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| Atlanta Police Department<br>Policy Manual |  | Standard Operating<br>Procedure                     |
| Effective Date<br>April 26, 2021           |   | APD.SOP.1050<br>Records Management and<br>Retention |
| Applicable To: All Employees               |   | Review Due: 2025                                    |
| Approval Authority: Chief Rodney Bryant    |   |   |
| Signature: Sign by RB                      |   | Date Signed: 4/26/2021                              |

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1. PURPOSE

To establish procedures for the maintenance, use, preservation and destruction of records as required by State law.

2. POLICY

The Atlanta Police Department will maintain and dispose of its records in compliance with the Georgia Records Act. (CALEA 6th ed. Standard 82.1.3)

3. RESPONSIBILITIES

3.1 All section commanders will ensure compliance within their respective commands. He or she will each appoint an employee to serve as the command's Records Retention Officer.

3.2 The Logistical Support Unit commander shall be responsible for the implementation of this written directive.

3.3 The Logistical Support Records Analyst will coordinate the records management program through the Department's Records Retention Officers. The Logistical Support Records Analyst will direct the records of historical value, such as papers, of police chiefs and public safety commissioners to the attention of the City of Atlanta Records Management Division's Municipal Archives.

3.4 The Records Retention Officers will coordinate the records management program within their respective division or section.



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- 4. ACTION
  - 4.1 Record Retention Officers
    - 4.1.1 Section commanders will identify employees in their respective commands to serve as Records Retention Officers and will submit their names to the Records Analyst.
      - 1. The Logistical Support Records Analyst will coordinate the training of the Records Retention Officers by the City's Municipal Records Center staff.
      - 2. When Records Retention Officers are transferred, the division or section commander will forward replacement names to the Records Analyst within 14 days.
    - 4.2 Records Retention and Destruction
      - 4.2.1 Records Retention Officers will identify or assist in the development of Application For Records Retention Schedules (form ARM-2) within their respective work sites on all Functional (Mission) files that are not covered under "Common Records Retention Schedules For Municipal Government." They will keep copies of the relevant Records Retention Schedules and Applications. They will forward new applications to the Logistical Support Records Analyst.
      - 4.2.2 Records Retention Officers will assist work sites in the development of Report of In-House Records Destruction forms (ARM-23) when destroying General (Subject) Files. These files for disposition purposes are divided as follows:
        - 1. Policy and Program Records;
        - 2. General Administrative Records; and
        - 3. General Housekeeping Files.
      - 4.2.3 The records retention officer will shred their unit's records when their respective records have aged past the retention date per approved schedule.
    - 4.3 Transferring Records
      - 4.3.1 Records Retention Officers will ensure that all records and record series stored at the respective work site will be labeled with a completed Records Transfer and Receipt form (Form APF 729). Additionally, records will be stored in chronological order of destruction and/or retention date in 15 x 11 7/8 x 9 5/8 brown fiberboard boxes. Commanders shall coordinate the transfer of records to the archives two (2) years prior to destruction of those records or on a case by case basis.
      - 4.3.2 Boxes will be destroyed by the Records Retention Officers when they meet destruction criteria.
      - 4.3.3 Records Retention Officers will properly complete Records Transfer and Receipt forms (ARM-3) when transferring records to the Logistical Support Unit Archives. Retention Officers will affix the schedules to one end of the storage boxes.
      - 4.3.4 Records Transfer and Receipt forms should be completely filled out to include listing of contents, unit transferring the records and a copy of an Application Records Retention Schedule form. Each box will be labeled from the outside with a Records Transfer and Receipt form.
      - 4.3.5 Records Retention Officers will file a copy of the Records Transfer and Receipt forms.



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4.3.6 The Logistical Support Records Analyst will be available to receive records at the archives, Monday through Friday, 0800 to 1300 hours.

## 5. DEFINITIONS

5.1 City of Atlanta Records Management Division: For the storage, processing, servicing and security of public records that must be retained for various periods of time but do not need to be retained at Departmental work sites.

5.2 Component/Acronym: Departmental codes indicating the organizational level where records are generated by units, sections and divisions.

5.3 Functional (Mission) Files: Documents accumulated as a result of performing an assigned mission; records which show the performance of assigned functions.

5.4 General (Subject) Files: Often referred to as "General Correspondence" or "General Administrative" files, they include correspondence, reports, technical papers, studies, reference materials and other records created or received in the general administration of a program, or in the management of an agency. Files are usually arranged alphabetically by subject.

5.5 Local Records Holding Center: A Departmental records storage area located at Public Safety Annex.

5.6 Municipal Governments Common Records Retention Schedules: Common records retention schedules that provide for disposition of similar records found in more than one City agency. For example, most City agencies maintain personnel, budget and accounting records.

5.7 Records: All documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tapes, or other material regardless of physical form or characteristics made or received by APD.

5.8 Records Analyst: The Departmental specialist responsible for coordinating a comprehensive records management program for all work sites on the maintenance, use, preservation and destruction of records.

5.9 Reference Files: Documents maintained to facilitate operations; that are used for reference purposes; but do not document assigned functions. Includes (but not limited to) technical publications, library materials, professional publications, federal and State Laws, rules, regulations, and other material maintained solely for reference to assist in accomplishing the Department's mission.

5.10 Records Retention Officer: An employee in each bureau, division, or section that coordinates the records management process within that command.

5.11 Retention Schedule: A set of disposition instructions prescribing how long, where, and in what form a record series will be kept. Form ARM-2.

5.12 Record Series: Documents or records that are filed in a unified arrangement having similar physical characteristics or relating to a similar function or activity.

## 6. CANCELLATIONS

APD.SOP.1050 "Records Management and Retention", effective November 15, 2013.



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7. REFERENCES

Atlanta City Code, Sections 2-1782 through 2-1786 CALEA 6th ed. Standards 82.1.3  
 City of Atlanta Records Management Manual

Georgia Records Act, Ga., O. C. G. A, 50-18-90 et seq; records management program for local governments, O. C. G. A. 50-18-99

7.1 Record Retention Responsibilities

| Site Name              | Directive | Standard | Document Type   | Retention  | Medium               |
|------------------------|-----------|----------|---|--|----------------------|
| <b>Background</b>      | 2070      |          | Background Investigation  | For seven years in the recruitment Unit, then archived at the City's Records Management Office for eight years, and then shredded.       | PC                   |
|                        | 3120      |          | CVSA  | Maintain copies of all reports, charts, and allied papers seven years, and indefinitely in capital                                       | PC                   |
| <b>Central Records</b> | 6020      | 82.1.2   | Incident reports<br>Accident reports<br>Impounded vehicles<br>Documents 3 yrs.+ | 5 years<br>7 years<br>3 years<br>Stored in LSU's Local Records Holding Center or City's Records Mgt. Div.                                | PC<br>PC<br>PC<br>PC |
| <b>Central Records</b> | 6020      |          | Accountant's Report   | Copies and receipt from Logistical Support will be filed, together by date, for one year in the unit, and two years in long-term storage | PC                   |
| <b>Communications</b>  | 6010      |          | Outgoing teletypes  | 1 year (Comm. ACIC room). In March, records from previous 12 mos. transferred to Records Mgt   |                      |
| <b>Communications</b>  | 6010      |          | Tapes   | Filed in Communications Equipment Room for approx. 120 days before being reused  | Elec                 |
| <b>Communications</b>  | 6010      |          | Criminal History checks   | 1 year, then forwarded to Records Mgt.   | PC                   |
| <b>Communications</b>  | 3110      |          | Hit file  | Most recent 2 years; all other hits are maintained in the City's Records Mgt. Section  | PC                   |
| <b>Communications</b>  | 3110      |          | Criminal History Log  | Most recent 2 years  | PC                   |
| <b>Communications</b>  | 3110      |          | GCIC entries  | Maintained in case file, until removed from system, then placed in the master file system.   | PC                   |
| <b>OPS</b>             | 2020      |          | Investigation Files   | Transferred to microfiche after 5 years, then archived for 15 years and destroyed  | MC                   |
| <b>Personnel</b>       | 2120      |          | Employee Transfers  | Central file maintained at the division level for 12 mos. At the end of each calendar year, all archived requests                        | PC                   |



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| Site Name                      | Directive | Standard | Document Type          | Retention   | Medium |
|--------------------------------|-----------|----------|------------------------|---|--------|
|                                |           |          |                        | will be forwarded to Records Mgt. for storage and destruction in 3 years from the date of storage. Active unfulfilled transfer requests and denied requests are kept on file for 90 days.   |        |
| <b>Personnel</b>               |           |          | Personnel files        | At the end of each calendar year, or when filled, Personnel Files will be forwarded to the Logistical Support Unit and kept for 3 years.  | PC     |
| <b>Criminal Investigations</b> |           |          | Investigative Case Log | Maintained for 2 years after court case disposition. Master files will be purged after 2 years after final case disposition. And original documents or items still in file will be sent to either Central Records, Logistical Support Unit, or returned to the owner or appropriate party prior to file destruction | PC     |
| <b>Intelligence</b>            |           |          | Intelligence files     | Kept in the unit for 5 years and then purged. A copy of all retention forms for purged files will be kept in the unit for 3 years.  | PC     |
| <b>Logistical Support</b>      |           |          |                        | Boxes will be transferred from the Logistical Support Unit's Local Records Holding Ctr. to the Records Mgt. Division w/in 6 mos. after they have been transferred from respective worksites to the LSU Local Records Holding Ctr.   | PC     |
| <b>Property Control</b>        | 6030      |          | Accounting reports     | Kept on file for 3 years and requisitions on file for 12 months.  | PC     |
| <b>Property Control</b>        | 6030      |          | Inspection reports     | Kept on file for 5 years  | PC     |
| <b>Property Control</b>        | 6030      |          | Inventory reports      | Kept on file when a new Property Control commander is appointed, or for 5 years, whichever is longer  | PC     |
| <b>Property Control</b>        | 6030      |          | Audit reports          | Kept on file for 5 years  | PC     |
| <b>Special</b>                 | 4040      |          | Clear-Up reports       | Kept in unit's admin file for 3   | PC     |

| Site Name                  | Directive | Standard | Document Type               | Retention                               | Medium |
|----------------------------|-----------|----------|-----------------------------|---|--------|
| <b>Operations</b>          |           |          |                             | years                                   |        |
| <b>Special Operations</b>  | 4040      |          | Motorcycle re-certification | Kept in SOS admin files for 3 years     | PC     |
| <b>Special Operations</b>  | 4040      |          | Motorcycle inspections      | Kept in SOS admin files for 3 years     | PC     |
| <b>Special Operations</b>  | 4040      |          | DUI Task Force reports      | Kept in SOS admin files for 3 years     | PC     |
| <b>Special Operations</b>  | 4040      |          | SWAT physical training      | Documented and kept on file for 3 years | PC     |
| <b>Special Enforcement</b> | 5030      |          | Dissemination Log           | Retained for 5 years                    | PC     |

#### 8. SIGNIFICANT CHANGES

Minor change to Sections 4.2.1 & 4.3.2 along with minor formatting changes were made during this review.