

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
196	ACCIDENT RECORDS: MOTOR VEHICLE	This record series consists of records generated or received by law enforcement agencies in the course of investigating motor vehicle accidents. Records may include, but are not limited to, traffic accident reports, general correspondence, property receipts, requests for blood test, blood test analyses, accident supplements, supplemental reports, photographs, and National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) information. Records may include the notifications provided by garages and repair shops who are required to report collisions under Section 316.065, <i>Florida Statutes</i> , Crashes; reports; penalties. The baseline 4 anniversary year retention is pursuant to the Statute of Limitations, Section 95.11, <i>Florida Statutes</i> . See also "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."	4 anniversary years or as long as any related Criminal Investigative Records file is retained, whichever is longer.
120	ACCIDENT RECORDS INDEX: MOTOR VEHICLE	This record series consists of an index to motor vehicle accident reports and their supporting documentation. The index provides a quick reference point to the actual accident record or case file and may list such information as accident number, location of the accident, date and time, and name of investigating officer. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)" and "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)."	Retain as long as item to which it relates.
218	ACCIDENT REPORT FORMS: MOTOR VEHICLE	This record series consists of traffic accident report forms dated <i>after 2012</i> (and short forms dated prior to 2010) submitted to the Department of Highway Safety and Motor Vehicles or to a traffic records center pursuant to Section 316.066, <i>Florida Statutes</i> , Written reports of crashes. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or traffic records center. The series may also include the Driver Exchange of Information form, regardless of whether or not an accident report form is completed. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."	180 days.

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197	ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)	This record series consists of traffic accident report long forms dated prior to 2012 submitted to the Department of Highway Safety and Motor Vehicles or a traffic records center pursuant to Section 316.066(1)(a), <i>Florida Statutes</i> , Written reports of crashes. Long forms must be completed when a motor vehicle crash resulted in death or personal injury; involved a violation of Section 316.061(1), <i>Florida Statutes</i> , Crashes involving damage to vehicle or property; involved a violation of Section 316.193, <i>Florida Statutes</i> , Driving under the influence; or in which a vehicle was rendered inoperative to a degree that required a wrecker to remove it from traffic. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."	180 days.
213	ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)	This record series consists of traffic accident report short forms dated 2010 through 2012 required for every crash pursuant to Section 316.066(1)(b), <i>Florida Statutes</i> , Written reports of crashes, in which a Florida Traffic Crash Report Long Form is not required. This series includes proof of insurance provided by each party involved in the crash. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."	4 anniversary years.
195	ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY	This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Commission for Florida Law Enforcement Accreditation or the Commission on Accreditation for Law Enforcement Agencies. The series may include, but is not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: CORRECTIONAL FACILITY."	3 anniversary years after accreditation.
34	ACTIVITY LOGS	This record series consists of daily logs documenting all activities occurring during a shift in a law enforcement agency or correctional or detention facility. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty. This series does not include Activity Reports, which are covered under <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #124, "OPERATIONAL AND STATISTICAL REPORTS."	1 anniversary year.
4	ALARM AND EMERGENCY CONTACT RECORDS	This record series consists of alarm registration records and associated emergency contact information. The series may include forms completed by a business or residential owner naming emergency contacts, name of owner of business or residence, type of alarm, location of safe, and alarm company name. These records are used to contact a business or residence owner if the owner's property is vandalized or damaged. These records also enable the officer to contact the alarm company to have an alarm shut off or reset after responding. This series may also include emergency contact information for the company that installed the alarm system. See also "SPECIAL WATCH RECORDS."	Retain until obsolete, superseded, or administrative value is lost.

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5	AMBULANCE LOGS	This record series logs ambulances dispatched at police request through a central communications facility. Information may include date and time called, location of call, zone, ambulance dispatched, special remarks, call cancelled and reason, and call number. This record is used to verify that the ambulance was requested by an officer for payment purposes. This series does not include medical treatment information.	5 fiscal years.
14	APPEARANCE BOND REGISTERS	This record series documents appearance bonds and may include the bond number, date received, name of defendant, amount of paper bond, amount of cash bond, from whom the cash was received, the name of the bondsman, by whom it was accepted, the court to which it is returnable, the disposition of the cases and bond, interest rate, due date, date of disposition, and the number of the check that disposed of the bond.	5 fiscal years.
151	APPLICATIONS: CONCEALED WEAPONS/FIREARMS	This record series consists of applications to carry a concealed weapon or firearm. This series is no longer accumulating, as this function is now conducted by the Department of Agriculture and Consumer Services pursuant to Section 790.06, <i>Florida Statutes</i> , License to carry concealed weapon or firearm.	Retain until obsolete, superseded, or administrative value is lost.
32	ARREST RECORDS: OFFENDER INFORMATION	This record series documents each adult and juvenile arrested. The records provide such information as complete name; alias or nickname; residence; sex; age; date of birth; place of birth; height; weight; color of hair; color of eyes; complexion; race; date of arrest and/or offense; offense committed; car make, year, license number, and state; occupation; habits; name of closest relative or friends; scars, marks, or tattoos; any abnormalities; and special remarks. The juvenile arrest records may also include parent(s) or guardian's name(s), telephone number(s), and occupation(s). If the arrest results in an investigation, the record should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS" and "MASTER NAME INDEXES."	Retain until obsolete, superseded, or administrative value is lost.
7	ARREST WARRANTS/CAPIAS/ORDERS	This record series consists of arrest warrants, capias (bench warrants), or orders including the name of the individual sought for arrest, the offense, and the name of the arresting officer and/or officer who requested the warrant. If the arrest results in or relates to a criminal investigation, the warrant should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "WARRANT CASE FILES" and "WARRANT INDEX."	Retain until satisfied, canceled, withdrawn or otherwise disposed of.
10	AUCTION RECORDS	This record series documents the sale at public auction of abandoned and unclaimed articles (e.g., vehicles, bicycles, surfboards) and found property. The records may include a list of abandoned, unclaimed, and found articles and property, the advertisement of public sale, and the auction receipt form reporting money received for items sold at auction. Public sales of abandoned or lost property are pursuant to Section 705.103, <i>Florida Statutes</i> , Procedure for abandoned or lost property. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."	5 fiscal years after transaction completed.

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153	BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES	This record series documents background checks performed by a law enforcement agency at the request of another agency or business for volunteer or employment purposes. The series may include, but is not limited to, background check forms, background check results and fingerprint records. For records of background checks conducted by an agency for their own hiring purposes, use <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , "EMPLOYMENT APPLICATION AND SELECTION RECORDS" or the applicable "PERSONNEL RECORDS" item. See also "CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC."	Retain until obsolete, superseded, or administrative value is lost.
11	BE ON THE LOOKOUT (BOLO) RECORDS	This record series consists of records compiled when a "Be On the Lookout" (BOLO) is requested. The BOLO form is completed to provide uniformity in communicating the necessary information and may continue to be used for in-house information. The series may also include photographs, license plate records, vehicle description and other related information. See also "BULLETINS: DAILY."	Retain until request is rescinded or satisfied.
33	BULLETINS: DAILY	This record series consists of bulletins that communications dispatchers prepare daily to provide basic information to the officers. Each bulletin covers a 24-hour period and indicates officers on duty, vehicle assignments, and any special messages such as descriptions of suspicious persons. See also "BE ON THE LOOKOUT (BOLO) RECORDS."	Retain until obsolete, superseded, or administrative value is lost.
122	CHEMICAL ANALYSIS TEST LOG	This record series consists of a log of all chemical analysis tests conducted on individuals suspected of illegally being under the influence of alcohol or drugs. Retention is based on Rule 11D-8.0075, <i>Florida Administrative Code</i> , Agency Retention of Records. See also "CHEMICAL ANALYSIS TEST REPORTS" and "CRIMINAL INVESTIGATIVE RECORDS" items.	3 anniversary years after last entry.
17	CHEMICAL ANALYSIS TEST REPORTS	This record series documents information generated when chemically testing individuals suspected of illegally being under the influence of alcohol or drugs. Information may include, but is not limited to, city and county in which test was performed; date and time of test; type of testing instrument; serial number of instrument; location of instrument; subject's name, age, race, and sex; blood alcohol test results; chemical test operator; arresting officer and agency; citation number; charge; accident (if any); operational checklist; total time subject was observed; date of preventive maintenance; date and time simulation performed; date last simulation test conducted; simulator concentration; results of simulation test and operator; and chemical test operator and agency. Retention is based on Rule 11D-8.0075, <i>Florida Administrative Code</i> , Agency Retention of Records. If the report relates to an investigation, the record should be filed with the applicable Criminal Investigative Records item. See also "CHEMICAL ANALYSIS TEST LOG" and "CRIMINAL INVESTIGATIVE RECORDS" items.	3 anniversary years after submitted.
157	CITATION BOOK RECEIPT RECORDS	This record series documents receipt of citation books by officers, indicating which officer received which citation book and date of receipt. This series also assists the agency in monitoring the performance of each officer. See also "CITATIONS."	1 anniversary year.

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101	CITATION LOGS	This record series documents citations issued, listing ticket number, name of violator, date ticket was issued, and the officer's name. This series may also list any citations that are damaged or upon which an entry was made but the citation was never issued. These records are created pursuant to Section 316.650, <i>Florida Statutes</i> , Traffic citations; Section 327.74, <i>Florida Statutes</i> , Uniform boating citations; or Section 379.333, <i>Florida Statutes</i> , Arrest by officers of the commission; recognizance; cash bond; citation. See also "CITATION TRANSMITTAL RECORDS" and "CITATIONS."	1 fiscal year.
102	CITATION TRANSMITTAL RECORDS	This record series documents those traffic citations and the citation numbers that have been issued and sent to the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. This retention is for the copy retained by the transmitting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. These records are created pursuant to Section 316.650(6), <i>Florida Statutes</i> , Traffic citations, or Section 327.74(6), <i>Florida Statutes</i> , Uniform boating citations. See also "CITATION LOGS" and "CITATIONS."	1 fiscal year.
103	CITATIONS	This record series consists of citations and complaints notifying the alleged violator to appear and answer to charges of violating traffic, wildlife, boating, or other municipal ordinances or state or federal laws. The series contains the case docket number; court location; name, address, and pertinent facts of the offender; description of the vehicle; types of offense and prevailing conditions; name and badge number of the officer or other complainant; court appearance date; and the signature of the offender. Issued along with traffic citations may be an "affidavit-of-compliance" indicating that a non-commercial vehicle is operating in an unsafe manner or with inoperable equipment, per Section 316.610, <i>Florida Statutes</i> , Safety of vehicle; inspection. This series includes voided citations. Copies of citations go to the Clerk of Court, the individual cited, and any applicable state agency (Department of Highway Safety and Motor Vehicles, Department of Environmental Protection, or the Florida Fish and Wildlife Conservation Commission). This retention is for the copy retained by the issuing agency, not for the copy sent to the Clerk of Court, Department of Highway Safety and Motor Vehicles, the Department of Environmental Protection, or the Fish and Wildlife Conservation Commission. Citations may also be known as "parking tickets," "boating tickets," "wildlife citations," "parking citations," "traffic summons," or "non-moving citations." These records are created pursuant to Section 316.650, <i>Florida Statutes</i> , Traffic citations; Section 327.74, <i>Florida Statutes</i> , Uniform boating citations; or Section 379.333, <i>Florida Statutes</i> , Arrest by officers of the commission; recognizance; cash bond, citation. For Code Enforcement citations, see <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #236, "CODE ENFORCEMENT HEARING CASE FILES," Item #237, "CODE VIOLATION RECORDS: NO CITATION ISSUED" and item #398 "CODE VIOLATION: CITATION ISSUED." See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CITATION LOGS," "CITATION TRANSMITTAL RECORDS" and "NOTICES: TO APPEAR IN COURT."	60 days after citation issued or voided.

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158	CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS	This record series consists of citizen applications to ride in a patrol car and/or patrol vessel with an officer and observe during the officer's shift. The records provide date and time of ride-along and a liability release. The retention period is pursuant to Section 95.11, <i>Florida Statutes</i> , the Statute of Limitations for negligence and wrongful death.	4 anniversary years after ride-along.
19	CIVIL PROCESS/RETURN RECORDS	This record series documents process serving by law enforcement agencies and may include such information as name of plaintiff and defendant, type of writ, case number, cause of action, court, receipt, deposit, attorney, date received, name, date, time of service, and costs. This series also includes any indexes to the records. If this is the only record of financial transactions relating to civil process and returns, see <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #365, "RECEIPT/REVENUE RECORDS: DETAIL." See also "EXECUTION DOCKET RECORDS," "EXECUTION RECORDS: RECEIPT FOR RETURN," "EXECUTION RECORDS: SATISFIED," "EXECUTION RECORDS: SUPPORTING DOCUMENTS" and "EXECUTION RECORDS: UNSATISFIED."	3 fiscal years.
20	CODE SHEETS	This record series consists of code sheets that are used to transmit statistical information for crime prevention. Codes might be referred to by other names, such as nature codes or disposition codes.	Retain until obsolete, superseded, or administrative value is lost.
159	COMBAT AUTO THEFT (CAT) PROGRAM RECORDS	This record series documents citizens' participation in the Combat Auto Theft (CAT) Program. This program is designed to reduce the number of auto thefts by allowing law enforcement officers to perform an investigative stop of a participant's vehicle during designated hours to determine if the vehicle has been stolen. The series may include, but is not limited to, consent/registration forms, address and phone number updates, and withdrawal forms required from participants removing a vehicle from the program. The retention period is based on Section 95.11(3), <i>Florida Statutes</i> , the Statute of Limitations for filing an action based upon negligence, false arrest, false imprisonment, and malicious interference.	4 anniversary years after vehicle withdrawn from program.
21	COMMITMENT TO SERVE SENTENCE FORMS	This record series consists of forms completed by the court and signed by the judge committing an individual to jail or to pay a fine. The form provides such information as name of person charged, date of conviction, type of offense, amount of fine, and length of sentence. The law enforcement agency's record copy is a duplicate of the official record copy on file with the Clerk of the Circuit Court. See also "BOOKING RECORDS."	Retain until obsolete, superseded, or administrative value is lost.
24	COMPLAINT/INCIDENT LOGS	This record series lists all complaints or incidents to which a unit or officer responded. The log shows such information as name(s) of individual(s) involved, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any), and immediate disposition of case. In some agencies, these records may be generated from Computer Aided Dispatch (CAD) systems or other similar systems. See also "COMPLAINT/INCIDENT REPORTS."	2 anniversary years after last entry.

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25	COMPLAINT/INCIDENT REPORTS	This record series consists of reports completed by officers responding to a crime, disturbance, complaint, or other incident. The reports provide such information as date; time; type of call; complaint number assigned; complainant's name, address, and phone number; name of victim (if any); desk officer; officer assigned; how complaint was reported; location of complaint or incident; responding officer(s); response/action taken; time and date unit was dispatched, arrived at scene, and returned to service; and immediate disposition of case. This report may be referred to as a "First Contact Police Report," "Offense/Incident Report" or "Case Report." This series also includes Baker Act Incident Reports. The retention period is based on the Statute of Limitations, Section 95.11, <i>Florida Statutes</i> . If the complaint or incident results in an investigation, a copy of the report should be filed with the applicable Criminal Investigative Records item. See also "COMPLAINT/INCIDENT LOGS" and "CRIMINAL INVESTIGATIVE RECORDS" items.	4 anniversary years after complaint/incident closed.
199	CONFIDENTIAL INFORMANT FILES	This record series consists of information pertaining to the identity of confidential informants. The series may include, but is not limited to, the informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprint card, photographs, and names of family members. If the informant is a paid informant, the series may also include records of payments to the informant. For information provided by confidential informants, use "CRIMINAL INTELLIGENCE INFORMATION RECORDS" or the applicable "CRIMINAL INVESTIGATIVE RECORDS" item.	5 fiscal years following last contact with informant.
219	CONFIDENTIAL/EXEMPT TRAFFIC CRASH REPORTS REQUEST RECORDS	This record series consists of sworn statements and associated identification documents from requestors necessary for requesting copies of confidential and exempt traffic crash reports in accordance with Section 316.066(2)(d), <i>Florida Statutes</i> , Written reports of crashes. Traffic crash reports are confidential and exempt from public disclosure for a period of 60 days after they are filed and are available only to qualified requestors during that period.	3 anniversary years from date the crash report loses its confidential/exempt status.
123	CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED	This record series consists of itemized records, signed by the sheriff, documenting the seizure of intoxicating liquors, wines or beer in counties that prohibit the sale of intoxicating liquors, wines or beer, including a complete record of the destruction of such intoxicating beverages. Creation and retention of records is pursuant to Section 568.12, <i>Florida Statutes</i> , Record of Confiscation Required. See also "CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR."	Permanent.
26	CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR	This record series consists of the law enforcement agency's copies of seized illicit intoxicating beverage reports submitted to the Division of Alcoholic Beverages and Tobacco by local law enforcement agencies pursuant to Section 562.38, <i>Florida Statutes</i> , Report of Seizures. See also "CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED."	Retain until obsolete, superseded, or administrative value is lost.
70	CRIME ANALYSIS RECORDS	This record series consists of records documenting analytical activities involved in determining the <i>modus operandi</i> (MO), crime patterns, and related activities of known and unknown persons suspected of involvement in criminal activity. These records may also be filed as part of an applicable Criminal Investigative Records item.	Retain until obsolete, superseded, or administrative value is lost.

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42	CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC	This record series documents the dissemination of FCIC/NCIC criminal history records, providing such information as the date of release of the records, to whom the information relates, to whom the information was released, state identification or FBI number, and the purpose for which the information was requested. These records are created and maintained pursuant to 28CFR20, Subpart C, Federal Systems and Exchange of Criminal History Record Information; Section 943.053, <i>Florida Statutes</i> , Dissemination of criminal justice information; fees; and Section 943.055, <i>Florida Statutes</i> , Records and audit.	4 anniversary years after distributed.
85	CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS	This record series consists of criminal histories of arrested individuals or criminal suspects.	Retain until obsolete, superseded, or administrative value is lost.
30	CRIMINAL INTELLIGENCE INFORMATION RECORDS	This record series consists of "information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent or monitor possible criminal activity" (Section 119.011(3)(a), <i>Florida Statutes</i> , Public Records; Definitions). Pursuant to Section 119.011(3)(d), <i>Florida Statutes</i> , "Criminal intelligence information shall be considered 'active' as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities . . . In addition, criminal intelligence and criminal investigative information shall be considered 'active' while such information is directly related to pending prosecutions or appeals. The word 'active' shall not apply to information in cases that are barred from prosecution under the provisions of s. 775.15 [Time limitations; general time limitations; exceptions] or other statute of limitation." See also "CRIMINAL INVESTIGATIVE RECORDS" items, "FACIAL RECOGNITION RECORDS," "VIDEO/AUDIO RECORDINGS: BODY CAMERA" and "VIDEO/AUDIO RECORDINGS: PATROL UNITS."	Retain until obsolete, superseded, or administrative value is lost.
31	CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a capital or life felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	100 anniversary years after crime committed.



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200	CRIMINAL INVESTIGATIVE RECORDS: CHILD ABUSE OR NEGLECT	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting child abuse, neglect, abandonment, and endangerment, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Statute of Limitations, Section 95.11(7), <i>Florida Statutes</i> , For Intentional Torts Based on Abuse. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	7 anniversary years after the age of majority, or 4 anniversary years after the injured person leaves the dependency of the abuser, or 4 anniversary years from the time of discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .
129	CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission where the degree of crime is unknown or there were no charges ultimately filed, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	4 anniversary years after offense committed.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
124	CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting abuse, neglect, or exploitation of elders or disabled adults, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	8 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .
125	CRIMINAL INVESTIGATIVE RECORDS: FELONY, 1 <sup>ST</sup> DEGREE	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1 <sup>st</sup> degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	7 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
126	CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2 <sup>nd</sup> AND 3 <sup>rd</sup> DEGREE	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2 <sup>nd</sup> or 3 <sup>rd</sup> degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	6 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .
214	CRIMINAL INVESTIGATIVE RECORDS: FELONY, DESTRUCTIVE DEVICE	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony resulting in injury to any person, when such felony arises from the use of a destructive device. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Refer to Section 790.001, <i>Florida Statutes</i> , Definitions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	13 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
215	CRIMINAL INVESTIGATIVE RECORDS: FELONY, ENVIRONMENTAL CONTROL	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony violation of Chapter 403, <i>Florida Statutes</i> , Environmental Control. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	8 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .
201	CRIMINAL INVESTIGATIVE RECORDS: FRAUD	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting fraud, such as Medicaid provider fraud or security or investment fraud. The series includes any information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	8 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .
131	CRIMINAL INVESTIGATIVE RECORDS: INDEX	This record series consists of an index to any information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation. The index serves a point of ready reference in locating the criminal investigative case record or additional files. The indexed reference may include the case number, important dates, and the name of the investigating officer. See also other "CRIMINAL INVESTIGATIVE RECORDS" items.	Retain as long as the item it relates to.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
130	CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission by a juvenile, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; medical information; and juvenile civil citations issued under Section 985.12, <i>Florida Statutes</i> , Civil citation. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. If the juvenile is charged as an adult, the records take on the retention of the applicable record series (for instance, CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2 <sup>nd</sup> AND 3 <sup>rd</sup> DEGREE). Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.	Retain until subject turns age 22. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .
127	CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 1 <sup>st</sup> DEGREE	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1 <sup>st</sup> degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.	5 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
128	CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 2 <sup>nd</sup> DEGREE	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2 <sup>nd</sup> degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> . See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	4 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), <i>Florida Statutes</i> .
161	CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES	This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) has not been recovered and/or the individual(s) has not been located, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. These files continue to have value many decades after the disappearance, as human remains may be uncovered at any time. Remains would be compared against the dental charts, fingerprints, and physical description of the missing person. Furthermore, any possessions or artifacts found near the body would be compared against the description of the victim's clothing and any personal possession also thought to be missing. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	100 anniversary years after initial report is filed.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
162	CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES (FOUND/SOLVED)	This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) or individual(s) has been located. If the person is located alive and no crime has occurred, the information collected as part of the investigation would take on the retention of "COMPLAINT/INCIDENT REPORTS." If criminal activity has occurred or is suspected, then the information collected as part of the missing persons case would take on the retention of the applicable "Criminal Investigative Records" item. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	Retain as long as the record series it relates to.
148	CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION	This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a non-criminal violation of the law, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), <i>Florida Statutes</i> , Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, <i>Florida Statutes</i> , Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.	4 anniversary years after offense committed.
166	DISPOSITION REPORTS	This record series consists of disposition reports submitted by law enforcement agencies and correctional and detention facilities to the Florida Department of Law Enforcement's Criminal Justice Information Program pursuant to Section 943.052, <i>Florida Statutes</i> , Disposition reporting, and Rule 11C-4.006, <i>Florida Administrative Code</i> , Final Disposition Reporting. The reports provide disposition data regarding criminal arrests, pretrial dispositions, trials, sentencing, confinement, parole, and probation. This series does not include the Florida Department of Law Enforcement's copies of these reports.	180 days after arrest or other action, or 30 days after submitting report, whichever is later.
72	DISPOSITIONS: NOLLE PROSEQUI	This record series consists of copies of dispositions that the State Attorney's Office enters for cases that they will not prosecute or further pursue. See also "ARREST WARRANTS/CAPIAS/ORDERS."	Retain until obsolete, superseded, or administrative value is lost.
220	DRIVER LICENSES/IDENTIFICATION CARDS SURRENDERED	This record series consists of surrendered Florida or out-of-state driver licenses or identification cards. Florida licenses might be surrendered for various reasons, such as when an error appears on the license, for address corrections or changes, or for name changes. Out-of-state driver licenses are surrendered when Florida licenses are issued. Agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained, such as those with fraudulent information which may become part of a Criminal Investigative Records item.	Destroy upon receipt; disposition documentation is not required for these records.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
168	EMPLOYMENT RECORDS: OFF-DUTY ACTIVITIES	This record series documents off-duty employment of law enforcement officers by outside employers. The series may include, but is not limited to, job descriptions and job announcements from prospective employers; applications for the eligibility pool; notice of final selection; work schedules provided by the outside employer; and other related records. This series does not include the record copy of payment or financial information and is not related to Workers' Compensation.	4 anniversary years.
39	EVIDENCE PROCESSING RECORDS	This record series documents evidence held in the evidence room from its receipt through its final disposition. A property control form or similar record is created when officers turn in evidence, property for safe keeping, or found property. The record provides such information as arrest and/or offense number, date, from whom received, by whom received, and a description of the property, and is referenced (for instance, by property form number) in the officer's offense report. When the property is disposed of by law or court order, the date and final disposition are added to the record. A copy may also be filed with the applicable Criminal Investigative Records item. The series may also include such records as receipts for all incoming and outgoing property in the evidence room, evidence cards, stolen property cards, and indexes to evidence/property (such as by classification of the type of property). This series does not include the actual evidence. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."	60 days after disposition of property.
170	EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS	This record series documents examinations administered under Rule 11B-35.0085, <i>Florida Administrative Code</i> , Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses. The series may include, but is not limited to, examination booklets, grading logs/scales, and each student's completed examination. Retention is pursuant to Rule 11B-35.0085(5), <i>Florida Administrative Code</i> , requiring that, "Examination materials, including the examination and individual answer forms for each training course, shall be retained for not less than two years after the date the examination is completed."	2 anniversary years from the date examination is completed.
41	EXECUTION DOCKET RECORDS	This record series consists of dockets listing all executions, orders and decrees directed to the sheriff in relation to the collection of money and statements of money credited on such executions, orders and decrees, including when, to whom and by whom paid. This record was created in accordance with Section 30.17, <i>Florida Statutes</i> (repealed 2005). This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, <i>Florida Statutes</i> , and Section 30.17(4), <i>Florida Statutes</i> (2004), requiring that "On October 1, 2001, the sheriff shall cease docketing newly delivered writs of executions. The sheriff shall maintain the existing docket until October 1, 2003. . . The sheriff's duties under this section shall cease on October 1, 2003." See also other "EXECUTION RECORDS" items.	Retain until obsolete, superseded, or administrative value is lost.
171	EXECUTION RECORDS: RECEIPT FOR RETURN	This record series consists of receipts given to the law enforcement agency upon return to the issuing court of an unsatisfied execution. These receipts are issued by the Clerk of Court's Office in accordance with Section 56.041(2), <i>Florida Statutes</i> , Executions; collection and return, requiring that, "Upon such return, the Clerk of Court of issuance shall provide a receipt, to the sheriff submitting the return, acknowledging the return of the unsatisfied execution." See also other "EXECUTION RECORDS" items.	1 anniversary year.



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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
40	EXECUTION RECORDS: SATISFIED	This record series consists of writs of execution received by the law enforcement agency and later satisfied after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court that issued the execution in accordance with <i>Florida Statutes</i> Section 56.021, Executions; issuance and return, alias, etc., and Section 56.041, Executions; collection and return. Retention is pursuant to Section 56.041(1), <i>Florida Statutes</i> , which requires that, "All executions shall be returnable when satisfied, and the officers to whom they are delivered shall collect the amounts thereof as soon as possible and shall furnish the judgment debtor with a satisfaction of judgment. All receipts shall be endorsed on the execution." This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, <i>Florida Statutes</i> , Judgments. See also other "EXECUTION RECORDS" items.	Return to issuing Clerk of Court.
202	EXECUTION RECORDS: SUPPORTING DOCUMENTS	This record series consists of records related to the satisfaction of writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. These are sometimes referred to as Levy Packets and may contain such records as instructions for each levy; certified copies of warranty deeds, quitclaim deeds, etc.; sheriff's deeds, bills of sale, and receipts; execution docket log for the specific levy; inventory sheets; and notices of sheriff's sale, levy, release from levy, and satisfaction of judgment. Executions are used to levy a fine on the property and goods of the defendant. This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, <i>Florida Statutes</i> , Judgments. See also other "EXECUTION RECORDS" items.	Retain as long as execution record it relates to.
172	EXECUTION RECORDS: UNSATISFIED	This record series documents writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court that issued the execution in accordance with <i>Florida Statutes</i> Section 56.021, Executions; issuance and return, alias, etc. and Section 56.041, Executions; collection and return. This series consists of unsatisfied executions, receipts for returned executions, and execution docket records listing "all executions, orders and decrees directed to the sheriff, in relation to the collection of moneys, and a statement of all moneys credited on such orders, executions and decrees, and when and to whom and by whom paid," in accordance with Section 30.17, <i>Florida Statutes</i> (repealed 2005). This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, <i>Florida Statutes</i> , Judgments. See also other "EXECUTION RECORDS" items.	Retain until obsolete, superseded, or administrative value is lost; return to issuing Clerk of Court if so desired by Clerk of Court.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
221	FACIAL RECOGNITION IMAGE RECORDS	This record series documents the process for generating, gathering and processing facial recognition images. The series may include, but is not limited to, facial images, renderings and associated data generated or received for automated comparison with images of known individuals to make identifications or exclusions. The series may also include user logs, query results, submitter and/or examiner information, and conclusions. The records may become part of a criminal intelligence record, criminal investigative record or some other record series.	Retain until obsolete, superseded, or administrative value is lost.
222	FEDERAL FIREARMS NOTIFICATION RECORDS: APPLICATIONS TO TRANSFER FIREARMS	This record series consists of applications to transfer firearms submitted to the chief law enforcement officer of a locality pursuant to the National Firearms Act (NFA). The chief law enforcement officer receives Applications for Tax Paid Transfer and Registration of Firearm (or similar or subsequent forms) and notifies the Department of Defense, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) if they have information that would disqualify the persons from acquiring or possessing firearms. Applications received pursuant to 27 CFR 479.84(c) Application to Transfer, and the National Firearms Act, 26 USC ss. 5811, Transfer tax.	Retain until review of application is complete and any applicable notifications are sent to ATF.
203	FEDERAL FIREARMS NOTIFICATION RECORDS: FIREARMS LICENSES	This record series documents notification to the Chief Law Enforcement Officer (CLEO) of a locality in accordance with 18 USC 923(d)(1)(F)(iii), Licensing, requiring individuals to provide copies of certain federal firearms applications or notices. The series may include, but is not limited to, the Application for an Amended Federal Firearms License, Application for Federal Firearms License (Collector of Curios & Relics), and Notice of Intent to Apply for a Federal Firearms License.	Retain until obsolete, superseded, or administrative value is lost.
43	FIELD INTERROGATION REPORTS	This record series consists of reports completed by officers relating to momentary detention of suspicious persons or vehicles. The activity is not of a criminal nature, and no arrests are made or other reports filed. The reports may contain such information as the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name(s) of associate(s), officer's name, and reason(s) stopped. This series may also include follow-up documentation regarding the field interview(s). The information may be shared between agencies for its intelligence value. See also "WARNING TICKETS."	Retain until obsolete, superseded, or administrative value is lost.
47	FINGERPRINT CLASSIFICATION INDEXES	This record series consists of a numeric index to fingerprints based on fingerprint classification. The classification assigns numerical values to identify fingerprint patterns. See also "FINGERPRINT COMPARISON RECORDS" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."	Retain until obsolete, superseded, or administrative value is lost.
204	FINGERPRINT COMPARISON RECORDS	This record series documents fingerprint comparisons done at the request of individuals or other law enforcement agencies for such purposes as employment, housing, identity theft, etc. This series does not cover fingerprint comparison records relating to criminal investigations. See also "FINGERPRINT CLASSIFICATION INDEXES" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."	Retain until obsolete, superseded, or administrative value is lost.
48	FIREARM QUALIFICATIONS RECORDS	This record series documents each law enforcement officer's qualifications to carry a firearm. Rule 11B-27.00212(14), <i>Florida Administrative Code</i> , Maintenance of Officer Certification, requires that officers document their firearms qualifications every two years and that the documentation be "maintained in the officer's employment file."	Retain as long as applicable Personnel Records item from General Records Schedule GS1-SL for State and Local Government Agencies or "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
50	GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS	This record series consists of reports to law enforcement agencies by physicians, nurses, or their employees, or employees of hospitals, sanitariums, clinics, or nursing homes treating any person suffering from a gunshot wound or life-threatening injury indicating an act of violence, or receiving a request for such treatment. These reports are submitted in compliance with Section 790.24, <i>Florida Statutes</i> , Report of medical treatment of certain wounds; penalty for failure to report. A copy may also be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item.	3 anniversary years or as long as applicable CRIMINAL INVESTIGATIVE RECORDS item, whichever is longer.
173	HATE CRIMES REPORTS	This record series consists of monthly reports submitted to the Florida Department of Law Enforcement by law enforcement agencies reporting "criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, or national origin" as required by Section 877.19, <i>Florida Statutes</i> , Hate Crimes Reporting Act. The statute requires the Attorney General to publish an annual summary of the data compiled from these reports.	1 calendar year.
174	INJUNCTION RECORDS	This record series consists of the law enforcement agency's copies of injunctions maintained by the Clerk of Court. The records are copies of permanent or temporary injunctions, orders dismissing or amending injunctions, and return of service forms.	Retain until expiration of injunction.
59	INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY	This record series serves as the final action summary of investigations of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. The completed investigation file is scheduled separately based on the nature of the outcome (sustained formal, sustained informal, or not sustained/unfounded/exonerated). The statement of final action may take many forms, including a memorandum, correspondence, logs, or reports. See also "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," and "PHYSICAL FORCE RECORDS."	Retain as long as the Personnel File.
136	INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED	This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were determined to be unsustainable or unfounded or the employee or officer was exonerated. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."	1 anniversary year after final disposition.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
134	INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL	This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and formal discipline administered. "Formal discipline" shall be defined as including demotions, removals, suspensions, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."	5 anniversary years after final disposition.
135	INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL	This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and informal discipline administered. "Informal discipline" shall be defined as including written or verbal reprimands, memoranda, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."	3 anniversary years after final disposition.
206	JUVENILE ALTERNATIVE PROGRAM RECORDS	This record series documents an agency's participation in programs designed to provide alternatives to detention for juvenile offenders and divert them from continued delinquent activity. Records may include names of volunteers and participants, volunteer hours, program administrative activities, agreements, and other related records. This series does not include case files relating to individual juvenile offenders.	5 anniversary years.
178	K-9/EQUINE RECORDS	This record series consists of documents related to the acquisition, training, maintenance, medical treatment, mental health, and disposition of canines and horses for service as K-9 units and mounted patrols or parade units. This series may include such records as breeder information; initial health screenings; notes on the animal's behavior and the breeder's reputation by an agency representative; duplicate financial and insurance records; records related to the final disposition of the animal, including reason, method, and date of final disposition (retirement, euthanasia, adoption, death in the line of duty, sale); and copies of immunization records, surgical procedure records, special care instructions (diets/exercise/morale), prescription medication records, and mental health reports. The content of these records may vary by the animal's nature, breed, and specific work requirements.	4 anniversary years after the animal leaves service.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
145	LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX	This record series consists of latent prints found at crime scenes and used for comparison with prints of known individuals to make identifications or exclusions. See also "FINGERPRINT CLASSIFICATION INDEXES" and "FINGERPRINT COMPARISON RECORDS."	Retain as long as item it relates to or until obsolete, superseded, or administrative value is lost.
65	LIABILITY WAIVERS	This record series consists of waivers releasing the law enforcement agency from any and all liability claims for activities undertaken by the agency in performing law enforcement/safety functions (for instance, unlocking a car door using a slim jim). See also "CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS" and "WAIVER FORMS: RELEASE OF INFORMATION."	4 anniversary years.
217	LICENSE PLATE RECOGNITION RECORDS	This record series consists of license plate records created by license plate recognition systems. The series may include, but is not limited to, images of licenses plates and any associated metadata. These records may become part of a criminal investigative record or some other record series. See Section 316.0778, <i>Florida Statutes</i> , Automated license plate recognition systems; records retention.-, requiring a maximum retention period for these records.	Retain until obsolete, superseded, or administrative value is lost, but no longer than 3 anniversary years unless required to be retained under another record series.
66	MASTER NAME INDEXES	This record series consists of summary information on individuals having been field interrogated or arrested, suspects or accomplices in crimes, crime victims, complainants, and witnesses. For each individual, the index may contain such information as name, address, date of birth, race, sex, date of incident, and type of incident. See also "ARREST RECORDS: OFFENDER INFORMATION," "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and "CRIMINAL INVESTIGATIVE RECORDS" items.	Retain until obsolete, superseded, or administrative value is lost.
155	MULTIPLE WEAPONS SALES REPORTS	This record series consists of reports received by local law enforcement agencies from dealers reporting multiple firearm sales. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. Law enforcement agencies must destroy these forms no more than 20 days after the date such form is received pursuant to 18 USC 923(g)(3)(B). See also "MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS."	Retain until obsolete, superseded, or administrative value is lost, but no longer than 20 days after receipt.
154	MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS	This record series consists of certifications submitted by local law enforcement agencies to the U.S. Attorney General's Office that all Multiple Weapons Sales Reports from licensed weapons dealers have been destroyed. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. The law also requires that the law enforcement agency destroy these forms no more than 20 days after the date such form is received and certify such destruction to the U.S. Attorney General's Office every 6 months (18 USC 923(g)(3)(B)). See also "MULTIPLE WEAPONS SALES REPORTS."	1 calendar year.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
71	NO CHARGE SERVICE REPORTS	This record series documents services provided at no charge by the law enforcement agency to other agencies such as State Attorney's offices, felony courts, grand juries, and county and circuit courts. Records provide such information as date, style of case, person(s) served, person or agency for whom served, date and time service performed, and name of deputy/officer making service.	1 fiscal year.
149	NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE	This record series consists of notices to vehicle/property owner to remove abandoned or junked vehicles. See also "VEHICLE RECORDS: IMPOUNDED."	3 fiscal years.
184	NOTICES: SEXUAL PREDATOR	This record series consists of a copy of each notice to the community and the public that a sexual predator has established a permanent or temporary residence within the county or municipality. The Florida Sexual Predators Act, Section 775.21, <i>Florida Statutes</i> , defines sexual predator, and such notices are required by Section 775.21(7), <i>Florida Statutes</i> , Community and Public Notification. The content of notices may include, but is not limited to, the name of the sexual predator; a description of the predator including a photograph; the predator's current address including the city and county; the circumstances of the predator's offense(s); and the age of the victim. This series also includes any related records, such as mailing lists and documentation that notification was issued. The retention period is based on the Statute of Limitations for negligence, Section 95.11, <i>Florida Statutes</i> .	4 anniversary years.
73	NOTICES: TO APPEAR IN COURT	This record series consists of notices to appear in court issued to citizens when given a citation. Notices provide the name and address of the officer testifying, the defendant's name, the offense charged, time and place of appearance, name and address of the court, name of arresting officer, and signature of the person receiving the notice.	90 days after court date.
74	"OPERATION IDENTIFICATION" FORMS	This record series consists of forms completed by citizens who participate in "Operation Identification" programs by engraving or otherwise marking their possessions for identification purposes in case of theft, loss, or burglary. The forms contain such information as owner's name, address, telephone number, description of articles marked, and identifying mark or number.	Retain until obsolete, superseded, or administrative value is lost.
216	ORDER TO EXPUNGE/SEAL CRIMINAL HISTORY RECORDS	This record series documents the expunging or sealing of criminal history records in accordance with an issued court order pursuant to Section 943.0585, <i>Florida Statutes</i> , Court-ordered expunction of criminal history records, and Section 943.059, <i>Florida Statutes</i> , Court-ordered sealing of criminal history records. The series may include, but is not limited to, court orders; correspondence; Certificate of Eligibility from the Florida Department of Law Enforcement certifying an individual's eligibility to have their record(s) sealed or expunged; and record showing compliance with the order. This series does not include the actual record(s) to be sealed or expunged.	Retain until obsolete, superseded or administrative value is lost.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
79	PAWN SHOP/SECONDHAND DEALER TRANSACTION REPORTS	This record series consists of reports to law enforcement agencies showing items purchased by a pawnbroker, junk dealer, scrap-metal processor, person dealing in secondhand goods, or foundry in accordance with Section 539.001(8), <i>Florida Statutes</i> , Florida Pawnbroking Act, or Section 538.04(1), <i>Florida Statutes</i> , Secondhand Dealers. Reports may contain such information as the time, date, and place of transaction; a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks; a description of the person from whom the goods were acquired; the type of identification provided, the issuing agency, and the identification number; and a signed statement swearing that the seller has the authority to sell or pledge these goods. Retention is pursuant to Section 539.001(12)(c), <i>Florida Statutes</i> (pawnbrokers) and Section 538.04(1)(a), <i>Florida Statutes</i> (secondhand dealers).	3 anniversary years after transaction.
185	PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY	This record series documents the employment of auxiliary law enforcement officers or temporary/special deputies. These records may include loyalty oaths, emergency notification information, skill level and training, volunteer preferences, and other related records. The records do not document payments or benefits. This record series should be utilized for police auxiliary and temporary/special deputies whose actions may carry greater legal penalties than those of non-law enforcement volunteers. The retention period is based on the Statute of Limitations for negligence, Section 95.11, <i>Florida Statutes</i> . See also "REGISTER OF SPECIAL DEPUTY SHERIFFS" (GS2) and "PERSONNEL RECORDS" items in <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> .	4 anniversary years after termination of duties.
77	PHYSICAL FORCE RECORDS	This record series consists of reports by law enforcement officers, correctional officers, or employees who apply physical force to a citizen, prisoner, or arrestee. The reports contain a statement of the force used and the circumstances under which it was used. These may also be referred to as Levels of Resistance reports. The retention period is based on the Statute of Limitations for negligence, Section 95.11, <i>Florida Statutes</i> . See also "INTERNAL INVESTIGATION RECORDS" items.	4 anniversary years after incident.
207	POLICE EXPLORERS RECORDS	This record series documents Police Explorers programs designed to educate and train teens and young adults up to age 21 for a career in law enforcement. The series documents program activities and participants and may include such records as applications, parental consent forms, meeting attendance records, examination records, background checks, program rules and regulations, fee payment records, and records of participation in community service activities.	5 fiscal years.
208	POLYGRAPH RECORDS: HIRING	This record series documents polygraph tests given to prospective employees. The series may include pre-examination records, charts and examination question records for persons interviewed and who have submitted to polygraph examinations, juvenile release form, lie detector examination statement of consent, polygraph analysis report, examiner's original test question list, examination chart tracing report, the chart of polygraph results, conclusions, statement of interviewee, and background information.	Retain as long as related Personnel Records item or Employment Application and Selection Records item from General Records Schedule GS1-SL for State and Local Government Agencies.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
209	POLYGRAPH RECORDS: INVESTIGATIVE	This record series documents polygraph tests given to individuals in relation to an investigation. The series may include pre-examination records, charts and examination question records for persons interviewed and who have submitted to polygraph examinations, juvenile release form, lie detector examination statement of consent, polygraph analysis report, examiner's original test question list, examination chart tracing report, the chart of polygraph results, conclusions, statement of interviewee, and background information.	Retain as long as related Criminal Investigative Records item.
27	PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED	This record series consists of itemized records of all property held by the law enforcement agency pursuant to Chapter 705, <i>Florida Statutes</i> , Lost or Abandoned Property; Section 790.08, <i>Florida Statutes</i> , Taking possession of weapons and arms; reports; disposition; custody; and Sections 932.703, 932.704, and 932.7055, <i>Florida Statutes</i> , regarding procedures for forfeiture and disposition of contraband articles. The retention is based on Section 95.11(3)(h), <i>Florida Statutes</i> , the Statute of Limitations for actions on taking, detaining, or injuring personal property. See also "AUCTION RECORDS," "EVIDENCE PROCESSING RECORDS," and "INMATE INCARCERATION RECORDS."	4 anniversary years after disposition of property.
86	RECORD OF PRE-NUMBERED FORMS	This record series documents the issuance of pre-numbered forms to law enforcement agency personnel authorized to accept public money, indicating which forms were issued to each employee. The records include the signatures of the individuals who received the forms and who checked in the returned forms.	5 fiscal years.
87	REGISTER OF FELONS	This record series documents the registration of felons who enter or reside in the county, as required by Section 775.13, <i>Florida Statutes</i> , Registration of convicted felons, exemptions; penalties. The records provide the crime for which convicted; place of conviction; any sentence imposed; name; any aliases; address; and occupation.	Retain until obsolete, superseded, or administrative value is lost.
88	REGISTER OF SPECIAL DEPUTY SHERIFFS	This record series documents the appointment of special deputy sheriffs as required by Section 30.09(4), <i>Florida Statutes</i> , Qualification of deputies; special deputies. The register indicates the terms and circumstances of each appointment. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."	Retain until obsolete, superseded, or administrative value is lost.
15	REGISTRATIONS: BAIL BOND AGENTS	This record series documents the registration of bail bond agents with the sheriff's office as required by Section 648.42, <i>Florida Statutes</i> , Registration of bail bond agents. The records include a copy of the license and a certified copy of the power of attorney filed with the Clerk of Court pursuant to Section 648.43, <i>Florida Statutes</i> , Power of attorney; approval by office; filing of copies; notification of transfer bond. The retention is for the law enforcement agency's copies, not the copies held by the Clerk of Court.	3 fiscal years.
49	REGISTRATIONS: FIREARMS/WEAPONS	This record series documents firearms and weapons owned by the law enforcement agency or documented under the provisions of Section 790.335(3), <i>Florida Statutes</i> , Prohibition of registration of firearms – Exceptions, such as weapons reported stolen or used in a crime.	Retain as long as the property it relates to or until termination of employment of officer/employee owning weapon.



## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
92	SEIZURE OF UNSTAMPED CIGARETTES REPORTS	This record series consists of the law enforcement agency's copies of reports submitted to the Division of Alcoholic Beverages and Tobacco, Department of Business and Professional Regulation, pertaining to the seizure by law enforcement officers of any unstamped cigarette packages. Section 210.18(7), <i>Florida Statutes</i> , Penalties for tax evasion; reports by sheriffs, requires law enforcement officers to "promptly report such seizure to the division or its representative, together with a description of all such unstamped cigarettes seized, so that the state may be kept informed as to the size and magnitude of the illicit cigarette business."	3 fiscal years.
210	SEXUAL OFFENDERS REGISTRATION RECORDS	This record series documents registration by sexual offenders as required by Section 943.0435, <i>Florida Statutes</i> , Sexual offenders required to register with the department; penalty. Pursuant to this statute, sexual offenders must report to the sheriff's office in their county of residence; the sheriff's office takes a photograph, fingerprints, and identification information from the offender and forwards them to the Florida Department of Law Enforcement.	Retain until submission to Florida Department of Law Enforcement is confirmed.
223	SPECIAL EVENT OPERATIONAL ORDERS	This record series consists of operational orders for officers working parades, foot races and other special events held on city or county property and streets. The records document such information as the type of event, the department's mission, participating agencies, event schedule, type of communication system to be used, traffic control, critical incident response information, fire and emergency medical services, execution timeline, officers and personnel involved, and the administration and logistics of services to be provided. Orders are only used for the duration of the event.	4 anniversary years from date of event.
93	SPECIAL WATCH RECORDS	This record series documents special watch operations conducted on businesses, residences, or individuals. These records may include such information as the name, address and telephone number of the business or residence, summary information on the individual in question, and comments on why a special watch is necessary, such as a homeowner's scheduled absence. This series may also include daily bulletins and special requests that are read to the staff during roll call. See also "ALARM AND EMERGENCY CONTACT RECORDS" and "TRESPASS WARNING AUTHORIZATION FORMS."	Retain until special watch is canceled.
83	SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS	This record series documents the testing and calibration of speed detection equipment such as Doppler radar devices, visual average speed computer devices, speedometer devices, laser speed devices, and stop watches. The series includes such records as test certificates and calibration tests and logs. Pursuant to Rule 15B-2.009 through 15B-2.012, <i>Florida Administrative Code</i> , speed devices must be rechecked every six months and only the certificate from the most recent six-month period is necessary to establish the presumption of accuracy of the device in court under Section 316.1905, <i>Florida Statutes</i> , Electrical, mechanical, or other speed calculating devices; power of arrest; evidence.	6 months after test certificate issued.
95	STATUS RECORDS: VEHICLES	This record series tracks the status of vehicles assigned to each radio operator's channel. The records indicate the status of cars that are busy but not dispatched. These records are not used to dispatch cars on calls. These records may be part of a Computer Aided Dispatch (CAD) system. See also "COMPLAINT/INCIDENT REPORTS."	Retain until obsolete, superseded, or administrative value is lost.
97	SUBPOENA LOGS	This record series consists of a detailed log of subpoenas served on law enforcement personnel.	Retain until obsolete, superseded, or administrative value is lost.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
98	TELECOMMUNICATIONS TERMINAL LOGS	This record series consists of a log documenting entries made by agency personnel into the telecommunications system, including daily activity and messages received or transmitted. See also "TELECOMMUNICATION MESSAGES: LAW ENFORCEMENT ACTIVITIES."	1 anniversary year after transmittal.
99	TELECOMMUNICATION MESSAGES: LAW ENFORCEMENT ACTIVITIES	This record series consists of telecommunications messages by police/sheriff's department and other law enforcement agencies nationwide used in the apprehension of criminals and exchange of police information. The series includes messages from and to the Florida Crime Information Center (FCIC), the National Crime Information Center (NCIC), and the Department of Highway Safety and Motor Vehicles (DHSMV). This series also includes messages between officers and deputies and any metadata associated with those messages. The information is used for investigations, traffic stops, calls for service and other law enforcement activities. The records may become part of a criminal intelligence record, criminal investigative record or some other record series. See also "TELECOMMUNICATIONS TERMINAL LOGS."	Retain until obsolete, superseded, or administrative value is lost.
100	TELEPHONE CALL LOGS	This record series consists of a log documenting telephone calls received by dispatch within the law enforcement agency. This series does not include those records covered by <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> under Item #292, "RADIO LOGS;" Item #377, "911 RECORDS: LOGS;" or Item #335, "COMMUNICATIONS AUDIO RECORDINGS."	180 days after last entry.
105	TRAINING RECORDS: INSTRUCTOR	This record series documents each course taught by the law enforcement agency. It may include the schedules, course material, and any development material. These records relate to in-service training programs provided pursuant to Section 943.175, <i>Florida Statutes</i> , Inservice training. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY" or applicable "PERSONNEL RECORDS" item in <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> .	2 anniversary years after training.
106	TRESPASS WARNING AUTHORIZATION FORMS	This record series documents agreements between law enforcement agencies and property owners to issue trespass warnings. See also "SPECIAL WATCH RECORDS" and "WARNING TICKETS."	Retain until obsolete, superseded, or administrative value is lost.
108	UNIFORM CLOTHING RECORDS	This record series documents uniform items issued to law enforcement personnel. These records can also be used to authorize issuance of specified items by an authorized vendor.	1 fiscal year after items returned or determination that return is not possible.
109	UNIFORM CRIME REPORTS (UCR)	This record series consists of reports from law enforcement agencies to the Florida Department of Law Enforcement pursuant to Section 943.05, <i>Florida Statutes</i> , Criminal Justice Information Program; duties; crime reports, and Rule 11C-4.008, <i>Florida Administrative Code</i> , Uniform Crime Reports Guide Manual. Reports include both offense and arrest crime data relating to murder, manslaughter, forcible sex, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson, simple assault, domestic violence offenses, property stolen and recovered, motor vehicle recovery, homicides, and law enforcement officer injuries or deaths. This retention is for copies of reports held by the submitting agency, not those received and held by FDLE.	Retain until obsolete, superseded, or administrative value is lost.
110	VALIDATION RECORDS	This record series documents the process of validating the accuracy of information submitted by law enforcement agencies to the Florida Crime Information Center (FCIC) database administered by the Florida Department of Law Enforcement.	60 days after validation.

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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
211	VEHICLE LOCATOR RECORDS	This record series consists of records used to track the location of law enforcement vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.	30 days.
112	VEHICLE PROCESSING LOGS	This record series documents the processing of vehicles for evidence such as fingerprints and palm prints. The log may contain such information as vehicle processed; date and time of processing; and the name of the individual processing the vehicle. This information may also be found in the applicable Criminal Investigative Records item. See also "EVIDENCE PROCESSING RECORDS."	Retain until obsolete, superseded, or administrative value is lost.
212	VEHICLE PURSUIT RECORDS	This record series documents law enforcement vehicle pursuit of suspects or violators. Information may include, but is not limited to, date of pursuit; officers involved in pursuit; location where pursuit began; location where pursuit ended; weather and traffic conditions; reason for pursuit; tactics used; and how and why pursuit was terminated. A pursuit record may become part of an applicable Criminal Investigative Records item.	4 anniversary years.
111	VEHICLE RECORDS: INSPECTION CHECKLIST	This record series consists of checklists used by law enforcement agencies to record the condition of vehicles and equipment. Inspections may be conducted at the beginning of each work shift or at other intervals determined by the agency.	Retain until obsolete, superseded, or administrative value is lost.
52	VEHICLE RECORDS: IMPOUNDED	This record series documents the impoundment of vehicles, including ground, air, and water vehicles, by a law enforcement agency. Records include information relating to the vehicle such as name and address of owner; year, make, and model; color; vehicle identification number (VIN); tag number; condition; damage (if any); and an inventory of the contents. The records may also provide date, time, and location of impoundment; reason for impoundment (e.g., accident, abandoned, recovered stolen, or used in commission of a crime); name of wrecker service; and release information such as fees or charges incurred, name and address of individual to whom the vehicle was released, and release authorizations and conditions (if any) imposed. See also "NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE," "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED," and "EVIDENCE PROCESSING RECORDS."	5 fiscal years after disposition of vehicle.
113	VEHICLE RECORDS: TACHOMETER READING	This record series consists of tachometer readings recorded to monitor the speed of law enforcement vehicles over a period of time. The records may also document use of lights and sirens.	1 anniversary year.
191	VICTIM ASSISTANCE CASE FILES	This record series documents the agency's efforts to provide assistance to crime victims pursuant to Chapter 960, <i>Florida Statutes</i> , Victim Assistance. These records may include copies of police reports, court documents, correspondence, social service support referrals, crime compensation applications, victim impact statements, restitution statements, and other supporting documentation.	5 fiscal years after final action.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
224	VIDEO/AUDIO RECORDINGS: BODY CAMERA	This record series consists of recordings taken by a body camera as defined in Section 119.071(2)(l)1.a, <i>Florida Statutes</i> : "a portable electronic recording device that is worn on a law enforcement officer's body and that records audio and video data in the course of the officer performing his or her official duties and responsibilities." Since these recordings may play an integral part in prosecution or disciplinary actions, the agency is responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained beyond the minimum. These records may become part of a criminal investigative record. Retention is pursuant to Section 119.071(2)(l)5, <i>Florida Statutes</i> , General exemptions from inspection or copying of public records.—Agency Investigations. See also "VIDEO/AUDIO RECORDINGS: PATROL UNITS."	90 days.
192	VIDEO/AUDIO RECORDINGS: PATROL UNITS	This record series consists of video recordings taken from a patrol vehicle (dash-cam videos) to document law enforcement activities of officers while on patrol. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained beyond the minimum. These records may become part of a criminal investigative record. See also "VIDEO/AUDIO RECORDINGS: BODY CAMERA."	30 days.
225	VISITOR ACCESS RECORDS: PHYSICALLY SECURE LOCATION	This record series consists of records documenting visitors' access to a physically secure location pursuant to the <i>Criminal Justice Information Services (CJIS) Security Policy</i> , Version 5.5, 06/01/2016 (CJISD-ITS-DOC-08140-5.5), regarding security of FBI Criminal Justice Information System (CJIS) hardware, software and media. Retention is based on <i>CJIS Security Policy</i> retention requirements for access privilege records and change logs and other related records. See also GS1-SL, Item #189, "ACCESS CONTROL RECORDS" and Item #54, "VISITOR/ENTRY LOGS."	1 anniversary year after date of access.
114	WAIVER FORMS: RELEASE OF INFORMATION	This record series consists of waivers submitted to law enforcement agencies by crime victims, witnesses, juveniles, and others authorizing agencies to release information regarding themselves. The waiver informs the individuals that they are waiving any public records exemption status provided for by Chapter 119, <i>Florida Statutes</i> , Public Records, or any other Florida statute or administrative rule. See also "LIABILITY WAIVERS."	4 anniversary years.
115	WARNING TICKETS	This record series consists of warning tickets issued by law enforcement agencies identifying the person warned and indicating the date and nature of the warning. A copy may also be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "FIELD INTERROGATION REPORTS," and "TRESPASS WARNING AUTHORIZATION FORMS."	Retain until obsolete, superseded, or administrative value is lost.
117	WARRANT CASE FILES	This record series consists of case files on criminal warrants to be served on individuals. The series may include copies of the letter of transmittal, a copy of the warrant, and any other pertinent information related to the warrant. See also "ARREST WARRANTS/CAPIAS/ORDERS" and "WARRANT INDEX."	Retain until served or withdrawn.
116	WARRANT INDEX	This record series consists of an alphabetical name index of warrants to be served. The series may include additional information regarding the warrants, such as date served. See also "ARREST WARRANTS/CAPIAS/ORDERS" and "WARRANT CASE FILES."	1 anniversary year after served.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
193	WEAPONS BUY BACK PROGRAM RECORDS	This record series documents programs under which law enforcement agencies buy back weapons from citizens on a "no questions asked" basis. These records may include, but are not limited to, participant information; financial records; media or advertising materials; and collection logs specifying the serial number, make, and model of the weapon as well as the method and date of final destruction or other disposition. This series may also include any tests run on the weapons to identify participation in a crime.	5 fiscal years.
118	WRECKER SERVICE RECORDS	This record series documents the law enforcement agency's requests for wreckers to tow vehicles. The records provide such information as the date and time of request; zone or unit; wrecker service requested and by whom; wrecker service responding; whether wrecker called was by utilization of a rotation list or at the vehicle owner's request (to verify fairness in wrecker company usage if contested); and remarks. The series may also contain the wrecker rotation list, the wrecker company's towing and storage rates, and notification to the law enforcement agency when a vehicle is towed from private property in compliance with Section 715.07(2), <i>Florida Statutes</i> , Vehicles or vessels parked on private property; towing.	1 fiscal year.
198	ACCREDITATION RECORDS: CORRECTIONAL FACILITY	This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Florida Corrections Accreditation Commission or American Correctional Association. The series may include, but is not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY."	3 anniversary years after accreditation.
16	BOOKING RECORDS	This record series consists of information on all prisoners taken into custody and placed in jail as a result of a court action, awaiting bond or any other reason, regardless of age or nature of offense. The records may indicate the term to be served; the name and the pertinent facts of the prisoner; reason for being placed in jail; offense; scheduled date of release; method of release; and information gathered on arrested individuals soon after booking for classification purposes and consideration for release-on-recognizance or signature release. The series may include, but is not limited to, initial intake form; commitment to serve sentence form; a copy of the individual booking card; a copy of the criminal report affidavit; a copy of the individual's local, state, and national arrest record; an information release form if considered for release-on-recognizance; and a copy of the court order granting release-on-recognizance and signature release form. Information provided for each prisoner in these records may include, but is not limited to, physical and demographic information, personal and criminal history, booking number, charge(s), referrals, release-on-recognizance evaluation, arresting and booking officer, time and place of arrest, and probable cause summary. See also "ARREST RECORDS: OFFENDER INFORMATION," "COMMITMENT AND RELEASE LISTS," "INMATE INCARCERATION RECORDS," and "JAIL DOCKET BOOKS."	1 anniversary year after released.
22	COMMITMENT AND RELEASE LISTS	This record series lists individuals booked into and released from the booking facility during a 24-hour period. Information may include date, booking number, name, race, sex, age, charge, court, arresting officer, bond amount, how released, and date returnable. See also "BOOKING RECORDS."	1 anniversary year after released.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
51	HEADCOUNT RECORDS: INMATES	This record series consists of daily lists of all inmates incarcerated in each correctional or detention facility and may include such information as date, name, race, sex, age, charge, cell location, prisoner counts, and signature of the employee performing the count.	1 fiscal year.
205	INMATE CALL RECORDS	This record series documents telephone calls to or from inmates. Records may include recordings of calls as well as information about each call such as date, time, duration, phone number, and related information. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.	30 days.
175	INMATE FINANCIAL RECORDS	This record series documents inmate purchases from the prison commissary/canteen as well as money and clothing received from the public for inmates. Records may provide date, receipt number, article received, money received, name of inmate receiving article/money, and name of officer accepting article/money.	5 fiscal years.
53	INMATE INCARCERATION RECORDS	This record series consists of records documenting the incarceration of each inmate in adult correctional/detention facilities. Records may include, but are not limited to, booking cards; verification letters; interview forms; psychological testing results; information release forms; contact sheets; school attendance reports; copies of commitment papers; copies of incident reports; disciplinary reports; correspondence and memoranda; personal property records; copies of pre-sentence investigation reports; receipts for inmate money and personal property taken for safekeeping upon being booked into the facility; receipts for money returned to the inmate upon release; and transfer orders verifying that property has been transferred with an inmate when he/she is transferred to or received from another institution. Records for inmates placed on work release programs may include work release rules, court orders placing subject on work release, fund disbursement forms, time cards, and progress reports. See also "BOOKING RECORDS," "JAIL DOCKET BOOKS" and "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."	1 anniversary year after release of prisoner.
176	INMATE TRANSPORTATION LISTS	This record series consists of lists of inmates scheduled to be transported to arraignments, court appearances, work release, correctional facilities, medical institutions, doctor's offices, or other sites. The records may also indicate method of transportation and agency conducting the transportation.	Retain until obsolete, superseded, or administrative value is lost.
57	INSPECTION RECORDS: CORRECTIONAL/DETENTION FACILITIES	This record series consists of inspection reports of correctional/detention facilities made by the Officer-in-Charge and/or prison inspectors and a copy of any official response made by the Officer-in-Charge. These reports are filed with the Department of Corrections as well as the Clerk of Court; however, this retention is for the copies of reports held by the submitting agency, not those received by Department of Corrections or the Clerk of Court. This series does not include Inspector General inspection reports, which are covered by <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."	3 anniversary years after report or official response.
177	INVENTORY REPORTS: MISSING ITEMS	This record series consists of reports of missing items based on a review of the supply checklist and the existing inventory of items. The report may indicate items missing; the normal location of each item while in the cell block, on the commissary cart, or elsewhere in the facility; the time each item was discovered missing; and the names of inmates who visited those locations during that time period. See also "SUPPLY CHECKLIST."	Retain until item is accounted for or declared lost.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
61	JAIL DOCKET BOOKS	This record series provides summary information on all prisoners who have been incarcerated in the facility. The records may include such information as name, sex, inmate number, type of offense, and the arresting officer's name. See also "BOOKING RECORDS" and "INMATE INCARCERATION RECORDS."	Permanent.
179	MARCHMAN ACT RECORDS	This record series consists of records created in the implementation of the Hal S. Marchman Act pursuant to Chapter 397, <i>Florida Statutes</i> , Substance Abuse Services. Under the Marchman Act, a person who is substance abuse impaired and is incapable of making a rational decision about their need for treatment, and/or poses an immediate danger to themselves or others, may be placed in protective custody. The records may include an inmate jail record, duplicates of court records, transportation information, intoxilyzer results, Marchman Act form(s), notices to local service providers and to a minor's guardian, and written reports detailing the circumstances under which the person was taken into custody.	2 anniversary years after report.
68	MEAL RECORDS	This record series documents the food served to inmates of a correctional or detention facility. The records indicate which prisoners received meals and any special meals given for dietary, religious or cultural reasons.	1 calendar year.
189	SUICIDE WATCH RECORDS	This record series documents a correctional or detention facility's special watch on potentially suicidal inmates. The records may indicate who was on watch, the time of shift change, changes in the emotional state of the inmate(s), and precautions taken.	4 anniversary years.
63	SUPPLY CHECKLIST	This record series consists of an inventory of all items that may be stolen by an inmate, including kitchen, industrial, and medical supplies; library materials; and commissary goods. The inventory is kept current to verify the whereabouts of all items. This series does not apply to the property records or supply warehouse inventories described in <i>General Records Schedule GS1-SL for State and Local Government Agencies</i> , Item #40, "INVENTORY, AGENCY PROPERTY." See also "INVENTORY REPORTS: MISSING ITEMS."	Retain until obsolete, superseded, or administrative value is lost.
187	AUTOPSY AND DEATH SCENE VIDEO RECORDINGS	This record series consists of video recordings of the death scene and/or autopsy made by a medical examiner, investigator, or other party for use in determining the cause of death. See also "AUTOPSY AUDIO RECORDINGS."	Retain as long as related case file.
152	AUTOPSY AUDIO RECORDINGS	This record series consists of audio recordings of autopsies conducted by the medical examiner, investigator, or other party. The recordings include the physician's verbal description of the body or specimen and his/her activities and observations during the dissection, such as bruises; swellings; scars; condition of internal organs; type of wounds; and the age, gender, and race of the deceased. These recordings are then transcribed and the transcriptions become part of the medical examiner's case file; recordings that are not transcribed must be retained as long as the related case file. See also "AUTOPSY AND DEATH SCENE VIDEO RECORDINGS."	Retain until verbatim transcription verified; if no transcription, retain as long as related case file.
156	BURIAL TRANSIT PERMIT LOG	This record series consists of a log of permit numbers of Burial Transit Permits (Department of Health: DH Form 326, Aug. 97) issued pursuant to Section 382.006, <i>Florida Statutes</i> , Burial-transit permit, and Rule 64V-1.011, <i>Florida Administrative Code</i> , Burial-Transit Permit to Be Issued. These permits are completed by the medical examiner when acting as direct disposer. This log enables the medical examiner to track the number of permits applied for and the last permit number assigned.	1 anniversary year.

## General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners

GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
165	DISASTER VICTIM CASE FILES: UNMATCHED	This record series consists of information on alleged victims of a disaster. The file may contain statements from relatives and co-workers, photos of the victim when alive, medical records, and x-rays. All information is gathered in an effort to identify the victim's remains as discovered. These records do not document human remains found at the disaster site; rather, they document the life and physical characteristics of alleged victims. If the alleged victim's information is matched to human remains found at the disaster site, these records become part of the medical examiner's case file.	Retain until ruled out as a victim.
167	DOCK LOG: BODIES	This record series consists of a log of bodies received at and departing from the medical examiner's office. These logs may include a unique identifying number, date and time of arrival, delivery agent, name of deceased if known, date and time of departure, and to whom the body was released. This retention period is based on the Statute of Limitations for negligence, Section 95.11, <i>Florida Statutes</i> .	4 anniversary years after release of body.
169	EVIDENCE RECORDS: STAINED SECTIONS/EMBEDDED TISSUES/SPECIMENS	This record series documents the collection, processing and testing of stained sections, paraffin tissue blocks, first cut glass tissue slides, and other specimens utilized as physical evidence in an investigation by the medical examiner's office. These records provide such information as where a sample was collected, by whom, the procedure utilized to test the sample, storage conditions, the name and address of other laboratories that tested the sample, and all associated raw data. Records of laboratory results are scheduled as part of the applicable Medical Examiner Case Files item. NOTE: The actual tissue samples/specimens themselves are not public records and therefore not covered by records retention schedules; see Rule 11G-2.004, <i>Florida Administrative Code</i> , Physical Evidence, Body Parts, Specimens.	Retain as long as the related Medical Examiner Case File.
180	MEDICAL EXAMINER CASE FILES: CREMATION INVESTIGATION, BURIAL-AT-SEA, ANATOMICAL DISSECTION, AND NO JURISDICTION INVESTIGATION	This record series consists of records generated by referrals made to the medical examiner for which NO further investigation is required by Section 406.11, <i>Florida Statutes</i> , Examinations, investigations, and autopsies. These files may contain file notes related to brief inquiries required to determine jurisdiction or to obtain medical history, and duplicate copies of death certificates prepared by attending physicians. This record series does not contain autopsy records.	4 anniversary years after referral and investigation.
181	MEDICAL EXAMINER CASE FILES: IDENTIFIED	This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), <i>Florida Statutes</i> , Examinations, investigations, and autopsies, for which the identity of the decedent HAS been ascertained. The case file is required by Rule 11G-2.005, <i>Florida Administrative Code</i> , Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.	30 anniversary years.



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GS2 ITEM #	GS2 RECORDS SERIES TITLE	DESCRIPTION	RETENTION
182	MEDICAL EXAMINER CASE FILES: UNIDENTIFIED	This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), <i>Florida Statutes</i> , Examinations, investigations, and autopsies, for which the identity of the decedent has NOT been ascertained. The case file is required by Rule 11G-2.005, <i>Florida Administrative Code</i> , Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.	Retain until identified, then reclassify file as "MEDICAL EXAMINER CASE FILES: IDENTIFIED."
183	MEDICAL EXAMINER RECORDS: AUTOPSY SUPPORTING DOCUMENTS	This record series consists of copies of hospital, nursing home, ambulance, or police homicide records used as reference materials for medical examiner investigations. These records, or portions of them, are used as factual foundation in concert with autopsy findings in the formation of cause-of-death opinions. Some medical examiners may produce a brief summary of the deceased's medical history abstracted from these records. Those summary reports will be included within the applicable Medical Examiner Case Files item and will take that retention period.	Retain until obsolete, superseded, or administrative value is lost.
186	RESEARCH AND STUDY RECORDS	This record series consists of materials compiled in the process of researching particular issues of interest and concern to medical examiners. Records may include, but are not limited to, copies of various medical examiner case files, criminal evidence that is no longer needed for prosecution, news reports, published scientific articles, and findings and conclusions on a particular manner or method of death. The research or study results may be published at a later date. <i>This record series may have archival value.</i>	Retain until obsolete, superseded, or administrative value is lost.
188	SKELETON INVENTORY RECORDS	This record series consists of inventory control records and analyses documenting all skeletal remains brought to the medical examiner's office. These records are utilized in maintaining control over the bones currently in storage.	Retain as long as the related Medical Examiner Case File.
190	TOE TAGS	This record series consists of the duplicate toe tags placed on a body by the medical examiner's office for internal monitoring purposes. The tag may bear identifying numbers and other information for processing purposes.	Retain until obsolete, superseded, or administrative value is lost.