P.O. 408 Records			
Effective From:	10/20/2025	Effective To:	Current

H. P.O. 408 - Records

1. AUTHORITY
   i) LRS 44:36 specifically addresses the preservation of public records. The law requires that most records be preserved for a minimum of three years; however, some records are to be kept for longer periods, and internal documents may be kept for shorter periods.
2. ADMINISTRATION
   i) The Bureau of Criminal Identification and Information (Bureau) uses Title 28 of the United States Department of Justice regulation for Privacy and Security, as a guide for security and dissemination of criminal records. LRS 15:578, 15:586 and 15:589, are also used.
   ii) Juvenile fingerprint records are designated separately from adult fingerprint records by the use of a "J" at the end of a State Identification Number (SID). The rules for the collection and dissemination of juvenile arrest information are outlined in the "Louisiana Children's Code" and in LRS 15:576, 15:579 and 15:589.1.
   iii) Troop/Section criminal cases dealing with juveniles must either be filed in a separate locked cabinet, or they may be filed with adult criminal cases but placed in a different colored folder.
   iv) No unauthorized personnel are allowed to access the Bureau of Identification. Visitors shall be required to log in when entering and leaving.
   v) Troop/Section Commanders shall limit the access to agency files to only authorized personnel.
   vi) The Louisiana Department of Public Safety Information Technology Section security policy is used for all of the Bureau's information and data systems. Access to the Louisiana Automated Computerized Criminal History (LACCH) system shall be by authorized personnel only. Passwords and access codes shall be required.
   vii) Other sections requiring access to the Bureau's system must submit a User Request Form (URAC) to the Bureau for approval. The Department of Public Safety Information Technology Securities protocol shall be used.
   viii) LRS 15:587, 15:587.1, 15:587.1.1, 15:587.1.2, 15:587.2, 15:587.3, 15:587.4, 15:587.5, 15:587.6, 15:587.7, 15:587.8, and 15:588 shall be the guidelines for the dissemination of a criminal history; LRS 15:586 specifically outlines what should be maintained.
   ix) LRS 15:1204.2 establishes the procedures for the collection of Uniform Crime Reports (UCR) and NIBRS information.
   x) LRS 15:593 prohibits the expungement, sealing, alteration or destruction of any report or record of the Bureau or of any agency that is subject to reporting requirements of the Bureau except as provided for in the Code of Criminal Procedure Articles 893 and 894 or the LA Children's Code Articles 917 through 926.
3. MANAGEMENT
   i) All individuals booked for the first time are given a new SID. This number is generated by the Automated Fingerprint Identification System (AFIS) either at the time of booking or when the arrest cards are mailed to the Bureau for AFIS processing. In some instances these records may be stamped with a SID using a manual numbering machine. One SID is assigned to each card and that number cannot be duplicated.
   ii) In accordance with LRS 15:590 and 15:591, the Bureau shall obtain and file the name, fingerprints, description, photographs, and any other pertinent identifying data as deemed necessary by the Deputy Secretary, on persons who have been lawfully arrested, indicted or taken into custody in the state of Louisiana.