³	destroy ¹
J. MUNICIPAL ANIMAL CONTROL OFFICER'S (MACO)			
M7-590	Monthly reports (CGS Sec. 22-334)	1 year, audited ³⁴	destroy ¹
(M2-100)	Employee medical records	duration of employment plus 30 years ³⁵	destroy ¹
K. PUBLIC SAFETY PERSONNEL RECORDS			
Internal affairs investigations resulting from administrative inquiry or civilian complaints:³⁶			
M7-600	a. Investigations where discipline or action greater than a letter of reprimand or supervisory counseling was imposed. Includes psychological/medical evaluation, additional training, referral to EAP, letter of reprimand, suspension/dismissal.	duration of employment plus 30 years	destroy ¹
M7-605	b. Investigations where no discipline greater than a letter of reprimand was imposed and no litigation has been initiated. Includes cases which are limited to supervisory counseling and verbal warnings reduced to writing.	5 years	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
K. PUBLIC SAFETY PERSONNEL RECORDS			
CONT.			
Internal affairs investigations resulting from administrative inquiry or civilian complaints³⁶			
M7-610	c. Unsubstantiated	current plus 2 years	destroy ¹
M7-620	Public safety employee training records , including but not limited to: in-service training, requested schools, HAZMAT ³⁷ , OSHA, CONOSHA, SARA TITLE 3 ³⁸	duration of employment plus 30 years	destroy ¹
L. VEHICLE LAW ENFORCEMENT			
M7-630	Abandoned/impounded-vehicle records	current plus 2 years	destroy ¹
Parking Authority records:			
M7-640	a. Claim checks or stubs	until audited	destroy ¹
M7-645	b. Revenue and expenditure records	3 years after audit	destroy ¹
Parking-violation records (parking tickets—non-accident)			
M7-655	a. Paid or voided	1 year after audit ³⁹	destroy ¹
M7-660	b. Correspondence related to parking violation records (written appeal form)	1 year after resolution	destroy ¹
M7-665	Traffic Stop Statistics Summary Form (Public Act No. 03-160)	30 days after information is entered into electronic database	destroy
Traffic violation (non-accident):			
M7-670	a. Warning/infraction ⁴⁰	current plus 3 years	destroy ¹
M7-675	b. Summons	current plus 10 years	destroy ¹

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ENDNOTES

¹ Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

² In accordance with Commission on Accreditation for Law Enforcement Agencies (CALEA).

³ If printed in full town report, the annual report does not have to be retained permanently.

⁴ Automatic Number Identifier and Automatic Location Identifier.

⁵ In the event that the tape is documented as evidence, it must be held as evidence pursuant to standard procedures and retention requirements. Specifically, if it becomes part of a criminal case, it must be retained for the retention period specified on the retention schedule that is issued by the Public Records Administrator's office. For motor vehicle and DWI (non-accident) it must be retained through the hearing and court proceedings. For accident records, it must be retained for the amount of time required for the retention of the accident record.

⁶ A file is open until all problems with the building have been corrected.

⁷ Form is submitted to the Department of Environmental Protection.

⁸ For definition of dangerous weapons, see *CGS* Sec. 53-206.

⁹ All records pertaining to weapons permit application process as determined by *CGS* Sec. 29-28 ff.

¹⁰ No longer needs to be retained permanently. Law was repealed in 10/1999.

¹¹ Original is retained permanently by Department of Public Safety, Special Licensing and Firearms Unit, P.O. Box 2794, Middletown, CT.

¹² Includes adult, juvenile offender, youthful offender, or juvenile delinquent. Juvenile material is kept separate, but for the same retention period.

¹³ When a case or incident crosses boundaries of a record series, go to highest retention period.

¹⁴ See M7-670 for motor vehicle infractions.

¹⁵ Do not destroy convicted sex offender files. They must be retained for the life of offender in accordance with *CGS* Sec. 54-251 to 54-254. Non-convicted sex offender records must be retained for 10 years.

¹⁶ Refers to conviction information. See *CGS* Sec. 54-142g.

¹⁷ File may be either hard copy or computer-generated. If the record is electronically generated, the record creator must be able to interpret and retrieve the data for the minimum retention requirement.

¹⁸ Records subject to erasure may be destroyed 3 years from date of the final disposition upon request of accused. Please refer to *CGS* Sec. 54-142a(e).

¹⁹ See *State v. Anonymous*, (83-FG), 190 Conn. 715 (1983).

²⁰ Refer to *CGS* 29-15 regarding return of fingerprints, pictures, and descriptions.

²¹ Also subject to erasure. See M7-405.

²² For juveniles and subjects judged youthful offender, individual identification records may be disposed of when the subject reaches age 21 provided no recurring offenses or transfer to adult court.

²³ The Department of Public Safety retains all identification cards permanently. See *CGS* Sec. 29-12.

²⁴ If fingerprint card is part of the permit application follow M7-250 and retain 5 years after expiration.

²⁵ If a mug shot exists, videotape can be considered duplicate record.

²⁶ Please be aware of the provisions of the Personal Data Act (*CGS* Sec. 4-193(e)).

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ENDNOTES

²⁷ If full time employee, retain with permanent employee file. Refer to 49 CRF §382.401.

²⁸ National Crime Information Center.

²⁹ Connecticut On-Line Law Enforcement Communications Teleprocessing.

³⁰ Shall be reviewed by the law enforcement agency one year after the record is created. If existence of alleged criminal activity cannot be corroborated within 90 days of the commencement of such review, the law enforcement agency shall destroy the records.

³¹ Material Safety Data Sheets.

³² If the form is part of a case report, file with case report.

³³ Length of retention is an administrative decision but police departments must be aware of any pending litigation.

³⁴ Other records created by the MACO should follow the retention period specified in Section G. GENERAL LAW ENFORCEMENT M7-295-345.

³⁵ See 29 C.F.R. (Code of Federal Regulations) Part 1910.1020(d)(1)(i).

³⁶ The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements. See *Lieberman v. Board of Labor Relations* (216 Conn. 253, August, 1990).

³⁷ Hazardous Material.

³⁸ Superfund Amendment and Reauthorization Act of 1986.

³⁹ If subject to audit.

⁴⁰ In accordance with the CT Department of Motor Vehicles Law Enforcement Bulletin dated June 12, 2001, you no longer have to transmit motor vehicle warnings to the Dept. of Motor Vehicles with the exception of warnings for operation with defective equipment, failure to properly stop for a school bus, and possession of alcohol by a minor operating a motor vehicle. You may dispose of part #1 of the three-part form. Retain part #3 in your department for the required retention period.