

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Records Retention	Chapter: 5.401
Date Issued:	November 29, 2007	
Revised:	July 10, 2023	
Reviewed:	July 10, 2023	

I. PURPOSE

This policy establishes guidelines for the retention and/or disposal of Juneau Police Department records.

II. POLICY

All public records in the Department must be maintained for a period of time pursuant to city and state law. Public records include all forms of media including, but not limited to, police reports, video recordings, audio recordings, digital information, and handwritten notes. This procedure includes a schedule for purging documents. Police records supervisors are responsible for ensuring the scheduling, purging, and destruction of records.

III. PROCEDURE

A. Records Retention Audit

1. The records of the Juneau Police Department will be audited annually, during the months of January and February, to determine which records are to be retained or to be destroyed.
 - a. The audit will be the responsibility of a police records supervisor.
2. The retention schedule listed in this policy shall control the length of retention and disposal time.

JUNEAU POLICE DEPARTMENT PROCEDURES



B. Destruction of Records

1. Records scheduled for disposal shall be burned or shredded beyond reasonable recovery.
2. All records disposed of shall be logged onto a "Certificate of Records Destruction" which shall be maintained by the Police Records Supervisor.
3. Certain records, as determined by the Chief of Police or the Deputy Chief of Police, may be kept in excess of the retention schedule and/or placed in an archived status for historical purposes.
4. Juvenile arrest records are sealed by the courts on the individual's 18th birthday and not released without a court order in accordance with AS 47.12.300.

IV. Retention Schedule

Title & Description	Retention Period	Remarks	Applicable Law
Records Request			
Request for Master Name Index (MNI) Checks	2 years		CBJ Resolution 2731
Records Request	2 years		
Statistical Information Request	2 years		
Police Reports			
Minor Police Reports: Reports of activities such as abandoned vehicles, bicycle theft, misdemeanor arrests, breathalyzer use, daily field activity, injury, community liaisons.	2 years	Electronic file maintained. Hard copy destroyed.	CBJ Resolution 2731
Major Police Reports: Reports involving classified felony offenses	5 years	Electronic file maintained. Hard copy destroyed.	CBJ Resolution 2731
Major Police Reports: Reports involving unclassified felony offenses	Permanent		CBJ Resolution 2731

JUNEAU POLICE DEPARTMENT PROCEDURES



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Citations - Traffic & Parking	2 years		CBJ Resolution 2731
Photographs and Fingerprint	Permanent	Fingerprint cards sent in to AAFIS	CBJ Resolution 2731
Crime Statistics	Permanent	Retained in the computer > 2002	CBJ Resolution 2731
Uniform Crime Statistics Reports	Current year + 5 years		
Evidence			
Criminal Evidence	Final disposition	Indicated by the Criminal Intake and Disposition Form (CCID)	AS12.36.030 AS12.36.020 AS 12.36.200
Safekeeping/Found Property	90 days		CBJ 55.50.240
Money	6 months	Sent to CBJ treasury after 10 days	CBJ 55.50.260
Electronic Files			
Recordings - Telephone, E-911 calls, and Radio Traffic	1 year		
911 Call Logs	2 years		CBJ Resolution 2731
Computer Aided Dispatch – Electronic File	10 years		
In-Car and Body Worn Video – not considered evidence	60 days		
Personnel Related Files			
Police Personnel Files	T + 10	T = until employee terminates	CBJ Resolution 2731
Employee Confidential Medical Files	T + 10	T = until employee terminates	CBJ Resolution 2731
Internal Investigations – sustained	10 years		CBJ Resolution 2731

JUNEAU POLICE DEPARTMENT PROCEDURES



Title & Description	Retention Period	Remarks	Applicable Law
Internal Investigations – all other	5 years		CBJ Resolution 2731
Timesheets	Permanent		CBJ Resolution 2731
Applicant Files			
Selection Process file	2 years after date of hire or 2 years after eligibility list expires		3 PR 040
Applicant Background Investigation – Applicant Employed	T + 10	T = until employee terminates	CBJ Resolution 2731
Applicant Background Investigation – Applicant Not Employed	5 years		CBJ Resolution 2731
Training Files			
Sworn Staff Files	T + 10 years	T = until employee terminates	CBJ Resolution 2731
Civilian Staff Files	T + 10 years	T = until employee terminates	CBJ Resolution 2731
Other			
Grant & Contract files	T + 7 years	T = after termination of contract	CBJ Resolution 2731
Chauffeur Permits	2 years		
Annual Reports	Permanent		
Department Budget	5 years		
Building Information – Plans, drawings, blueprints	Permanent		
Purchase Orders (Department Copies)	1 year +	+ = Official copies kept by purchasing division	CBJ Resolution 2731

JUNEAU POLICE DEPARTMENT PROCEDURES



Title & Description	Retention Period	Remarks	Applicable Law
Calendar Information	1 year		CBJ Resolution 2731
Staff Meeting Minutes	Permanent		

JPD

Ed Mercer

A handwritten signature in cursive script that reads "Ed Mercer".

Chief of Police