

PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
PBS-05	<p>Public Safety</p> <p>Criminal Case Files (Incident and Investigation)</p> <p>Section Overview</p> <p>MPD Criminal Case Files are records that document complaints, arrests and incidents that are identified or reported to and investigated by the department.</p> <p>The initial offense information (incident or offense report) is acquired from a variety of sources and is recorded into the MPD case management system CAPRS (Computer Assisted Police Records System). CAPRS is the "backbone" for police information and it is the official records management system (RMS) for managing MPD cases. Depending on the nature and severity of the crime, case records may consist of a compilation of multiple record and media types that, in their entirety constitute the complete record for a case. Any given incident, complaint or offense report (in CAPRS with subsequent investigation) may be assigned to multiple officers, supervisors and investigators any/all of which may update the associated case record in CAPRS. For serious crimes and those requiring more extensive investigation, the offense report in CAPRS may be supplemented with additional status information, report results/findings, transcribed interviews, copies of recordings, photos, medical records, etc and will have associated original source documents (to support the supplements) held elsewhere.</p> <p>Case files differ in their details, contents and organization. For retention schedule descriptive purposes, case file records are reviewed and grouped (virtually) by similar functions. The major groupings or sections of a case file (whether paper, electronic or in CAPRS) may consist of one or more of the following: Case Initiation (including the original offense report); Case Supplements (including investigation information), Supporting Documents (including forensics reports, medical records, photographs), Witness Statements (including victim, witness and suspect, Scales recordings), Referential Documents (including criminal histories, crime maps); Legal Process Records (enabling documents including search warrants, implied consent forms, subpoenas) and Property Inventory Information related to the case.</p> <p>Each grouping or section is described in greater detail below:</p> <p>1. Case Initiation (Original Offense Report)</p> <p>The offense report is the initial report created or received by the MPD detailing a crime, persons, vehicles involved, evidence, stolen or damaged property, and a brief summary of the crime.</p> <p>Information in the original offense report may include: Identify the crime</p>								

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	<p>by name and statute, date, time, when reported, who reported the crime, reporting officer (officer completing the offense report), assisting officers, unit assigned (sex crimes, robbery etc.), location of crime, victim (s) information (name, date of birth, address, phone #.), suspect (s) information, arrested person (s) information, description of persons involved (clothing, intoxicated, uncooperative), description of lost or damaged property, description of inventoried property, vehicles involved, etc..</p> <p>2. Case Supplements (Case Investigation Information) Case supplements are the detailed statements or summary record of an Investigator's and Officer's actions and observations throughout the case investigation process. Case supplement information is entered into CAPRS. The supporting records (original reports) may be retained in the case file, may be property inventoried or may be held by the Crime Lab.</p> <p>Records may include: Officer's supplement, Investigator's summaries (usually more than one), observation and action summaries, supplements regarding test requests, results of forensic tests, lab results, autopsy reports, transcriptions of interviews (witness, victim, suspect), etc.</p> <p>3. Case Supporting Documents (Forensics Reports/Medical Records) Case file supporting documents include a wide variety of forensic tests conducted by the Crime Lab, BCA and others. Case file supporting documents may also include medical records.</p> <p>The <i>forensic reports</i> are official documentation regarding the collection of, processing and testing of evidence. This documentation may assist investigators in determining suspect identity or involvement in a crime. Additionally, the results of forensic testing may corroborate the truthfulness of a victim, witness and/or suspects. This documentation will assist the City and County Attorney's Office in determining a charge and case presentation at trial.</p> <p>In addition to the forensic reports, <i>medical records</i> provide documentation of a present and/or previous medical treatment of persons involved in a case investigation which may, support, verify or disprove a specific claim.</p> <p>Results of tests and reports are entered into CAPRS as a case supplement. The original reports may be retained in the case file, may be property inventoried or may be held by the Crime Lab.</p>								

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Records in this grouping may include: Forensic summary of work completed, scene reports, (diagrams, video/photographs, measurements, evidence collection information), mug shots, photo lineups, fingerprint analysis, firearms analysis, computer analysis, cell phone/hard line analysis, footprint analysis, traffic re-enactment, video enhancement, testing/analysis reports of serology, DNA, toxicology (drugs/alcohol), outside lab reports, dental reports, firearms/gunpowder analysis, chemical identification (flammable, explosive, toxic etc.) and other analysis reports of unique specialties (bone, bugs, etc.).

Medical records may include: Medical history, sexual assault exam results, photographs and psychological history.

4. Witness Statements (Q and A's)

Witness statements are the Question and Answers (Q & A's) that are either transcribed or are copies of recordings. The witness statements may include a transcribed video, audio, or verbatim statement from persons involved in an investigation including: Victim, witness, other, suspect, arrested person or officer. Most statements are in the question and answer format. However, some statements may include phone conversations and other recorded and transcribed conversations that are not in the Q and A format. Records include Scales recordings.

5. Referential Documents (Criminal History)

The purpose of referential documents as they relate to criminal case files is to provide background information on the case or suspect(s) (including criminal history, copies of 911 call, newspaper clippings, etc.) for review during the case investigation. In cases of serious crimes, a criminal history may be generated and maintained in the investigator case file that will provide background information to the Investigators and the County Attorney's Office which may assist in determining identity, prior history, patterns of behavior, level of violence, associations and appropriate criminal charging.

Records may include: DVS (Drivers photo, and driving record), NCIC/CJIS National Criminal Information Center Records, Criminal Justice Information System (National Criminal Record Database) records, Local department records, military records, Probation and Department of Corrections Records, Juvenile records (in selected circumstances), Sex Offender Registration, etc. Records may also include copies or transcripts of the 911 call, newspaper clippings, transmittal information, etc.

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	<p>6. Legal Process Records Records that document or confer (enable) legal powers or authority to the MPD.</p> <p>Records may include: Search warrant, implied consent, subpoenas, consent to search, orders for protection, court orders, release of property, etc.</p> <p>7. Property Inventory Records The Criminal Case file may include forms that describe the property and evidence that has been inventoried. The case record in CAPRS also provides the ability to link to property and evidence information in the Property and Evidence module in CAPRS. The information in CAPRS includes description of the property, number assigned to the evidence, date received, person delivering the evidence and who received it. The CAPRS Property and Evidence Module also includes information concerning the release, destruction or sale of the property.</p> <p>Some documentary information (video tapes, digital images, copies of forensic reports, photos, etc.) associated with the case may be property inventoried so that the chain of custody can be maintained and/or will be available for release for court.</p> <p>RETENTION NOTE #1: The Public Safety Retention Schedule covers records, which could include tapes, documents, reports, transcripts, etc. This Retention Schedule does not include physical evidence such as guns, physical samples, currency or other property.</p> <p>NOTE: Use the Property and Evidence Section of the Public Safety Retention Schedule to determine the retention of records that document the handling and storing of all evidence and property that is seized or found until it is no longer needed for court, returned to its owner or can be destroyed.</p> <p>RETENTION NOTE #2: A retention exception may occur if Criminal Case Files (Incident and Investigation) are expunged/sealed. See Expunged/Sealed Records - PBS-78-11 for retention guidance.</p> <p>Nothing in the Criminal Case File section of the Public Safety Schedule shall require the MPD to create, collect or maintain data which is not required to be created, collected or maintained. The</p>								

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	<p>retention schedule identifies categories or records and typical records that may be included in each category. No part of any information in this section of the schedule should be used to interpret that the MPD either maintains or must create any of the individual records identified herein.</p>								
PBS-05-02	<p>Public Safety Criminal Case Files (Incident and Investigation) Felony Records that are created and used to document complaints, arrests and incidents involving criminal offenses that relate to a felony severity level. Felonies are the most serious offenses and involve sentences of over one year imprisonment and /or up to maximum fines specified in law. Maximum imprisonment penalties range from 366 days to life imprisonment. Typical felony offenses include murder and manslaughter, most criminal sexual conduct crimes and theft of property worth more than \$1,000.</p>	PUB901	PERM	PERM	PERM	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	See PBS-77-24 for retention of squad and public safety recordings that are property inventoried.
PBS-05-04	<p>Public Safety Criminal Case Files (Incident and Investigation) Gross Misdemeanor Records that are created and used to document complaints, arrests and incidents involving criminal offenses that relate to a gross misdemeanor severity level. Gross misdemeanors are offenses for which a sentence of not more than a year in jail and/or a fine of up to \$3,000 may be imposed. Typical gross misdemeanor offenses include second DWI in ten years, second assault in ten years against same victim, theft of property worth between \$500 and \$1,000, gross misdemeanor no insurance, pistol without a permit, gross misdemeanor weapons and other similar severity level charges.</p>	PUB906	ACT+20	ACT+20	ACT+20	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	<p>Active ceases after case closure, no suspects are identified or the case becomes inactive.</p> <p>See record series PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.</p>
PBS-05-06	<p>Public Safety Criminal Case Files (Incident and Investigation) Gross Misdemeanor - Domestic Violence and Criminal Sexual Conduct Records that are created and used to document complaints, arrests and incidents involving specific statutory domestic</p>	PUB901	PERM	PERM	PERM	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.

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	<p>violence offense or criminal sexual conduct offenses at a gross misdemeanor severity level.</p> <p>Note: The Domestic Violence and Criminal Sexual Conduct retention period overrides the retention period assigned to other gross misdemeanors.</p>								
PBS-05-08	<p>Public Safety Criminal Case Files (Incident and Investigation) Misdemeanor - Non-Traffic Records that are created and used to document complaints, arrests and incidents involving criminal offenses that relate to a misdemeanor severity level and include the failure to provide proof of vehicle insurance. Misdemeanors are offenses for which a sentence of not more than 90 days or a fine of not more than \$1,000 or both may be imposed. Typical misdemeanors include prostitution, theft, simple assault, disorderly conduct, etc.</p>	PUB917	ACT+10	ACT+10	ACT+10	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	<p>Active ceases when case is closed, no suspects are identified or the case becomes inactive.</p> <p>See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.</p>
PBS-05-10	<p>Public Safety Criminal Case Files (Incident and Investigation) Misdemeanor - DWI Records that are created and used to document the complaints, arrests and incidents related to misdemeanor DWI (Driving While Impaired) cases. DWI offenses at a misdemeanor severity level are for first-time offenses without other aggravating factors.</p>	PUB905	ACT+15	ACT+15	ACT+15	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	<p>Active ceases when case is closed, no suspects are identified or the case becomes inactive.</p> <p>See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.</p>
PBS-05-12	<p>Public Safety Criminal Case Files (Incident and Investigation) Misdemeanor - Domestic Records that are created and used to document complaints, arrests and incidents involving specific statutory domestic violence offenses or criminal sexual conduct offenses at a misdemeanor level.</p> <p>Note: The Domestic Violence retention period overrides the retention period assigned to other misdemeanors.</p>	PUB901	PERM	PERM	PERM	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	<p>See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.</p>

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PBS-05-14	<p>Public Safety Criminal Case Files (Incident and Investigation) Misdemeanor - Traffic and Local Ordinance Violations Records that are created and used to document complaints, arrests and incidents involving misdemeanor offenses for all traffic and local ordinance violations that are not covered by other record series in this section and that do not conform to a specific statutory misdemeanor.</p>	PUB904	ACT+6	ACT+6	ACT+6	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	Active ceases after case closure, no suspects are identified or the case becomes inactive. See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.
PBS-05-16	<p>Public Safety Criminal Case Files (Incident and Investigation) Petty Misdemeanor This series documents the records created to document a citation for a violation where the severity level is a petty misdemeanor. A petty misdemeanor is the legal designation in Minnesota for a violation in which the sentence may not exceed a fine of \$300. A petty misdemeanor is not a crime. No jail or workhouse time can be imposed and/or stayed upon a plea of guilty or a finding of guilty on a petty misdemeanor charge. NOTE: This series applies to the Petty Misdemeanors that are entered into CAPRS as incidents. Petty misdemeanors that are citations that are issued as manual or electronic tickets where the official record of the incident is held by Hennepin County (and where no CAPRS record is entered) should be scheduled using Citations - Parking and Traffic (PBS-20-13 and PBS-20-15) Some of the more common traffic petty misdemeanors are speeding, stop sign violations, parking tickets, improper turning and lane changes, expired drivers' license or license plates, and minor automobile equipment violations.</p>	PUB903	ACT+6	ACT+6	ACT+6	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	Active ceases after case closure, no suspect is identified or the case becomes inactive. See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.
PBS-05-18	<p>Public Safety Criminal Case Files (Incident and Investigation) Juvenile - Felony and Criminal Sexual Conduct Exception Case records related to certain juvenile offenders (certified as adults) that document complaints, arrests and incidents where the juvenile commits: (1) a felony offense that could result in commitment to prison (generally violent or repeat serious</p>	PUB901	PERM	PERM	PERM	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82 MS260B.171	See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.

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	<p>offenses), (2) any felony offense while using a firearm, (3) a child is alleged to have committed first-degree murder or (4) is charged with criminal sexual conduct.</p> <p>This category has been established to generally follow the Minnesota Courts Schedule.</p>								
PBS-05-24	<p>Public Safety Criminal Case Files (Incident and Investigation) Juvenile - Gross, Misdemeanor, Petty Misdemeanor</p> <p>Records that are created and used to document complaints, arrests and incidents involving juveniles (age of suspect or arrestee at date of incident is less than 18 years) where the offenses would be considered gross misdemeanors, misdemeanor and/or petty misdemeanors. The juvenile may be a "delinquent" under 18 who commits acts which would be unlawful if committed by an adult, except for certain designated offenses and all petty offenses. The records may also document petty offenders who engage in conduct which is unlawful for them but not for adults (curfew, drinking, smoking, etc.). Records may also include incidents associated with juveniles who violate traffic laws that are not handled by an adult court.</p> <p>NOTE: This category specifically excludes juveniles charged with felony or criminal sexual conduct offenses.</p>	PUB907	AGE 28	AGE 28	AGE 28	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82 MS260B.171	<p>Juvenile cases can be destroyed when juvenile reaches age 28. Exception: If the offender is an Extended Jurisdictional Offender (EJJ offender), retain case for as long as records would have been retained if offender had been an adult at time of offense - whichever is longest.</p> <p>See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.</p>
PBS-05-26	<p>Public Safety Criminal Case Files (Incident and Investigation) CAPRS Case - No Offense/Administrative Use</p> <p>Cases established to document and/or track administrative activities or to identify those cases where reports concerning incidents or complaints did not appear to have involved the commission of a crime (and where the case does not include or involve a person). No Offense/Administrative cases may be created in CAPRS to account for found property.</p>	PUB908	ACT+3	ACT+3	ACT+3	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	Active ceases when case is closed or identified as inactive.

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PBS-05-28	<p>Public Safety Criminal Case Files (Incident and Investigation) CAPRS Case - No Offense/Contact Involved Cases established to document and/or track activities where reports concerning incidents or complaints did not appear to have involved the commission of a crime. Examples of this category may include cases created in CAPRS to document persons involved in a detox check or a wellness check. The category also includes cases created to document non-fatal squad car accidents.</p>	PUB909	ACT+6	ACT+6	ACT+6	ACT	DEPT./ CAPRS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	Active ceases when case is closed or identified as inactive. See PBS-77-24 for retention of squad and public safety camera recordings that are property inventoried.
PBS-10	<p>Public Safety Common Police Department Records Section Overview Records in the Common Police Department Records Section of the Public Safety Retention Schedule include the typical types of records that may be found in all or most units of the Police Department (Patrol, Precincts, Investigative Units). Because most of these records can be found in multiple units, the Common Police Department Records section has been established to centralize the records in one area and to provide for ease of reference.</p> <p>Records that are <i>specific or unique</i> to individual units are identified in other sections of the schedule - either by unit name or more generally by their function (for instance, criminal case files are defined in a section that includes case files and the associated records that begin with an incident through investigation and closure).</p> <p>NOTE: Records identified by the MPD during the records inventory that are common to all City departments can be found in the Quick Link Mappings section of the MPD Schedule. The Quick Link Mappings Section indicates what section and record series of the City of Minneapolis General Retention Schedule that a common Administrative, Legal, Financial or Human Resources record has been mapped to.</p>								
PBS-10-02	<p>Public Safety Common Police Department Records Accident Reports - Squad - XRF</p>	USE SERIES CODE PBS-20-03 OR PBS-78-20							

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PBS-10-03	<p>Public Safety Common Police Department Records Alarm/Emergency Contact Records Used to contact a business owner or other registrant if the premises are entered, vandalized, or damaged, and to contact the alarm company to have the alarm shut off or reset after responding.</p> <p>Records may include: alarm registration records, emergency contact lists, location of safes, other related information</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	PRECINCT	PUBLIC,PRIVATE 13.37	Active ceases after inactivated or superseded.
PBS-10-04	<p>Public Safety Common Police Department Records Assignment Orders/Work Schedules. Work, shift, or case assignment schedules or rosters that show activities, cases, or duties assigned to each officer. The assignment orders and work schedules may be maintained electronically (Workforce Director) or in paper form.</p> <p>Records may include: all personnel assigned to specific shifts, date, hours, assignments, other related information</p>	PUB142	ACT+6	ACT+6	ACT+6	ACT	WORKFORCE DIRECTOR/ UNIT	PUBLIC,PRIVATE MS13.43	Active ceases after assignment/work schedule completed.
PBS-10-06	<p>Public Safety Common Police Department Records Assignments - Investigations To maintain assignment accountability. Assignments may be maintained on a separate log and/or tracked by case in the CAPRS system.</p> <p>Records may include: who is assigned to an investigation, complaint number, date assigned, location, type of incident, date a report was completed</p>	PUB142	ACT+6	ACT+6	ACT+6	ACT	UNIT/ CAPRS		Active ceases after assignment completed or superseded.

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PBS-10-07	<p>Public Safety Common Police Department Records ALPR Data - Non Evidentiary Data recorded by means of automated license plate recognition systems to support a wide range of public safety activities including revoked/suspended drivers interdiction, stolen vehicle recovery, enforcement of traffic citations, apprehension of individuals subject to an outstanding warrant, etc. Cameras automatically scan license plates of vehicles on public streets and then check the vehicle's plates against a series of databases. Non-evidentiary data and images are those which have not resulted in the issuance of a citation, notice of infraction or do not contain information significant to case investigation or court proceedings.</p> <p>Use the ALPR Data - Evidentiary (PBS-10-08) for the retention of data and images that are evidentiary.</p>	PSF101	MAX 90 DAYS	MAX 90 DAYS	MAX 90 DAYS	ACT	DEPT.	SEE REMARKS	<p>Temporary classification for approved data elements per Minnesota Statutes 13.06, subdivision 5 and Commissioner Of Administration's Findings of Fact and Conclusions will expire August 1, 2015 or upon action by the Legislature, whichever is earlier.</p> <p>Maintain records for a maximum of 90 days.</p>
PBS-10-08	<p>Public Safety Common Police Department Records ALPR Data - Evidentiary Data recorded by means of automated license plate recognition systems to support a wide range of public safety activities including revoked/suspended drivers interdiction, stolen vehicle recovery, enforcement of traffic citations, apprehension of individuals subject to an outstanding warrant, etc. Cameras automatically scan license plates of vehicles on public streets and then check the vehicle's plates against a series of databases. Evidentiary data and images are those which have resulted in the issuance of a citation, notice of infraction or contain information significant to case investigation or court proceedings. ALPR Data that is evidentiary is copied and transferred to the investigative file and retained therein.</p> <p>See also: PBS-10-13 CAPRS System Data and PBS-05 Criminal Case Files (Incident and Investigation).</p>	SAME AS PBS-05-02 THROUGH PBS-05-28	SAME AS CASE FILE	SAME AS CASE FILE	SAME AS CASE FILE	ACT	DEPT.	SEE REMARKS	<p>Temporary classification for approved data elements per Minnesota Statutes 13.06, subdivision 5 and Commissioner Of Administration's Findings of Fact and Conclusions will expire August 1, 2015 or upon action by the Legislature, whichever is earlier.</p> <p>Retention for ALPR Data - Evidentiary is based on the retention of the associated case file (PBS-05).</p>

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PBS-10-09	Public Safety Common Police Department Records Automated Pawn System (APS) The APS Automated Pawn is a system developed by the MPD to provide communities with a means to manage the regulation of their pawn and secondhand dealers and to enable law enforcement agencies the ability to share transaction information electronically.	REF	ACT	ACT	ACT	ACT	NOT A CITY RECORD	If records are printed and used by the MPD in an investigation, the records would be retained according to the retention by severity level for Criminal Case Files (Incident and Investigation) - PBS-05.	
PBS-10-10	Public Safety Common Police Department Records Awards for Service Records created to recommend/identify officer (and in some cases non-worn personnel) for an award for outstanding service. Awards may include Life Saving, Medal of Honor, Medal of Valor, Commendation Award, and Department and Chief's Award of Merit, Officer of the Month, Distinguished Service Award, Outstanding Employee. Records may include the nominations, awards committee records and the award log.	EMP300	ACT+6	ACT+6	ACT+6	ACT	PRECINCT/MPD ADMIN.	Record maintained in Service File (Commendations/Awards/Letters). Active ceases when employee separates.	
PBS-10-11	Public Safety Common Police Department Records Bulletins From Other Agencies Bulletins, circulars, and related records received from federal, other state, and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, or stolen property. May also include other information of interest to the department	PUB132	ACT+1	ACT+1	ACT+1	ACT	UNIT/ PRECINT	Active ceases after expiration, rescinded or satisfied.	
PBS-10-12	Public Safety Common Police Department Records Buy Funds Expenditure/Payment Files Records created to document the expenditure and payment of buy funds. The records document the money out and purpose the money used for. The records also document the money returned dates and case numbers. Information may also be maintained in CAPRS.	ACC000	ACT+6	ACT+6	ACT+6	ACT	MPD UNIT	Active ceases after completion of audit and statute of limitations for charging have expired.	

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

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PBS-10-13	<p>Public Safety Common Police Department Records CAPRS System Data CAPRS is the Computer Assisted Police Records System developed by the MPD. The database contains police incident and arrest reports. CAPRS data is supplemented by information provided during an investigation and includes information related to property and evidence and results of forensic tests. The information in CAPRS is used to produce Uniform Crime Reports (UCR). In addition, CODEFOR reports utilize CAPRS generated data to identify crime "hot spots".</p> <p>See Also: PBS-05 Criminal Case Files (incidents and Investigations) section of the Public Safety Schedule for detailed information about the types of information managed for criminal cases. Information maintained is also identified in a number of other sections of this schedule.</p>	USE SERIES CODES PBS-05-02 THROUGH PBS-05-28	SAME AS CASE FILE	SAME AS CASE FILE	SAME AS CASE FILE	ACT	DEPT.		Retention of CAPRS information is based on the retention of the case file (based on the severity of the crime). Limited case summary information may be retained permanently after records are purged to meet historical reference/statute requirements.
PBS-10-14	<p>Public Safety Common Police Department Records Citations Copies of citation and complaint forms that notify an alleged violator to appear and answer to charges of violating traffic or other municipal ordinances or state or federal laws.</p> <p>Records may include: case docket number, court location, name, address, and pertinent facts of the offender, description of vehicle if applicable, type of offense, prevailing conditions, name and badge number of officer or other complainant, court appearance date, signature of offender</p>	PUB899	3	3	3	ACT	UNIT/ PRECINCT		
PBS-10-15	<p>Public Safety Common Police Department Records Citation/Ticket Accountability Files Record of tickets assigned to officers.</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	UNIT/ PRECINCT		Active ceases after citation/ticket is issued.

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PBS-10-16	<p>Public Safety Common Police Department Records Daily Logs (Shift Log) Listings kept to track each officer's specific routine daily activities during shift or other time period. May also be used for planning and budgeting, to compile reports, to document time utilization and to manage workloads. Information from the logs may be referred to when writing the official report in CAPRS.</p> <p>SEE ALSO - PBS-95-02 Mobile Data Computer Records for daily logs that are captured electronically when using a MDC (Mobile Digital Computer).</p> <p>Records may include: Date, Officer Name and Badge, Squad Information, Radar Daily Calibration, Laser Daily Calibration, Road Conditions, Incident Time / Location, Violator vehicle and driver info, speed information, tag information, daily stats, shift log, dispatch log</p>	BUS130	ACT+6	ACT+6	ACT+6	ACT	PRECINCT/ UNIT/CAPRS		Active ceases after information has been entered into the official case file/CAPRS.
PBS-10-18	<p>Public Safety Common Police Department Records Duty Rosters - SEE ALSO Assignment Orders Work, shift, or assignment schedules or rosters that show officers' scheduled work days, vacation, sick, holiday, training, or comp time. Shows assigned squad/call sign number.</p> <p>Records may include: all personnel assigned to specific shifts, date, assignments, Scheduled Shift Hours</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	PRECINCT/UNIT WORKFORCE DIRECTOR		Active ceases after assignment or duty is completed.
PBS-10-19	<p>Public Safety Common Police Department Records Equine Records - XRF Animal records concerning horses and dogs owned by the MPD are scheduled in the Managing Assets - Equipment, Fleet and Animals (PBS-53).</p>	USE SERIES CODE PBS-53-02							
PBS-10-20	<p>Public Safety Common Police Department Records Field Contact/Interrogation Reports A limited informational report or field notes prepared by an officer on persons or vehicles that are suspicious at the time or place of contact, not connected with an arrest. Used for</p>	PUB142, PUB909	ACT+6	ACT+6	ACT+6	ACT	UNIT/CAPRS		Active ceases after last contact.

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	informational and analysis purposes. See also Criminal Case Files (Incident and Investigation) CAPRS Case - No Offense/Involved Contact (PBS-05-28) for additional information. Records may include: subject's name and address, physical description, date, time and place of stop, description of vehicle, names of associates, name of officer conducting the interview, reason for suspicion, comments including possible need for follow-up or further research, disposition, vehicle checks, NCIC checks								
PBS-10-22	Public Safety Common Police Department Records Indexes Serves as a point of ready reference in locating an investigative case or other files. Records may include: subject of investigation (person or group), case number, date(s), investigating officer	PUB921	PERM	PERM	PERM	ACT	UNIT/ CAPRS		
PBS-10-26	Public Safety Common Police Department Records Neighborhood Policing Plans - XRF Planning documents that identify neighborhood crime and public safety concerns and describe policing strategies to address them.	USE SERIES CODE PBS-15-10							
PBS-10-28	Public Safety Common Police Department Records Off-duty Employment Records To maintain control and accountability over off-duty assignments or employment of law enforcement officers. Records may include: job announcements, job descriptions, selection notices, schedules, correspondence, approval forms/notices	PUB141, EMP300	ACT+3	ACT+3	ACT+3	ACT	MPD ADMIN.	Active ceases after completion or termination of approved employment.	

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PBS-10-29	<p>Public Safety Common Police Department Records Officer Field Notes Notes written by officers during the course of a shift. Records may include: names, dates, times, activities, locations, other related data</p>	SEE SERIES CODES FOR PBS-05	ACT	ACT	ACT	ACT	UNITS/CAPRS	Active ceases after information from notes is entered into CAPRS or the officer no longer needs the notes.	
PBS-10-30	<p>Public Safety Common Police Department Records Orders for Protection/Restraining Orders Copies of court orders maintained by precincts case files to document an Order for Protection (OFP) or harassment order for protection from domestic abuse, violence or harassment. Domestic abuse is defined as any of the following actual or threatened types of conduct or behavior between household or family members: physical harm, injury, assault, sexual assault, terroristic threats or making a person fearful of harm, injury or assault.</p> <p>Information maintained in CAPRS will be maintained for as long as the associated case is maintained - based on severity level of the case.</p> <p>Records may include: protection orders, restraining orders, anti-harrasment orders, no-contact orders</p>	PUB140	ACT+3	ACT+3	ACT+3	ACT	PRECINCT/ CAPRS	Prior to destruction, verify expiration date and ensure all court extensions have expired.	
PBS-10-32	<p>Public Safety Common Police Department Records Patrol Requests Requests from citizens for patrol presence.</p> <p>Records may include: correspondence, contact reports</p>	PUB131	ACT+1	ACT+1	ACT+1	ACT	PRECINCT	Active ceases after watch or patrol request complete.	
PBS-10-33	<p>Public Safety Common Police Department Records PC Pickups Notification of authorization to arrest suspect based on investigative probable cause. PC Pickups are issued when a suspect is identified and the investigators need to have the person taken into custody for an in-custody interview to determine suspect involvement in the offense.</p> <p>NOTE: The associated case information in CAPRS will</p>	PUB140	ACT+3	ACT+3	ACT+3	ACT	TRANS- CRIPTION	Active ceases when notified by investigator that the name is no longer needed and should be removed.	

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	contain detailed information about the investigative probable cause. Records may include: Original Offense Case Number and/or Warrant Number, Name of Person, Person Description, Charge, Brief description of offense, Supplement with P/C, Investigator requesting the pick up and/or arrest, Investigator contact information, Authorizing Supervisor								
PBS-10-34	Public Safety Common Police Department Records Policy & Procedure Manual - Unit Specific Standard operating policies and procedures and performance expectations. Records may include: Unit policies	BUS150	ACT+10	ACT+10	ACT+10	ACT	UNIT		Active ceases when a section and/or the manual is no longer used or is eliminated or replaced.
PBS-10-36	Public Safety Common Police Department Records Precinct/Station Management Records Documents the general management and operation of precinct and station houses. The records are general in nature and do not fit categories identified elsewhere in the City of Minneapolis Retention Schedule.	PUB141, BUS131	ACT+3	ACT+3	ACT+3	ACT	PRECINCT		Active ceases when action is completed, records are no longer needed or operational records are eliminated or replaced.
PBS-10-38	Public Safety Common Police Department Records Property Registration Records - Operation ID - XRF	USE SERIES CODE PBS-15-12							
PBS-10-40	Public Safety Common Police Department Records Radar Log (SEE ALSO: Daily Log) A record of the use of speed-timing and speed monitoring devices. Records may include: Vehicle number, radar unit number, calibration, vehicles stopped, location, speed, direction of travel	PUB904, BUS130	6	6	6	ACT	PRECINCT/UNIT		

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PBS-10-42	<p>Public Safety Common Police Department Records Mobile Video Recording (MVR) - Non-Evidentiary MVR videotapes or digital recordings that are not evidentiary. This series does not include incidents/offenses where the City is on notice of a claim; court proceeding; internal investigation; criminal investigation; or external investigation by a government entity.</p> <p>Use the Mobile Video Recording (MVR), Public Safety Cameras- Evidentiary (PBS-77-24) series for the retention of recorded information that is evidentiary, including incidents/offenses where the City is on notice of a claim; court proceeding; internal investigation; criminal investigation; or external investigation by a government entity.</p>	PSF120	90 D	90 D	90 D	ACT	PRECINCT COMMAND	PUBLIC	
PBS-10-43	<p>Public Safety Common Police Department Records Public Safety Cameras - Non-Evidentiary Recorded information of the routine monitoring of traffic and pedestrian activities that is not evidentiary. This series does not include incidents/offenses where the City is on notice of a claim; court proceeding; internal investigation; criminal investigation; or external investigation by a government entity.</p> <p>Use the Mobile Video Recording (MVR), Public Safety Cameras - Evidentiary (PBS-77-24) series for the retention of recorded information that is evidentiary, including incident/offenses where the City is on notice of a claim; court proceeding; internal investigation; criminal investigation; or external investigation by a government entity.</p>	PSF100	0	AS	AS	ACT	PRECINCT COMMAND	PUBLIC	AS - After superseded means that the images will be retained until they exceed the capacity of the recorder. Typical number of days prior to overwrite is 10 - 14 days (estimate as of 11/21/2005).
PBS-10-44	<p>Public Safety Common Police Department Records Mobile Video Recording (MVR), Public Safety Cameras - Evidentiary - XRF Videotapes or digital recordings that are evidentiary are inventoried on a server and/or in the Property and Evidence Room on other media. VHS tapes that are not evidentiary are inventoried at precincts. Use PBS-10-42 Mobile Video Recording (MVR) - Non Evidentiary or PBS-10-43 Public</p>	USE SERIES CODE PBS-77-24							

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	<p>Safety Cameras - Non-Evidentiary for videotapes or digital recordings that are not evidentiary.</p> <p>The following are evidentiary tapes or digital recordings:</p> <p>(1) Incidents/offenses where the City is on notice of a claim; court proceeding; internal investigation; criminal investigation; or external investigation by a government entity.</p> <p>(2) Traffic citations on squad videos.</p> <p>(3) Traffic citations on public safety cameras that may be kept for evidence.</p> <p>(4) Domestic Abuse Incident Interviews</p> <p>(5) As provided in the MPD Policy and Procedure Manual, as it may be amended from time to time. As of March 9, 2010, the applicable MPD Policy and Procedure is 4-223 <i>Property Inventorying Mobile Video Recording Videotapes</i>, which provides the following, and will apply for purposes of this retention schedule for both mobile video and public safety cameras:</p> <ul style="list-style-type: none"> • Any pursuit, squad accident, DWI arrest, use of force, or felony crime in which the MVR equipment was in use. • If for any reason the officer or sworn supervisor believes the tape to be of evidentiary and/or administrative value or if the identity of someone in the video needs to be protected. In cases where evidence is recorded, it shall be noted on the videotape and in the CAPRS report. • If the squad is involved in or responds to a Critical Incident (See [MPD Policy and Procedure] 7-810). MVR videotape(s) shall be removed from all squads at the scene and property inventoried by Crime Lab Unit personnel. MVR videotapes property inventoried for reasons related to a Critical Incident shall only be permanently released or destroyed by the Property and Evidence Unit at the direction of the Commander of the Internal Affairs Unit. 								
PBS-10-46	<p>Public Safety Common Police Department Records Reports - Daily and Weekly Narrative and/or statistical activity reports prepared by shift</p>	BUS130	6	6	6	ACT		UNIT/ PRECINCT	

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	supervisors, unit heads, or other police personnel.								
	Records may include: manpower, operations, analysis, crime comparison, inspection, watch, other statistical and summary reports								
PBS-10-48	Public Safety Common Police Department Records Reports - Investigation Annual Reports Annual report for each investigative unit in the MPD. See Also MPD Quick Link Mapping Administrative Records Section (PBS-97) for additional guidance on unit/departmental annual reports. Records may include: narrative summary, statistics on cases, number of cases assigned, outcomes, closure rate	BUS120	PERM	PERM	PERM	ACT		CID COMMAND	
PBS-10-49	Public Safety Common Police Department Records Reports - Crime Statistics - XRF Statistical details on offenses, incidents and police activities.	USE SERIES CODE PBS-50-38 OR PBS-10-60							
PBS-10-50	Public Safety Common Police Department Records Ride-Along Program Records of police programs that allow citizens to ride as an observer in a patrol car with police officers during their shift. Records may include: application forms, additional screening information, liability waivers and releases, notification of approval or denial	BUS131, PUB131	3	3	3	ACT		UNIT/ PRECINCT	
PBS-10-52	Public Safety Common Police Department Records Roll Call Reports Documents officer attendance at roll call in order to verify attendance and information disseminated at specific roll calls. Records may include: Attendance record, roll call date/time,	PUB141	ACT+3	ACT+3	ACT+3	ACT		UNIT/ PRECINCT	Active ceases after completed.

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	information provided to officers/agents								
PBS-10-54	Public Safety Common Police Department Records Sign-In/Sign-Out Log Daily log of persons entering the unit.	PUB141, BUS131	ACT+3	ACT+3	ACT+3	ACT	UNIT/ PRECINCT		Active ceases at the end of each day.
	Records may include: person's name, time of entry, reason for entry, time leaving, unit/division/agency name								
PBS-10-55	Public Safety Common Police Department Records Special Events Files To document requests for and deployment of police officers to provide security and crowd control for special events or other occurrences, including sporting events, parades, demonstrations, strikes, concerts, etc.	PUB141	ACT+3	ACT+3	ACT+3	ACT	PREC INCT/ UNIT		Active ceases when inactive, superseded or no longer needed.
	Records may include: reports, memos, correspondence and memoranda, scripts, operational plans, contingency plans, supplier information, assignments, deployments, supporting documentation								
PBS-10-56	Public Safety Common Police Department Records Stolen Vehicle (Hot Sheet) A listing of active stolen vehicles published on the MPD website and maintained by Public Works - Inpound. The list provides an officer with a reference as to whether a car has been reported stolen from Minneapolis. A corresponding CAPRS report of the incident and any investigation will be used to document specific details of the case.	PUB140	ACT+3	ACT+3	ACT+3	ACT	INPOUND LOT		Active ceases after recovery of vehicle or inactivation in the database. Review data periodically to remove items that have met retention requirements.
	Records may include: hot sheet								
PBS-10-58	Public Safety Common Police Department Records Subpoena/Summons Service Log A log that documents the delivery of subpoenas or summonses to appear and testify in court as a witness or orders for the productions of books, documents or other records. If a copy of the subpoena is held with the criminal	LIT100	ACT+3	ACT+3	ACT+3	ACT	PRECINCT/ UNIT		Active ceases after documentation of delivery or return of subpoena.

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	<p>case file (Incident and Investigation - PBS-05, the subpoena will "inherit" the retention of the associated case file based on severity level).</p> <p>If the City Attorney is prosecuting the case, they will also have a copy of the subpoena as part of their case file.</p> <p>Records may include: date, summons number, name of person served, reason for being served, statute number, officer number, court date, location</p>								
PBS-10-60	<p>Public Safety Common Police Department Records Tracking Databases Ad-hoc databases and spreadsheets created by the MPD (administrative units, investigative units, patrol, precincts, etc.) to track suspects, criminals, activities and/or contacts. The information provides a ready access to information for monitoring, surveillance, or investigative purposes. Data is used to enhance enforcement activity. This series may be used for logs and databases not specifically identified elsewhere in the Public Safety schedule.</p> <p>CAPRS is the official records management program used to manage the official records specific to an incident and resultant investigation. Records may include: Burglary Suspect Database, Top Ten Database, Prostitutes Database, Business Contact Database</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	PRECINCT/ UNIT		Active ceases when record in database or the entire database is no longer active, superseded or is replaced. Review tracking databases periodically to identify records that can be deleted.
PBS-10-62	<p>Public Safety Common Police Department Records Use of Force Reports Reports made by police officers who apply physical force as defined by the MPD policy manual. Contains information about the force used and the circumstances under which it was used.</p> <p>Information about Use of Force is associated with the case file in CAPRS. Retention of the CAPRS incident and investigation case is based on the severity level of the crime (minimum of 6 years). Use of Force is reviewed by Internal Affairs. For Critical Incidents and in cases where Serious Force/Injury by</p>	USE SERIES CODE PBS-05	SEE REMARKS				CAPRS		Retention is based on severity of associated crime. If Use of Force is used and no crime is committed, use retention for series CAPRS Case - No Offense/Person Involved (PBS-05-28) with a retention of 6 years.

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	Officers occurs, see Internal Affairs - Critical Incidents and Serious Force/Injury by Officers (PBS-55-02). A copy of the Use of Force Report will be maintained in the Critical Incident and Serious Force/Injury by Officer series to meet long term retention requirements. Records may include: Force Reports								
PBS-10-64	Public Safety Common Police Department Records Vehicle Logs Monthly or other chronological log maintained by precincts and units to track police vehicle assignments, use, and maintenance. Also See: Managing Assets - Equipment, Fleet and Animals Section of the Public Safety Retention Schedule (PBS-53) for retention of official fleet records. Records may include: odometer readings and/or mileage logs, fuel and oil consumption, inspection certificates, vehicle supplies, servicing, repairs, washes	BUS131	3	3	3	ACT	PRECINCT/ UNIT		
PBS-10-66	Public Safety Common Police Department Records Warrants - Arrest Records related to a written order made by the court on behalf of law enforcement to bring a specified individual before the court. The series includes logs that document the status of arrest warrants as served, unserved, or recalled by the court. The subject may be apprehended and arrested on the basis of an outstanding arrest warrant, or on the basis of probable cause. A copy of an arrest warrant that is served may be maintained with other information associated with the Criminal Case File (PBS-05) and the search warrant will "inherit" the retention of the associated case file (based on severity level). Information about the status of a warrant with an associated MPD case, may also be found in CAPRS. Records may include: warrant, date of warrant, detainer request, subject's name, checkout sheets, charge	LIT000	ACT+3	ACT+3	ACT+3	ACT	PRECINCT/ UNIT	Active ceases after warrant is served, withdrawn or closed.	

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PBS-10-67	<p>Public Safety Common Police Department Records Warrants - Search</p> <p>When investigation progresses to show probable cause to justify executing a search of a location, the search warrant application is completed. When the search warrant is approved, a record of the search warrant is logged into CAPRS as case information. If property is seized, it is recorded in the Property and Evidence module of CAPRS..</p> <p>If a copy of the search warrant is maintained in the Criminal Case File (Incident and Investigation - PBS-05), the search warrant will "inherit" the retention of the associated case file (based on severity level).</p> <p>Records may include: application, warrant, return receipt</p>	LIT000	ACT+5	ACT+5	ACT+5	ACT	UNIT		Active ceases after warrant has been served or last service attempt. A record that a search warrant was issued will be recorded in CAPRS and will be maintained based on the retention of the CAPRS case - See PBS-05 Criminal Case Files (Incidents and Investigation).
PBS-10-70	<p>Public Safety Common Police Department Records Workforce Director Records - SEE ALSO Assignments</p> <p>Workforce Director is a multifunctional system that was developed by the MPD to track and to manage personnel and assignment information. The system manages information relating to shift assignments, vacations and overtime bidding. The system also provides the ability to create and manage schedules by shift or unit, create daily lineups and allows for the workflow of requests/approvals required for overtime, transfer, shift bids, vacation requests, etc. Workforce Director provides for and manages tracking information for attendance and training. The system also manages information related to organizational charting, event management (training, court appearances, certifications, instruction assignments, etc.) and for payroll preparation.</p> <p>NOTE: Due to the variety of functions that Workforce Director addresses, no one record series can be used to schedule the retention of the system. A variety of retention categories can be found throughout the Public Safety Retention Schedule and the City of Minneapolis General Retention Schedule to schedule specific records that may also be found in paper form. Prior to deletion of records from Workforce Director, the</p>	VARIED	SEE NOTE IN SERIES/DE SCR.	SEE NOTE IN SERIES/DE SCR.	SEE NOTE IN SERIES/DE SCR.	ACT	VARIED		SEE NOTE IN RECORD SERIES DESCRIPTION

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	<p>Records Manager for the City of Minneapolis should be contacted for specific guidance. Guidance will be based on the function of the records maintained in the system and approved specific series that can be mapped to specific records/functions in Workforce Director.</p> <p>Records may include: job assignments, job descriptions, applications to eligibility pool, selection notices, work schedules, assignments, court scheduling</p>								
PBS-15	<p>Public Safety Crime Prevention Section Overview The Prevention section of the Public Safety Retention Schedule identifies records that are generally created by all precincts and are specific to CCP/SAFE, Public Housing and PAL.</p> <p>All units of the MPD create records in the course of providing pro-active prevention activities, working with residents and block clubs, working on specific neighborhood issues, solving problems related to rental property and helping to address behaviour issues of owner occupied residences.</p> <p>Records related to Public Housing document enhanced police services for the City's public housing residents. Special emphasis is placed on crime interdiction and creating safe conditions for residents in public housing.</p> <p>Records related to the Police Activities League (PAL) document the programs and operational records associated with the organization created to facilitate and develop positive relationships between Minneapolis youth and Minneapolis Police.</p>								
PBS-15-02	<p>Public Safety Crime Prevention Case Files - Community Crime Prevention/Safe A record of chronic and or multiple problems at an address. The official record of a specific case is maintained in CAPRS.</p> <p>Records may include: Nuisance Ordinance/Statute Referral form, police report(s), City of Minneapolis Property info, Notice of Conduct on Licenced Premises, Nuisance letter form Hennepin County Attorney</p>	PUB752	ACT+3	ACT+3	ACT+3	ACT	PRECINCT/ CCP/SAFE	Active ceases after problems are abated and administrative need for reference ends.	

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PBS-15-04	Public Safety Crime Prevention Community Surveys Surveys or questionnaires used to gather information on community concerns and opinions. Records may include: survey forms, questionnaires, analyses, reports, correspondence	PUB131	ACT+1	ACT+1	ACT+1	ACT	PRECINCT/ UNIT	Active ceases after administrative need ends.	
PBS-15-06	Public Safety Crime Prevention House Watch Check Record Record of special and vacation watches performed by officers on houses and other buildings at the request of residents or owners. Records may include: name and address of requestor, departure date, return date, type of watch, dispatcher initials, supervisor authorization, officer's number, date(s) and time(s) location was checked, date the check ended, remarks on any problems noted	PUB131	ACT+1	ACT+1	ACT+1	ACT	PRECINCT/ CCP/SAFE	Active ceases when complete.	
PBS-15-08	Public Safety Crime Prevention McGruff House Program - XRF Records maintained by Community Crime Prevention that document the private homes in Minneapolis where children 12 and under can get emergency help from adults. Records may include: volunteer's name, address, contact information, application forms, criminal history checks, reference checks, police in-home interviews, volunteer training materials	USE SERIES CODE PBS-15-16 AND PBS-15-18							
PBS-15-10	Public Safety Crime Prevention Neighborhood Policing Plans Planning documents that identify neighborhood crime and public safety concerns and describe policing strategies to address them.	PUB751, PUB131	ACT+1	ACT+1	ACT+1	ACT	PRECINCT/ CCP/SAFE	Active ceases when updated or replaced.	

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PBS-15-12	<p>Public Safety Crime Prevention Operation Identification - XRF Records associated with the Operation ID program. Records documenting the registration of property for identification in case of theft, loss or burglary. Forms completed by citizens who borrow an engraver to mark their possessions.</p> <p>Records may include: Name, address, telephone number</p>	USE SERIES CODE PBS-15-16 OR PBS-15-18							
PBS-15-14	<p>Public Safety Crime Prevention Advisory Councils and Committees To document meetings of volunteer citizens with officers and/or crime prevention specialists in order to be updated about police activities, programs and to discuss issues of concern. Records may include: agendas, minutes</p>	BUS130	6	6	6	ACT	PRECINCT/ CCP/SAFE		
PBS-15-16	<p>Public Safety Crime Prevention Prevention Programs - Program Establishment Records related to the planing and development/establishment of prevention programs (including Explorer, PAL, McGruff, etc.). The records document the activites involved with documenting the need for the program, program design and rationale, preparation and approval of the program guidelines, appropriate approvals, and activites related to the seeking of funds to implement the program. The records may also include governance and oversight records (including board minutes) for special programs that are provided a non-profit status.</p> <p>Records may include: action plans, program guidelines, copies of applications for funding, meeting minutes</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	PRECINCT/ CCP/SAFE	Active ceases when program ends.	
PBS-15-18	<p>Public Safety Crime Prevention Prevention/Outreach Programs - Program Management and Administration This series is a unique compilation of records maintained by units responsible for delivering a variety of prevention programs. The purpose of the series is to document all</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	PRECINCT/ CCP/SAFE	Active ceases after yearly audit, submittal of the performance report or annual report - whichever applies and is later.	

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	<p>phases of the management oversight of the program that are administrative in nature (not case specific). Prevention programs may include: Community Service Programs , McGruff House Program, Explorers Program, program records that specifically address community issues and concerns and other records that cover the administration of programs.</p> <p>Records may include: program data reports and stats, program sponsored activities, conferences, seminars and workshops, budgeting, correspondence, general administrative or subject records</p>								
PBS-15-20	<p>Public Safety Crime Prevention Tracking Databases - Prevention</p> <p>Ad-hoc databases and spreadsheets created by the MPD (most often CCP/SAFE) to document prevention activities and/or contacts. The information provides a ready access to information for prevention activities.</p> <p>Records may include: Operation ID Database, CCP/Safe Activity Log, Problem Properties, Block Events Database, Block Leader Database</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	UNIT	Active ceases when record in database or the entire database is no longer active, superseded or is replaced. Review tracking databases periodically to identify records that can be deleted.	

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PBS-20	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Section Overview The records included in the Traffic section of the Public Safety Retention Schedule include records that are created to document the activities of Traffic Control, Traffic Enforcement and Traffic Accident Investigation.</p> <p>Records created by Traffic Control documents the work associated with rush hour traffic, special events, monitoring of parking meters and other selected enforcement activities (tagging, towing, removal of vehicles).</p> <p>Records created by the Traffic Enforcement section document the investigation of traffic accidents, responses to citizens' complaints regarding traffic violations, issuing citations for traffic violations and working to patrol high crime areas. Records also document targeted areas and roving enforcement of City ordinances and state traffic statutes for the purpose of enhancing motorist and pedestrian safety in the City of Minneapolis.</p> <p>Traffic Accident Investigation records document the activities related to the reconstruction and determining causation and fault in accidents (hit and run with serious injury, fatalities, felony fleeing, etc.).</p>								
PBS-20-01	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Abandoned Auto Tracking Database Database created to determine how best to place resources to provide the most efficient coverage for assigning officers and agents to identify and process abandoned vehicles.</p>	PUB131	3	3	3	ACT	UNIT		
PBS-20-02	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Accident Investigations Case files that document complaints, arrests or other actions or incidents reported to and investigated by the department. May include investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, correspondence, court orders and dispositions, officers reports, DUI and chemical test records, search warrants, and booking sheets, property/evidence reports, custody reports and other related documents. Usually included is suspect identification, alleged activity, location, date, reliability of</p>	PUB897	10	10	10	ACT	ACCIDENT INVESTIGATION		

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	source information and other data.								
	See also PBS-05 (Criminal Case Files - Incident and Investigation) for retention of associated records in CAPRS								
	Records may include: CAPRS report, Vehicle registration, Driver's license information, Vehicle insurance form, Medical records, Copies of letters mailed/received								
PBS-20-03	Public Safety Traffic Control, Enforcement and Accident Investigation Accident Records - Police/Traffic Control Vehicles Records relating to accidents that involve police vehicles. (See also, Motor Vehicle Accident Report - Police Vehicles PBS-78-20). Records may include: accident report, photographs, diagrams, witness statements, repair estimates, medical reports, review board's investigation and recommendations, disposition of case	PUB898	6	6	6	ACT	UNIT	Records Information Unit maintains the City copy of all accident reports	
PBS-20-04	Public Safety Traffic Control, Enforcement and Accident Investigation Accident Reports - XRF Motor Vehicle Accident Reports (original paper and copies of electronic reports submitted through DVS website) and follow-up on major and minor accidents, including hit and run investigations.	USE SERIES CODE PBS-78-16							
PBS-20-05	Public Safety Traffic Control, Enforcement and Accident Investigation Accident Report Database - XRF To report accident information collected at vehicle accident scenes.	USE SERIES CODE PBS-78-14							
PBS-20-07	Public Safety Traffic Control, Enforcement and Accident Investigation Breath Test Results Logs and/or reports of breathalyzer tests given to individuals to determine alcohol levels. (See also, Chemical Analysis Reports PBS-20-11). The original record is maintained by the BCA. Department	PUB931	3	3	3	ACT	BCA	If record is not a part of the case file the retention is 3 years.	

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	copy is retained in accordance with the item they relate to (case file or arrest report).								
	Records may include: defendant's name, driver's license number, date of birth, date of arrest, name of arresting officer, name of BA operator, BA reading or refusal, signatures								
PBS-20-09	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Calibration Records - Radar Documents the routine, timely, and effective calibration to establish accuracy of speed detection equipment (radars, speedometers, laser speed devices, stop watches, etc.).</p> <p>See Also: Daily Logs- Shift Logs (PBS-10-16) and Calibration Certification Records and Maintenance Records for Equipment (PBS-53-05) in the Managing Assets - Equipment Fleet & Animals in the Public Safety Schedule.</p> <p>Records may include: maintenance reports, calibration reports, certifications of accuracy, maintenance reports, calibration reports, certifications of accuracy</p>	BUS130	ACT+6	ACT+6	ACT+6	ACT	PRECINCT/ UNIT	Active ceases after information is entered to CAPRS or end of year - whichever is longest.	
PBS-20-11	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Chemical Analysis Report Records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. Usually are part of a case file or accident report. (See also - Breath Test Results PBS-20-07).</p> <p>Records may include: subject's name, Date of Birth, sex, drivers license number, date and time of test, location where test was performed, time test was taken, case number, arresting officer, testing officer, testing instrument type and serial number, test results, accident (if any)</p>	PUB931	3	3	3	ACT	BCA	Official record is maintained at BCA. If record is not a part of a case file, the retention is 3 years.	
PBS-20-13	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Citations - Parking Copies of parking tickets, documenting the issuance of a citation and fine for violating parking regulations and for expired parking meters.</p>	PUB899	3	3	3	ACT	PRECINCT/ UNIT		

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	Records may include: date and time, vehicle license number and state, make of car, officer's name, place of violation, type of violation, ticket number, officer's badge number								
PBS-20-15	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Citations - Traffic (Traffic Tickets) Copies of citations issued by the police to drivers violating motor vehicle and traffic laws.</p>	PUB899	3	3	3	ACT	PRECINCT/ UNIT		
	Records may include: date and time, location of violation, driver's name and address, driver's license number and state, vehicle's license number and state, nature of violation, officer's name, signature of person receiving citation, amount of fine								
PBS-20-17	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Citations - Tag Book Receipts Record of tickets assigned to officers and receipts.</p>	PUB899	3	3	3	ACT	PRECINCT/ UNIT		
	Records may include: date and time, location of violation, driver's name and address, driver's license number and state, vehicle's license number and state, nature of violation, officer's name, signature of person receiving citation, amount of fine								
PBS-20-19	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Claims Review Documentation of claims for damages in incidents involving the Police Department. Risk Management maintains the official record of the claim. The claims review records are used by units to review how the department can provide better service.</p>	PUB898	6	6	6	ACT	UNIT		
	Records may include: claim copy, correspondence, photographs, supporting documents								
PBS-20-21	<p>Public Safety Traffic Control, Enforcement and Accident Investigation DWI Database - Red Book The DWI database (Red Book) documents persons brought in for chemical testing. The information is a log and documents all persons and whether a blood or urine test was taken. A new log is created each year.</p>	PUB931	3	3	3	ACT	UNIT		
	See also PBS-78-12 - DWI Paperwork for retention of related information.								

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	Records may include: Date, Time, Suspects Name, Suspects Date of Birth, Video Number, Officer Badge, BAC Value, Blood kit number, Urine kit number, Test Refusal Information, Case Number, Remarks								
PBS-20-23	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Handicapped Parking Violations</p> <p>Records created for enforcement purposes to verify the right to have a handicapped parking sticker. Handicapped Parking violations are misdemeanor offenses and carry fines of up to \$500.</p>	PUB899	3	3	3	ACT	TRAFFIC CONTROL		
PBS-20-25	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Hit and Run Database</p> <p>Record hit and run vehicles on Excel spreadsheet to be distributed via intranet so officers can look for wanted hit and run vehicles.</p> <p>Records may include: Case number, License plate number, Vehicle make, Vehicle model, Address</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC	Active ceases after assigned to officer, is no longer used or is eliminated or replaced.	
PBS-20-29	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Maps, Law Enforcement</p> <p>CAD related to serious or fatal accidents.</p> <p>Records may include: CAD maps of intersections and evidence</p>	PUB142	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC INVESTIGATION	Active ceases after case closure, no suspects are identified or the case becomes inactive. Ensure copies of fatal accidents are forwarded to the Records Information Unit for permanent retention.	
PBS-20-35	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Motorcycle Logs</p> <p>Records created to enable a separate set of statistics for motor officers for ease of reporting.</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC ENFORCEMENT	Active ceases after reports complete.	

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PBS-20-36	Public Safety Traffic Control, Enforcement and Accident Investigation Proof of Insurance Forms Officer issued Demand for Proof of Insurance. Allows the violator to send their insurance information to the officer. Once received, the insurance is verified. If the insurance is in force, it is filed. If the insurance is not in force, the form is signed and sent to the state for drivers license revocation. Records may include: Date, driver information, vehicle information, officer issuing the form, date issued	PUB899	3	3	3	ACT		TRAFFIC	
PBS-20-37	Public Safety Traffic Control, Enforcement and Accident Investigation Pursuit Tracking and Reporting Required records and forms completed and sent to BCA for vehicle pursuits. Records may also be created to document pursuits and provide the ability to create reports for department review and use. Records may include: CAPRS Reports, precinct involved, reason for pursuit, reason for termination, monthly statistics, injuries	PUB898	6	6	6	ACT		TRAFFIC	
PBS-20-40	Public Safety Traffic Control, Enforcement and Accident Investigation Revenue Processing - Parking Meter Collections Records created to ensure accountability and correct collected revenue balances between records maintained by City Finance and Traffic Control. Records are also created to verify all of the information from the counting facility has been received. See Also: City of Minneapolis General Retention Schedule - Finance Schedule - Cash and Revenue FNN-20-10 and FNN-20-12. Records may include: Collection Can #, TC collection Rt number, Revenue for each can, compilation of revenue per day	ACC000	6	6	6	ACT		TRAFFIC CONTROL	

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PBS-20-41	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Squad Accident Tracking</p> <p>Records created to provide the ability to query and report on information associated with MPD squad accidents. Records created to help identify trends for possible training needs.</p> <p>Records may include: precinct involved, type of accident (preventable, non-preventable, use of force, no finding), type of vehicle involved (marked, semi marked, unmarked, motorcycle), one or two officer squad, monthly totals, yearly totals</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC CONTROL	Active ceases when no longer needed or is eliminated or replaced	
PBS-20-43	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Towed Motor Vehicle Report/Log</p> <p>Documents police actions in towing or having vehicles towed in accidents, parking violations, abandoned or damaged vehicles.</p> <p>Records may include: date and time of tow, vehicle information, reason for tow, officer, locations towed to and from, complaint number, release information</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	TRAFFIC ENFORCEMENT	Active ceases after tow dispatched.	
PBS-20-45	<p>Public Safety Traffic Control, Enforcement and Accident Investigation Traffic Complaint Log (Blue Sheets)</p> <p>The purpose of the records (blue sheets) is to document information received regarding a complaint for traffic issues. Officers logs their time and enforcement production for the problem location.</p> <p>Records may include: date and time, location, nature of complaint or incident, officer responding, information on complainant, actions taken</p>	BUS141	3	3	3	ACT	TRAFFIC ENFORCEMENT		

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PBS-25	<p>Public Safety Strategic/Emergency Operations Section Overview The Strategic/Emergency Operations section of the Public Safety Schedule includes records that document MPD activities related to Special Weapons and Tactics (SWAT) and other Speciality Units that require special training (Bomb/Arson, Canine and Homeland Security).</p> <p>Training is an integral part of Emergency Operations. Training records that are created during assignments to these units, may be maintained within the unit but should be scheduled according to the retention categories identified in the Training Section (PBS-75) of the Public Safety Schedule.</p>								
PBS-25-02	<p>Public Safety Strategic/Emergency Operations Investigative Cases - XRF Use Criminal Case File - Incident and Investigation (PBS-05) to schedule retention of investigation record that are associated with cases.</p>	USE SERIES CODE PBS-05							
PBS-25-04	<p>Public Safety Strategic/Emergency Operations Training Records - XRF Use the Training Section (PBS-75) of the Public Safety Schedule for records related to training.</p>	USE SERIES CODE PBS-75-12 OR PBS-75-24							
PBS-25-06	<p>Public Safety Strategic/Emergency Operations Intelligence Files - XRF Compiled information regarding individuals, groups or organizations suspected of participating in explosive and bomb related activities, maintained as reference files in the event of subsequent contacts or accusations.</p> <p>Use Crime Analysis and Assessment Section (PBS-58) to schedule separate records related to Intelligence. If intelligence records are integral to the case file, schedule the records according to the severity of the case. Use Criminal Case Files - Incident and Investigation Section (PBS-05) to schedule case records.</p>	USE SERIES CODE PBS-05 OR PBS-58							

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	Records may include: Name, Address, Description, History								
PBS-25-08	<p>Public Safety Strategic/Emergency Operations Grant Information - Homeland Security - XRF Department of Homeland Security grant information and application files. Grant funds are used to purchase equipment and/or services which enhance the Minneapolis Police Department's ability to protect, defend or respond to threats or actions directed against the homeland.</p> <p>Use the Administration and Internal Operations Section (PBS-50) of the Public Safety Schedule for scheduling records associated with grants.</p> <p>Records may include: HSGP Allocation Overview, HSGP press release, FINAL Supplemental Port and Transit Security Grant Guidance, Buffer Zone Protection Program (BZPP), UASI Equipment Grant</p>	USE SERIES CODE PBS-50-22							
PBS-25-10	<p>Public Safety Strategic/Emergency Operations Canine Records - XRF Animal records concerning horses and dogs owned by the MPD are scheduled in the Managing Assets - Equipment, Fleet and Animals (PBS-53).</p>	USE SERIES CODE PBS-53-04							
PBS-25-14	<p>Public Safety Strategic/Emergency Operations Emergency Operations and Management Plans - XRF See also PBS-90 Emergency Preparedness for related series.</p> <p>Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of the municipality. Includes emergency operations plans, incident response plans, and disaster management and recovery plans.</p> <p>Records may include: Biohazard Detection Response, Mass</p>	USE SERIES CODE PBS-90							

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
	Dispensing Planning, Pandemic Info-Planning, Mpls All Hazards Planning Working Group, Mpls Public Schools-MPD Emergency Response Planning, City of Minneapolis Emergency Operations Planning								
PBS-25-18	Public Safety Strategic/Emergency Operations Incident Plans/AAR's Information related to event planning, Incident Action Plans and After Action Reports. Records may include: Special Events, Critical Mass, Dignitary Protection	BUS130, BUS170	ACT+6	ACT+6	ACT+6	ACT	SPECIAL OPERATIONS UNIT	PUBLIC/ NONPUBLIC MS13.37	Active ceases when plan is superseded. Retain the after action reports and plans until the plan is superseded.
PBS-25-20	Public Safety Strategic/Emergency Operations Operations (100 and 50) An administrative tactical file that documents the need to escalate to the different levels of actions and resources used. Documentation of individual and team training/performance can contribute to long-term reduction of liability and aid in investigations. See also records associated with Specialized Training in the Training section of the schedule (PBS-75-22 and PBS-75-24). Records may include: sign-in roster, after action reports, photographs, maps, diagrams, video, MECC printout	PUB790	ACT+5	ACT+5	ACT+5	ACT	SPECIAL OPERATIONS UNIT		Active ceases after course is discontinued or replaced or course materials are substantially updated.
PBS-25-22	Public Safety Strategic/Emergency Operations Permits - XRF Permits are found in the Licenses and Permits Section (PBS-60) of the Public Safety Section.	USE SERIES CODE PBS-60							
PBS-25-26	Public Safety Strategic/Emergency Operations Special Events Files To document requests for and deployment of police officers to provide security and crowd control for special events or other occurrences, including sporting events, parades, demonstrations, strikes, concerts, etc. Records may include: reports, memos, correspondence and	BUS170	ACT+3	ACT+3	ACT+3		SPECIAL OPERATIONS		Active ceases when plan is superseded, or the event is eliminated /replaced.

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	memoranda, scripts, operational plans, contingency plans, supplier information, assignments, deployments, supporting documentation								
PBS-25-28	<p>Public Safety Strategic/Emergency Operations Team Records Records document the planning for and performance of hostage negotiations, riot response, bomb threats, or other tactical situations.</p> <p>Records may include: maps, rosters, equipment inventory, training records, situation reviews</p>	BUS130, BUS170	ACT+6	ACT+6	ACT+6	ACT	SPECIAL OPERATIONS UNIT	Active ceases when plan is superseded.	
PBS-25-30	<p>Public Safety Strategic/Emergency Operations Warrant Service Maintain the warrant records for the monthly Warrant Service Teams. May include preparations to serve warrant to "high risk" locations. Series may be used for reference in future executions of warrant service. See also PBS-10-66 and 10-67 series for retention of warrants.</p> <p>Note: A copy of an arrest warrant that is served may be maintained with other information associated with the Criminal Case File (PBS-05) and the search warrant will "inherit the retention of the associated case file (based on severity level). Information about the status of a warrant with an associated MPD case, may also be found in CAPRS.</p> <p>Records may include: Warrant Personnel, Warrant Service, Warrant Service Log</p>	LIT000	ACT+3	ACT+3	ACT+3	ACT	UNIT	Active ceases after warrant served, withdrawn or closed.	

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PBS-30	<p>Public Safety Investigations</p> <p>Section Overview</p> <p>Minneapolis Police Department Investigations performs comprehensive investigative services, including case management, suspect criteria, victim support and preparation of evidence for court. Functions of Investigations may include specific units or specific services that address the following: Family Violence, Forgery/Fraud, Homicide, Juvenile, Narcotics/Organized Crime, Precinct Investigations, Robbery, Sex Crimes, and the Violent Offender Task Force. The Crime Laboratory and Support Services also support Investigative functions. Support Services records are identified in a separate section of the schedule.</p> <p>The mission of Investigative Units is to gather and evaluate evidence; take statements from victims, suspects and others; present cases to the City and County Attorney's Offices for prosecution and provide expert testimony in those and other cases.</p> <p>Investigation sections of the schedule are as follows: Crime Laboratory (PBS-31, Homicide (PBS-32), Family Violence (PBS-33), Sex Crimes/Predatory Offender (PBS-34), Juvenile (PBS-35), Narcotics/Organized Crime (PBS-36).</p> <p>Most Investigation units will map their records to either Criminal Case Files (Incident and Investigation) - PBS-05 or to the MPD Common Records Section, (PBS-10). Most of the records that appear in the Investigative Unit sections will be unique to each section.</p>								

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PBS-31	<p>Public Safety Crime Laboratory Section Overview The MPD Crime Laboratory provides assistance in the investigation of crimes by providing technical crime scene processing to identify, collect and preserve evidence. The unit also conducts scientific analysis of evidence for other law enforcement agencies requesting services.</p> <p>This section of the Public Safety Retention Schedule includes records associated with the MPD Crime Laboratory and the records that are created to document processing and analysis in the following areas: computer forensics, field operations, firearms and tool mark, ballistics identification, photo lab, forensic video/audio, fingerprint identification, forensic processing and analysis of vehicles.</p> <p>Refer to other sections of the schedule for common MPD records or to obtain the quick link mappings to the City of Minneapolis General Retention for records that are common to most City departments.</p>								
PBS-31-02	<p>Public Safety Crime Laboratory Accreditation Files Documentation to demonstrate compliance with ASCLD/LAB - International (ISO 17025).</p> <p>Records may include: Annual Report, Compliance File</p>	PUB792	5	5	5	ACT	CRIME LAB		
PBS-31-03	<p>Public Safety Crime Laboratory Automated Fingerprint Identification Systems (AFIS) An automated system used for capturing digital fingerprints for printout and/or comparison. AFIS serves as a central component to the criminal justice system and has historically been used for two primary purposes: To uniquely associate a criminal history to the correct individual and to assist in matching fingerprints to unsolved crimes.</p> <p>Records may include: Digital images of fingerprints, scanned fingerprint images, identification information, race, sex, date of birth</p>	PUB711	75	75	75	ACT	CRIME LAB BCA	Retain until individual reaches 75 years or is deceased.	

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PBS-31-04	<p>Public Safety Crime Laboratory Calibration Certificates and Maintenance Records for Equipment Records documenting the calibration and maintenance of analytical equipment used in the examination/processing of evidence. Records may show a description of work completed, parts used, date of service, equipment number, make, model, and related data.</p> <p>Records may include: Date of service, name of company, equipment serial number</p>	PUB793	ACT	ACT	ACT	ACT	CRIME LAB	Retain records for life of any corresponding investigative files or life of equipment - whichever is longer.	
PBS-31-06	<p>Public Safety Crime Laboratory Case File - Crime Lab (Major Cases) To document the processing of scenes and evidence for homicides, officer involved incidents and CSCR crimes (criminal sexual conduct rape).</p> <p>Records may include: Crime scene log, processing sheets, case notes, administrative documents, examination sheets, photos, sketch, video, fingerprints, CAPRS supplements</p>	PUB801	75	75	75	ACT	CRIME LAB	Includes cases where no statute of limitations applies. Maintain homicide files permanently. See Minnesota BCA Crime Lab retention schedule for related guidance on retention and severity of crime.	
PBS-31-08	<p>Public Safety Crime Laboratory Case Files - Crime Lab (Lesser Offenses) Case files created in the course of conducting an investigation of misdemeanors, petty offenses, traffic offenses, and other (non-major) offenses.</p> <p>Records may include: Crime scene log, processing sheets, notes, photos, examination sheets, supplements, administrative forms</p>	PUB803	ACT+10	ACT+10	ACT+10	ACT	CRIME LAB	Active ceases 1 year after statute of limitations for charging expires or a maximum of 10 years. Cases involving crimes with no statute of limitations, retain 75 years after case closure. See series code PBS-31-06 for major cases.	
PBS-31-09	<p>Public Safety Crime Laboratory Case Files - Photo Lab</p>	PUB704	10	10	10	ACT	CRIME LAB	Also see Minnesota BCA Crime Lab retention schedule for related guidance on retention and severity of crime.	

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	Documentation created to record what evidence was examined and any finding of that examination. Record of examination is also summarized in CAPRS, the digital file and the Forensic Computer Laboratory Case Management System (FCLCMS). Records may include: Admin Forms, Supplement, Digital Evidence Worksheet, photos, PI #								
PBS-31-10	Public Safety Crime Laboratory Case Management System (Forensic Computer Laboratory Case Management System - FCLCMS) The case management system used to record data received, examined and any findings during the course of an examination. The system is also used to assign evidence numbers and provide statistical reports. Case records are burned to CD and property inventoried by CAPRS case number. Records may include: All records from FCLCMS, warrants, examination reports, photos, video, retrieved data, subpoena, work orders, evidence	PUB806, PUB805	75	75	75	ACT	CRIME LAB		See Minnesota BCA Crime Lab retention schedule for related guidance on the retention of electronic records.
PBS-31-12	Public Safety Crime Laboratory Criminalist Proficiency Records Used to document Crime Lab employees training and competency, to maintain standards, and to comply with accreditation criteria. Records may include: Copies of external training certificates, in-service training, proficiency tests, competency tests and scores, court evaluations, training manual, statement of qualification, written tests and score, education/degrees held	EMP300	ACT+6	ACT+6	ACT+6	ACT	CRIME LAB/ MPD HR		Active ceases when employee separates.
PBS-31-14	Public Safety Crime Laboratory Fingerprint/Palmprint Cards Fingerprint records maintained on paper or of missing persons, suspects, offenders, etc., gathered during arrest, incarceration, or criminal investigation. Records may include: fingerprints, name, race, birth date, date of	PUB711	75	75	75	ACT	CRIME LAB		Retain until individual reaches 75 years or is deceased. Records may be destroyed if they are duplicates or are maintained in AFIS.

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	arrest, signature of suspect, sex, SP (Special Person) number								
PBS-31-16	<p>Public Safety Crime Laboratory Gun Reference Database To record all firearms in the reference collection. To search specific make and models.</p> <p>Records may include: make, model, SN, tag number, type of gun, caliber</p>	PUB793	ACT	ACT	ACT	ACT	CRIME LAB	Active ceases when reference records are superseded or obsolete.	
PBS-31-20	<p>Public Safety Crime Laboratory Juvenile Intake Log Records created to document a juvenile arrest and first time processing in the Crime Lab.</p> <p>Records may include: date of arrest or intake, name, person processing, birth date</p>	PUB907	AGE 28	AGE 28	AGE 28	ACT	CRIME LAB		
PBS-31-24	<p>Public Safety Crime Laboratory Latent Print Packets To secure and maintain latent prints found at crime scene. Latent prints may be entered into AFIS. Examination of latent prints is documented in the Case Files.</p> <p>Records may include: Latent print lifts, Photos and negatives of latent prints, Elimination prints, Copies of Fingerprint cards, Case Control Number, Outcome of comparisons</p>	PUB704	10 (See Exceptions)	10	10 (See Exceptions)	ACT	CRIME LAB/ PROPERTY & EVIDENCE/ AFIS	Exceptions: Permanently retain print packets where case is coded as homicide, officer involved shooting or criminal sexual conduct.	
PBS-31-25	<p>Public Safety Crime Laboratory Permissions File A record of who is eligible to obtain City of Minneapolis badges based on background checks. Records are maintained in Dynamic Imaging.</p> <p>Records may include: name, date approved, job type</p>	PUB800	ACT+2	ACT+2	ACT+2	ACT	CRIME LAB	Active ceases after permission/list is superseded or replaced.	

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PBS-31-26	<p>Public Safety Crime Laboratory Photo Requests/Release</p> <p>Formal process used by the County and City Attorneys to request photos, video and sketches relating to a case. A Release Form from the County Attorney will inform the Photo Lab staff of defense attorneys/public defenders that are entitled to the same information.</p> <p>Records may include: Case Control Number, dates, Defendant's Name, County Attorney's name, Paralegal's name, Public/Private Attorney's name, Items being requested, Date of completion, phone numbers, Invoice, correspondance</p>	PUB704	10	10	10	ACT	CRIME LAB		
PBS-31-28	<p>Public Safety Crime Laboratory Picture Link - Juvenile</p> <p>The Crime Lab utilizes the database to identify juvenile photos and records that can be purged in compliance with Minnesota Statutes 260B.171.</p> <p>Records may include: Photographs, Arrest Record</p>	PUB712	AGE 19	AGE 19	AGE 19	ACT	CRIME LAB	Active ceases when juvenile reaches age of 19.	
PBS-31-30	<p>Public Safety Crime Laboratory Quality Assurance Database</p> <p>To maintain and track in a searchable database Quality Assurance records. The database will also prepare reports from queries.</p> <p>Records may include: Dates of external training, proficiency test database, log of audit details, personnel information, equipment database, in-service training dates, court evaluation records</p>	PUB792	5	5	5	ACT	CRIME LAB		
PBS-31-34	<p>Public Safety Crime Laboratory Quality Assurance Records</p> <p>Records document the internal quality assurance reviews and audits.</p> <p>Records may include: Internal audits, peer/technical reviews, management reviews, safety program audits, quality reviews - corrective action, Training Audits, Method and procedure</p>	PUB792	5	5	5	ACT	CRIME LAB		

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	validation, quality system reviews, Crime Lab Survey								
PBS-31-36	<p>Public Safety Crime Laboratory Surveillance Video Documents the surveillance of entrances and exits to the Crime Lab Unit by use of video recordings. Surveillance also includes monitoring the Evidence Storage room and Gun Vault.</p> <p>Records may include: date, time, video</p>	PUB918	2	2	2	ACT	CRIME LAB	Maintain tapes 2 years or until they are overwritten - whichever occur first.	
PBS-31-38	<p>Public Safety Crime Laboratory Test Fires Known samples from gun for comparison purposes.</p> <p>Records may include: DCC, bullets, bullet envelope, CCN, PI#, Make, Model, SN, caliber, date</p>	PUB704	10 (See Exceptions)	10	10 (See Exceptions)	ACT	CRIME LAB	Permanently retain test firings where the case is coded as homicide, officer involved shooting or criminal sexual conduct.	
PBS-31-40	<p>Public Safety Crime Laboratory Work Order Log - Crime Lab Database Assign work orders to Crime Lab staff and monitor performance.</p> <p>Records may include: Case Control Numbers, Person assigned, Date assigned/completed, Work requested</p>	PUB800	ACT+2	ACT+2	ACT+2	ACT	CRIME LAB	Active ceases after assigned work is completed and case information is updated.	
PBS-31-42	<p>Public Safety Crime Laboratory Work Order Requests/Crime Scene Log To initiate an examination on evidence and to record findings.</p> <p>Records may include: requesting person, type of offense, Case Control Number, date of request, phone number of requestor, property inventory numbers, performance measurements, work done by, date examination is complete, crime scene log</p>	PUB800	ACT+2	ACT+2	ACT+2	ACT	CRIME LAB	Active ceases after request/log information is transferred to database and after all resultant records are added to the case files.	

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PBS-32	<p>Public Safety Homicide Section Overview The Homicide section of the Public Safety Retention Schedule includes records that document the investigation of cases involving adults and juvenile suspects for criminal homicide and non-negligent manslaughter. The records also document other investigations, including; officer involved critical incidents, non-parental kidnappings, fatal hit and run vehicle accidents, suicides, other accidents resulting in death (non-vehicle) and drug overdoses.</p> <p>NOTE: Case files associated with the above categories are scheduled in the Criminal Case Files (Offenses and Investigation) section - PBS-05 of the Public Safety Retention Schedule. The cases are scheduled based on the severity of the offense. CAPRS is the system used to manage offense and investigation records. Some case records may be property inventoried or be maintained (in part) in associated paper case files. Regardless of where the records are maintained, the retention is the same.</p>								
PBS-32-01	<p>Public Safety Homicide 710 Log Log created through Workforce Director to identify calls for 710. The log indicates what calls 710 received, times received, if 710 responded, Case #'s, and remarks about the call. At the end of the dogwatch's shift, the completed log is sent to Deputy Chief. A CAPRS supplement is completed on all work done on any cases worked. A copy of the 710 log is forwarded to the next shift unit Lieutenant for the next day's case assignment.</p> <p>Interview tapes and other important case related items will be property inventoried.</p>	PUB918	2	2	2	ACT	HOMICIDE	The paper copy of the 710 log can be destroyed after CAPRS is updated, evidence is property inventoried and the administrative use ends. If records are required for additional management reporting/tracking, maintain for 2 years.	
PBS-32-02	<p>Public Safety Homicide Case Files - Amber Alerts - XRF Records related to the processing of radio calls to the Homicide Unit requesting an Amber Alert. The Homicide Unit acts as a filter for these requests and will forward valid requests to the</p>	USE SERIES CODE PBS-05							

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	MPD Public Information Officer who then forwards them to the BCA. If a valid request, Homicide Unit takes over the case as a kidnapping and all data is entered into CAPRS. If request is not valid, the case is forwarded to Child Abuse for investigation. Homicide is responsible for Amber Alerts because they are the only MPD investigative unit that works 24 hours a day. Records may include: CAPRS report, CAPRS supplement, Amber Alert documentation								
PBS-32-04	Public Safety Homicide Case Files - Homicide Investigation - XRF Case files created as a result of a homicide complaint or investigation by the police department.	USE SERIES CODE PBS-05							
	Records may include: investigative report, supplemental reports, crime scene information, diagrams, and photographs, fingerprints, property records, officers' notes, crime lab reports (pertinent lab tests), autopsy/medical examiners reports, interview notes and/or transcripts, audio- and videotapes of in-custody interviews, surveillance videos and/or reports, profiling reports, results of polygraph tests, correspondence, court orders, arrest report or warrant, BCA reports, disposition of the case								
PBS-32-06	Public Safety Homicide Case Files - Kidnaps for Ransom - XRF Case files created as a result of a reported kidnap ransom and the subsequent investigation by the police department.	USE SERIES CODE PBS-05							
PBS-32-08	Public Safety Homicide Case Files - Non-homicide Death Investigations - XRF The purpose of these records is to document any investigation of deaths by the unit that are not determined to be homicides by the medical examiner. Once the medical examiner makes that determination (e.g., suicide, accident death, drug overdose) the investigation is stopped and the case is closed in CAPRS.	USE SERIES CODE PBS-05							

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PBS-32-10	<p>Public Safety Homicide Case Files - Officer Involved Shootings - XRF The purpose of these files is to document the investigation conducted by the unit in any incident where MPD officers have shot a person whether the person is mortally wounded or not. The data collected in these case files is very similar to that collected during a homicide investigation.</p> <p>Records may include: Taped interview from detective</p>	USE SERIES CODE PBS-05							
PBS-32-12	<p>Public Safety Homicide Case Files - Special Investigations - XRF Records that document investigations conducted by the Homicide Unit that go beyond their usual duties. Because of their specialized interview and investigation skills, the unit is sometimes brought in by the chief's office to assist in investigations being conducted by other units of the MPD or other departments of the city, typically the Attorney's Office.</p>	USE SERIES CODE PBS-05, LEU-20 OR LEU-60.				REQUESTING DEPARTMENT		Following the special investigation, all case information is forwarded to the requesting department. If the special investigation results in a criminal complaint, the incident and investigation will be managed in CAPRS and the retention of the case will be based on the severity of the crime. See PBS-05 Criminal Case Files (Incident and Investigation) for retention guidance. See also the Legal Retention Schedule LEU-60 Litigation Section or LEU-20 Criminal Matters section for additional retention guidance.	
PBS-32-14	<p>Public Safety Homicide Homicide History (Card File) The records provide an index to the legacy homicide cases investigated by the unit.</p> <p>Records may include: case number, victims name, open date, closed date</p>	PUB921	PERM	PERM	PERM	ACT	HOMICIDE/ CAPRS		

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			LEGAL	USER	TOTAL				
PBS-33	<p>Public Safety Family Violence Section Overview The Family Violence Section of the Public Safety Retention Schedule includes records that document the offenses and investigations of domestic assault, child abuse and vulnerable adults.</p> <p>NOTE: Case files associated with the above categories are scheduled in the Criminal Case Files (Offenses and Investigation) section - PBS-05 of the Public Safety Retention Schedule. The cases are scheduled based on the severity of the offense. CAPRS is the system used to manage offense and investigation records. Some case records may be property inventoried or be maintained (in part) in associated paper case files. Regardless of where the records are maintained, the retention is the same.</p>								
PBS-33-02	<p>Public Safety Family Violence Case Files - Child Abuse Investigation - XRF Records are forwarded to the unit via Child Protection Reports, CAPRS or from other agencies. The records document investigation of each case. Records can be found in CAPRS, Property Inventory, Corner House, Child Protection and other agencies held elsewhere.</p> <p>Records may include: Child Protection Reports, Order for Protection, CAPRS Reports, Restraining Orders, Corner House, 911 Call - Phone Document, MN Childrens Resource Center, 72 Hour Holds, Photos, Q&A Statements, Scales Interviews, Supplements in CAPRS, St. Joseph's Reports, DNA Testing Results, Search Warrants, Criminal Histories, Medical Reports, Delinquents Under 10, Juvenile Cover Sheet, Corner House Synopsis & Video, Jail Phone Calls (paper/CD)</p>	<p>USE SERIES CODE PBS-05/PUB 950</p>	<p>10 (See Remarks)</p>	<p>10</p>	<p>10 (See Remarks)</p>	<p>ACT</p>	<p>FAMILY VIOLENCE/ CAPRS</p>	<p>The official case file is maintained in CAPRS. Paper case files should be property inventoried. Regardless of where the case file is maintained, the minimum retention for child abuse investigation files is ten years (PUB950).</p>	

Event Codes:

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
PBS-33-04	<p>Public Safety Family Violence Case Files - Domestic Assault Investigation - XRF Records are forwarded to the unit via incidents in CAPRS or from other agencies. The records document investigation of each case. Records can be found in CAPRS, Property Inventory and limited paper copies of information held elsewhere.</p> <p>Records may include: CAPRS report, Photos, CEP, VA or CP Reports, Question and Answer Statements, Medical Reports, Supplements in CAPRS, Corner House (Kids interviews), St. Josephs reports, Order for Protection, Restraining orders, 72 hour hold, DNA testing results, 911 call - phone document, Search warrants, criminal histories</p>	USE SERIES CODE PBS-05/PUB 950	10 (See Remarks)	10	10 (See Remarks)	ACT	FAMILY VIOLENCE/ CAPRS		The official case file is maintained in CAPRS. Paper case files should be property inventoried. Regardless of where the case file is maintained, the minimum retention for domestic assault investigations is ten years (PUB950).
PBS-33-06	<p>Public Safety Family Violence Case Files - Vulnerable Adult Investigation - XRF Records are forwarded to the unit via incidents in CAPRS or from other agencies. The records document investigation of each case. Records can be found in CAPRS, Property Inventory and limited paper copies of information held elsewhere.</p> <p>Records may include: CAPRS report, Photos, CEP reports, VA Reports, Question/Answer Statements, Medical Reports, Supplements in CAPRS, OFP and RO's, Search Warrants, Criminal Histories</p>	USE SERIES CODE PBS-05/PUB 950	10 (See Remarks)	10	10 (See Remarks)	ACT	FAMILY VIOLENCE/ CAPRS		The official case file is maintained in CAPRS. Paper case files should be property inventoried. Regardless of where the case file is maintained, the minimum retention for vulnerable adult investigation files is ten years (PUB950).

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PBS-34	<p>Public Safety Sex Crimes/Predatory Offender Section Overview The Sex Crimes section of the Public Safety Retention Schedule includes the records that document the activities of investigating cases involving adult and juvenile suspects for the crimes of sexual assault, non-familial child molestation, indecent exposure, luring and stalking. The records in this section of the schedule also document the activities related to the Predatory Offender Program (registration and tracking) and community notification.</p> <p>NOTE: Case files associated with the above categories are scheduled in the Criminal Case Files (Offenses and Investigation) section - PBS-05 of the Public Safety Retention Schedule. The cases are scheduled based on the type/severity of the offense. CAPRS is the system used to manage offense and investigation records. Some case records may be property inventoried or be maintained (in part) in associated paper case files. Regardless of where the records are maintained, the retention is the same.</p>								
PBS-34-03	<p>Public Safety Sex Crimes/Predatory Offender Case Files - Sex Crime Investigations - XRF Case files that document complaints, arrests or other actions or incidents reported to and investigated by the department.</p> <p>Records may include: investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, correspondence, court orders and dispositions, officers reports, search warrants, and booking sheets, property/evidence reports, lab requests and reports, forensic evidence results, witness statements, custody reports and other related documents. Usually included is suspect identification, alleged activity, location, date, validity of source information and other data. Records may also include domestic violence service papers, field interrogation reports, 911 dispatch information, newspaper clippings, etc.</p>	USE SERIES CODE PBS-05							

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PBS-34-04	<p>Public Safety Sex Crimes/Predatory Offender Case Files - Cold Case Sexual Assaults w/DNA Records document the review of older cases either unassigned, not submitted or investigators were unable to complete the investigation. Cases are being reviewed for DNA and may be opened for investigation. Records may include: the tracking date, case number, victim name, victim race, suspect race, alcohol/drugs involved, weapons, force, DNA identified, BCA lab number, investigator name, date submitted to BCA/suspect identified.</p> <p>Minnesota House of Representatives Research Department Information Policy Brief of November 2000 discusses Criminal Statutes of Limitation for bringing charge. Minnesota Statute 628.26 identifies a limitation of 9 years after the commission of offense; except if the victim failed to report the offense within this time period, within three years after the offense was reported to law enforcement. Applies to first, second, third and fourth degree against a victim 18 years old or older if DNA evidence is not collected and preserved that is capable of being tested for its DNA characteristics.</p>	USE SERIES CODE PBS-05	See Remarks	See Remarks	See Remarks		SEX CRIMES UNIT		Cases that are assigned for investigation will be maintained permanently. Cold Case Sexual Assaults with DNA should follow retention of PBS-05. Cold Case with no DNA should be segregated by year and reviewed after 20 years for potential destruction (in accordance with the BCA retention schedule).
PBS-34-08	<p>Public Safety Sex Crimes/Predatory Offender Sex Investigations Index/Log Book The sex investigation index/log book was used to track information about the sex investigations assigned by the department. Information in the log book included the name and address of the victim, nature of the incident, case number, detective assigned, status of the case. The investigation log book has been replaced by the the Sex Crime Tracking Database.</p>	PUB901/PUB 921	PERM	PERM	PERM	ACT	SEX CRIMES UNIT		

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PBS-34-09	<p>Public Safety</p> <p>Sex Crimes/Predatory Offender</p> <p>Predatory Offender File/Registration/Compliance Tracking</p> <p>The Predatory Offender Registration process includes the registration and continued updating of registration information and compliance tracking processes associated with the predatory offender program. The predatory offender registration (POR) law is a system under which an individual convicted of a predatory offense (i.e., sex offense) is required to register with the Bureau of Criminal Apprehension (BCA) for a period of time, usually ten years. Minn. Stat. § 243.166. The law applies both to adults and juveniles and is designed to assist law enforcement in keeping track of predatory offenders and protecting public safety.</p> <p>The type of community notification that occurs depends on the risk level to which the offender has been assigned. Retention is based on the level of risk (level 1, 2 or 3) assigned to the offender, whether the person is subsequently incarcerated or any new offense occurs, or whether a person is required to register for their lifetime.</p> <p>A primary goal of the program is to reduce the number of sex crimes by maintaining active, annually updated records of identified sex offenders. The case files are also used to identify and monitor sex offenders living within the city.</p> <p>NOTE: See the Remarks section for retention exception for persons subject to lifetime registration.</p> <p>ALSO NOTE: Predatory Offender Change Forms and POR Lack of Primary Address Check-In forms that are received and are entered (CSC or POR database) and where notification of receipt has been received from the BCA can be destroyed 3 years following the last update. Maintain most current information as long as the Predatory Offender File is maintained. Records may include: registration form including address and contact information, information on crime for which convicted, change of address or employment information, photographs, community notification information, notification of change in jurisdiction, notification that offender is no longer registerable, Department of Corrections - DOC Packet, psychological reports, notifications to BCA and record of receipts, Department of Corrections - End of Confinement Review, POR Change Form</p>	PUB902	ACT+10	ACT+10	ACT+10	ACT	SEX CRIMES UNIT		Active ceases after the following: Except for those persons subject to lifetime registration, a person who is required to register is subject to the law for ten years from the time he or she initially registered in connection with the offense, or until the probation, supervised release, or conditional release period expires, whichever occurs later. For individuals who have been civilly committed, the ten-year registration period does not include the period of commitment. In addition, a new ten-year registration period applies to a person subsequently incarcerated following a conviction of a new offense or after a revocation of probation, supervised release, or conditional release for any offense. These individuals must continue to register until ten years have elapsed since they were last released from incarceration, or until their probation, supervised release, or conditional release expires, whichever occurs later.

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PBS-34-10	<p>Public Safety Sex Crimes/Predatory Offender Predatory Offender Community Notification</p> <p>All predatory offenders are subject to the community notification law. The purpose of the records is to provide notice to the public to announce a community meeting related to a predatory offender residing in the community. Notification for Level 1 and Level 2 offenders is discretionary. Notifications to victims who have requested disclosure is mandatory. Community notification of Level 3 offenders is mandatory according to Minnesota Statutes 244.052. The community notification law applies during the entire time an offender is required to register under the predatory offender registration law.</p> <p>Minnesota's community notification law requires assignment of risk levels to predatory offenders (i.e., sex offenders) who serve time in prison and are required to register under Minnesota's predatory offender registration law after their release. Based upon the risk level assigned to the offender, law enforcement must share certain information and may share other information about the offender with certain individuals and entities in the area where the offender lives, works, or attends school.</p> <p>Information about Level III sex offenders is also forwarded to the BCA. The BCA and Department of Corrections posts information about Level III offenders on their Internet web site along with information about non-compliant offenders.</p> <p>Copies of community notification records are maintained with the Predatory Offender registration/Compliance files.</p> <p>Records may include: Notice of meeting</p>	PUB902	ACT+10	ACT+10	ACT+10	ACT	SEX CRIMES UNIT	Active ceases after the following: Except for those persons subject to lifetime registration, a person who is required to register is subject to the law for ten years from the time he or she initially registered in connection with the offense, or until the probation, supervised release, or conditional release period expires, whichever occurs later. For individuals who have been civilly committed, the ten-year registration period does not include the period of commitment. In addition, a new ten-year registration period applies to a person subsequently incarcerated following a conviction of a new offense or after a revocation of probation, supervised release, or conditional release for any offense. These individuals must continue to register until ten years have elapsed since they were last released from incarceration, or until their probation, supervised release, or conditional release expires, whichever occurs later.	
PBS-34-12	<p>Public Safety Sex Crimes/Predatory Offender Predatory Offender Database (POR)</p> <p>The purpose of the CSC file is to capture the information that is not captured by the BCA and/or other Law Enforcement. The new (in development) POR (Predatory Offender Registration) database will provide additional information related to unassigned level offenders and misdemeanor offenders. The information that is captured provides more detail related to the offenders description, the crime committed and MO. The database may also help to identify</p>	PUB902/PUB 921	PERM	PERM	PERM	ACT	SEX CRIMES UNIT		

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			LEGAL	USER	TOTAL				
	non-compliant offenders. The information is essential for investigative purposes.								
PBS-34-24	<p>Public Safety</p> <p>Sex Crimes/Predatory Offender</p> <p>CSC (Criminal Sexual Conduct) Database</p> <p>The purpose of the CSC database is to capture tracking information and additional information that can be used for investigative purposes that is not now captured in CAPRS or by the BCA. The information may suspect information, misdemeanor offenders, "stranger rapes" and prior offenses through DNA. The records may also include information about high risk victims, NPA (non permanent address), information pertaining to suspect description, weapon use and location of the offense.</p> <p>Prior to implementation of the Predatory Offender Registration Database (POR), CSC is being used to manage the records and notifications necessary to implement the Predatory Offender Program.</p>	PUB921	PERM	PERM	PERM	ACT	SEX CRIMES UNIT		

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PBS-35	<p>Public Safety Juvenile Section Overview</p> <p>The Juvenile section of the Public Safety Retention Schedule documents the records that are created as a result of investigations of robbery, assault (including domestic) when the offender is under 18 years of age. Records also document the activities related to the tracking of runaway, missing persons and the creation and maintenance of juvenile history records.</p> <p>NOTE: Case files associated with the above categories are scheduled in the Criminal Case Files (Offenses and Investigation) section - PBS-05 of the Public Safety Retention Schedule. The cases are scheduled based on the severity of the offense. CAPRS is the system used to manage offense and investigation records. Some case records may be property inventoried or be maintained (in part) in associated paper case files. Regardless of where the records are maintained, the retention is the same.</p>								
PBS-35-02	<p>Public Safety Juvenile Juvenile Criminal History Database</p> <p>To record criminal history and police contacts of juveniles. Information organized by person including, Identification, Related Persons and Case History.</p>	PUB907	AGE 28	AGE28	AGE28	ACY	JUVENILE UNIT	Records must be segregated from adult data. Purge photos at age 19.	
PBS-35-04	<p>Public Safety Juvenile Intake Log - Juvenile</p> <p>To record information on juveniles arrested or otherwise taken into custody.</p> <p>Records may include: date of arrest or intake, name, address, birth date, age, sex, race, parents' names, offense or reason for detention, complaint or arrest number, where held, dates and times of entering and leaving detention, agency referred to, disposition</p>	PUB907	AGE 28	AGE 28	AGE 28	ACT	JUVENILE UNIT	Maintain intake log until information is transferred to a tracking database. If database is not utilized, maintain records until age 28.	

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

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PBS-35-06	Public Safety Juvenile Juvenile Runaway Cards Record of juveniles who have runaway or are missing. Cards are filed after they are canceled/cleared from NCIC system. Some information from the case is also used to update the Juvenile Criminal History Database. Records may include: 3x5 Runaway card	PUB142	ACT+3	ACT+3	ACT+3	ACT	JUVENILE UNIT	Active ceases when case is closed.	
PBS-35-08	Public Safety Juvenile Case Files - Juvenile XRF Case files that document complaints, arrests or other actions or incidents reported to and investigated by the department. May include investigative reports, original arrest reports, supplemental reports, photographs, correspondence, officers reports, records, search warrants, and booking sheets, property/evidence reports, custody reports and other related documents. Usually included is suspect identification, alleged activity, location, date, validity of source information and other data, victim and witness statements and information.	USE SERIES CODE PBS-05-18 OR PBS-05-24							

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PBS-36	<p>Public Safety Narcotics/Organized Crime Section Overview The Narcotics/Organized Crime section of the Public Safety Retention Schedule includes records that document the activities related to the investigation of adult suspects for the selling, buying and possession of dangerous drugs or narcotics for mid/upper drug distribution enforcement. Investigation records may be created as a result of DEA Task Force and Alcohol, Tobacco and Firearms (ATF), etc. joint investigations where the MPD assists in federal investigations.</p> <p>NOTE: Case files associated with the above categories are scheduled in the Criminal Case Files (Offenses and Investigation) section - PBS-05 of the Public Safety Retention Schedule. The cases are scheduled based on the severity of the offense. CAPRS is the system used to manage offense and investigation records. Some case records may be property inventoried or be maintained (in part) in associated paper case files. Regardless of where the records are maintained, the retention is the same.</p>								
PBS-36-01	<p>Public Safety Narcotics/Organized Crime Asset Forfeiture Records Records that document the civil and criminal processes associated with the seizure of property and serving of the proper seizure notice. Seizures often result from DWI's and when raids/search warrants are executed and drugs, cash or weapons are found.</p> <p>Records may include: research of 3rd party interest, county attorney notifications</p>	PUB702	ACT+6	ACT+6	ACT+6	ACT	CID/ PROPERTY & EVIDENCE	Active ceases after release or disposal of property and audit is complete. For seizures related to administrative stays, maintain records for Active plus 1 year.	
PBS-36-02	<p>Public Safety Narcotics/Organized Crime Case Files - Narcotics/Organized Crime - XRF Case files that document complaints, arrests or other actions or incidents reported to and investigated by the department. Case files usually include suspect identification, alleged activity, location, date, validity of source information and other data.</p>	USE SERIES CODE PBS-05							

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	Case files are scheduled by severity level and follow the retention schedule in the Criminal Case Files - Incident and Investigation Section (PBS-05) of the Public Safety Schedule. Records may include: administrative subpoenas, investigative reports, fingerprint cards, original arrest report, case supplements, photographs, court orders and dispositions, DUI and chemical test records, search warrants, booking sheets, property and evidence reports, custody reports, intelligence reports and related information								
PBS-36-04	<p>Public Safety Narcotics/Organized Crime Confidential Informant Files Documents the identity of, contacts with, and reliability of confidential informants. CID maintains the informant files for all units in MPD.</p> <p>Records may include: number assigned to informant, informant's name, case officer's name, informant's address, references to origins of the contact, reports of information supplied by the informant, expenditure/ payment records</p>	PUB142/ACC 000	ACT+6	ACT+6	ACT+6	ACT	CID	Active ceases after final payment and the audit is complete	
PBS-36-06	<p>Public Safety Narcotics/Organized Crime Drug Court Tracking Database used to track suspects identity for drug court and to determine whether the suspect will be subject to jail time versus drug treatment. The database was created as part of the I-CARE program (grant funded program) and is not the responsibility of CID.</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	CID	Active ceases when record in database is no longer active, superseded or is replaced.	
PBS-36-08	<p>Public Safety Narcotics/Organized Crime Medical Release Authorizations Medical records are obtained by court order and signed consent of patients typically when an investigation involves medical professionals suspected of illegal activities.</p> <p>Records may include: Court order, Consent forms</p>	USE SERIES CODE PBS- -05	USE SERIES CODE PBS-05	USE SERIES CODE PBS-05	USE SERIES CODE PBS-05	ACT	CID		

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PBS-36-10	<p>Public Safety Narcotics/Organized Crime Narcotics Investigation Database (Drug Track) Database used to collect information about suspects and the who, what, when, where, and how related to the investigation of narcotics cases. The database is used to collect and report statistics for weekly, monthly, and annual reporting. The database also provides an accounting mechanism to summarize information for reporting.</p> <p>Records may include: suspect name, priors, investigative background information</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	CID	Active ceases when record in database is no longer active, superseded or is replaced.	
PBS-36-12	<p>Public Safety Narcotics/Organized Crime Pen Register Records document the permission of the unit to obtain cell phone records as well as the ability to track the location or "ping" the individual phones.</p> <p>Records may include: Administrative Subpoenas</p>	PUB100	5	5	5	ACT	CID	Maintain for the time period for which the trap or trace is approved or extended but not longer than five years.	
PBS-36-16	<p>Public Safety Narcotics/Organized Crime Tracker Orders Court orders that allow for the placement of tracking devices on vehicles.</p> <p>Records may include: court order</p>	PUB100	5	5	5	ACT	CID	Maintain while court order is active plus five years.	
PBS-37	<p>Public Safety Robbery Section Overview The Robbery section of the Pubic Safety schedule identifies the records associated the the investigation of robbery incidents involving adult suspects and records created as a result of proactive robbery suspect projects.</p> <p>Records created in the Robbery section are generally identified in the Criminal Case File, MPD Common Record and Quick Link Mappings of this schedule.</p>								

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PBS-50	<p>Public Safety Administration and Internal Operations Section Overview An important function of the MPD is providing the services associated with the administration and the oversight/internal operations of the department. The function provides services that include: corresponding and communicatoin with staff, other city departments and the public, scheduling meetings, documenting policy and procedures, reporting, drafting, promoting, tracking legislation, managing grant functions, publicizing and providing information and managing information technology.</p> <p>Records in this section of the schedule include records created by the Public Information Officer, Research and Policy Development and Finance and Business Technology (BTU). Information in the section also includes records created to manage intellectual property assets.</p> <p>NOTE: Use Managing Assets - Equipment, Fleet and Animals (PBS-53) for records related to the management of equipment/property (computer, weapons, etc.) and fleet.</p>								
PBS-50-02	<p>Public Safety Administration and Internal Operations Access Device Security Inventory list maintained to reflect which computers have CJDN (Criminal Justice Data Communications Network) access. Inventory includes device ID's, asset tag numbers, location info, contact numbers, IP address, ORI's associated with device, identify primary device for shared ORI's.</p> <p>Records may include: Word documents, Access database</p>	PUB919	ACT+3	ACT+3	ACT+3	ACT	BTU		Active ceases after records are updated, replaced or no longer valid.
PBS-50-03	<p>Public Safety Administration and Internal Operations Agreements - Intergovernmental/Agency Agreements executed between the department and other agencies including the FBI, ATF, ICE, Hennepin County, BCA, Department of Public Safety, etc., to document governance, responsibilities, working relationships, jurisdiction, funding responsibilities and other general operations of working with other governmental agencies.</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	MPD ADMIN/ CONTRACT MANAGEMENT		Active ceases after submission of final report and/or the terms of the agreement are completed (including final audit).

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PBS-50-04	<p>Public Safety Administration and Internal Operations Agreements - Mutual Aid Agreements executed between the department and other agencies to provide mutual support as needed during a crisis, emergency, or special situation.</p> <p>Records may include: Memo of Understanding, Mutual Agreements for Help, Mutual Agreements for Depts., Agreements w/other PD's</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	POLICE CHIEF		Active ceases after completion, termination or expiration of contract or agreement.
PBS-50-06	<p>Public Safety Administration and Internal Operations Agreements - Security/User Documentation of agreement(s) between the MPD, State of MN, other City of Mpls agencies regarding the access to and use of the CJDN (Community Justice Data Communications Network) and other similar systems/networks.</p> <p>Records may include: Network User Agreement, Dept of Public Safety Computer Interface Access Amendments, Terminal Agency Coordinator Agreement, Holder of Record Agreement, Intergovernmental Agreements</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	BTU		Active ceases after completion, termination or expiration of contract or agreement.
PBS-50-08	<p>Public Safety Administration and Internal Operations Announcements - Administrative Administrative announcements are Issued to communicate general information. Administrative announcements are not orders or directives but they may include policy changes and they must be followed.</p>	BUS130	ACT+6	ACT+6	ACT+6	ACT	RESEARCH & DEVELOPMENT		Active ceases when no longer used or is updated or replaced. Prior to destruction, review for potential historical significance.
PBS-50-09	<p>Public Safety Administration and Internal Operations Automated Pawn System (APS) Records - Minneapolis Records Software used by Law Enforcement regulators whose pawnshops and secondhand dealers are required by their local ordinance to send electronic daily business transactions to the database. Also used by law enforcement agencies, by</p>	PUB135	6	6	6	ACT	PRECINCTS		Note: Maintain the intellectual property (City owned Automated Pawn System - APS program) for ACT+6 - as long as the system is operational - plus an additional 6 years.

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

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	license agreement with the City of Minneapolis. The APS system software is the intellectual property of the City of Minneapolis and the databases are the property of the individual cities/counties law enforcement agencies (per license agreement).								
PBS-50-10	<p>Public Safety Administration and Internal Operations Business and Communication Plans</p> <p>Plan of the department's or unit's activities for the coming year or other planning period. The records may also document the communication strategies and tactics and the relationship to City Goals. For retention of performance management plans or formal department annual reports and business plans use ADM-30-05 or ADM-30-04 in the Administrative Section of the City of Minneapolis General Retention Schedule.</p> <p>Records may include: service initiatives, resource plans, performance measures, trends and challenges, department priorities, city priorities, tactical plans, project plans</p>	BUS150	ACT+10	ACT+10	ACT+10	ACT	RESEARCH & DEVELOPMENT	Active ceases when no longer used or is eliminated or replaced.	
PBS-50-14	<p>Public Safety Administration and Internal Operations Court Appearance Files</p> <p>Documents the scheduling and appearance of police officers or support staff at hearings or court proceedings.</p> <p>Records may include: notices to appear</p>	BUS140	3	3	3	ACT	MPD COMMAND		
PBS-50-16	<p>Public Safety Administration and Internal Operations Data Practices Requests</p> <p>Documents requests for information from public records. (See also Records Requests/Authorizations/Releases PBS-78-28 for requests specific to records maintained by the Records Information Unit).</p> <p>Records may include: requests for information, justification for request, identification data on the requestor, correspondence, a copy of the information released, billing information</p>	LIT000	ACT+6	ACT+6	ACT+6	ACT	PUBLIC INFORMATION OFFICER	Active ceases after request or inquiry has been completed.	

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PBS-50-18	Public Safety Administration and Internal Operations Grant Applications and Proposals - Accepted Records relating to the development and submission of grant proposals to state or federal agencies and private funding sources. Records may include: narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, plan of work, supporting materials, official statement of terms and conditions agreed upon, spending plan, certifications and authorizations	GVCON1	ACT+6	ACT+6	ACT+6	ACT	MPD ADMIN.	Active ceases after fulfillment of all terms of the grant agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.	
PBS-50-20	Public Safety Administration and Internal Operations Grant Applications and Proposals - Not Accepted Applications and supporting materials relating to the development of grant proposals that were not funded. Records may include: Letter of rejection/declination, Grant applications, Supporting material	BUS130	6	6	6	ACT	ADMIN		
PBS-50-22	Public Safety Administration and Internal Operations Grant Management, Monitoring and Reporting Records related to the management of grants and the financial and programmatic activities related to the monitoring and reporting (periodic and final reporting) as required in the grant terms and conditions. Records may include: financial records, payments, performance reports, progress reports, notices, bid records, accounting and purchasing records, payroll information, council resolution and actions, research materials, correspondence	GVCON1	ACT+6	ACT+6	ACT+6	ACT	ADMIN	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.	
PBS-50-23	Public Safety Administration and Internal Operations Intellectual Property - Promotional Information Documents, packets, notes, agendas, sign in sheets, handouts and plans for Automated Pawn System - APS (or other software) demonstrations, and participation as vendor's at regional law enforcement meetings and annual conferences, and/or presentations to other city/co police	BUS130	ACT+3	ACT+3	ACT+3		ADMIN	Actives ceases when information is superseded, updated or replaced.	

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	managements or city council or county boards.								
	NOTE: Use series code LEU-10-08 in the Legal Section of the City of Minneapolis General Retention Schedule for the retention of intellectual property records. Use series code LEU-70-14 for the retention of revenue generating or revenue neutral contracts associated with the intellectual property.								
	Records may include: finance (PO's, travel request/reimbursement, printing), presentation materials, sign in and contacts sheets, APS statistics and graphs (event/audience specific), Demonstration agreements								
PBS-50-24	<p>Public Safety Administration and Internal Operations Log Files - Criminal Justice Data Network Actual computer logs of transactions run by each of the MPD's CJDN (Criminal Justice Data Network) terminals. Required to maintain these logs for audit purposes (internal and external) in order to insure proper use of the system and compliance with security requirements.</p>	PUB400	2	2	2	ACT	MPD ADMIN		
	Records may include: Linxx Logs, Portals Logs								
PBS-50-26	<p>Public Safety Administration and Internal Operations Media Archive; News Clippings; Video Clips Records of media appearances, mentions; TV, radio, press news stories; web posts</p>	NONE	ACT+3	ACT+3	ACT+3	ACT	PUBLIC INFORMATION OFFICER	Active ceases when no longer used or is superseded. Review for potential historical significance prior to destruction. If historical, use series code ADM-30-22.	
	Records may include: DVD, Newspapers, Web posts, Magazines, Audio file, Video file								
PBS-50-28	<p>Public Safety Administration and Internal Operations Missing Persons Reports Document people reported missing in the City of Minneapolis, investigation related to the case. Documentation verifies appropriate research/queries were performed and entry is made and updated in NCIC in a timely manner. Records are required for audit (internal, State/BCA, and FBI/NCIC).</p>	PUB101	ACT+10	ACT+10	ACT+10	ACT	BTU NCIC ADMIN.	Active ceases after cancellation.	

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	Records may include: Photos, Signed initial request for NCIC entry, Blue entry/cancel cards for adults aged 18-20, CAPRS reports, Investigative data, Copies of signed information release forms, Medical/Dental records, Credit reports								
PBS-50-30	Public Safety Administration and Internal Operations Off Duty Employment Records Records that maintain control over off-duty employment by MPD officers. This may include electronic or hard copy applications for approval to work off duty and letters of agreement for outside employment in the capacity of police officer for other agency.	CON010	ACT+6	ACT+6	ACT+6	ACT	RESEARCH & POLICY DEVELOPMENT WORKFORCE DIRECTOR	Active ceases when employment ends or agreement ends.	
	Records may include: application of approval of off duty, letter of agreement								
PBS-50-32	Public Safety Administration and Internal Operations Orders - Index (master) Index to policy & procedures and special orders.	BUS150	PERM	PERM	PERM	ACT	RESEARCH & POLICY DEVELOPMENT		
PBS-50-34	Public Safety Administration and Internal Operations Orders - Special Special orders from the Police Chief or others possessing requisite authority that establish standard operating procedures, policy changes, and other similar directives.	BUS150	PERM	PERM	PERM	ACT	RESEARCH & POLICY DEVELOPMENT		
	Records may include: Special Order Log, Working documents on policy being changed								
PBS-50-36	Public Safety Administration and Internal Operations Password/Authentication Management Files Record of MPD users that have access to the State of MN DVS Website or other justice information websites, their access level, status, and username/password information.	PUB919	ACT+3	ACT+3	ACT+3	ACT	BTU	Active ceases after termination of user account	
	Records may include: Excel Table, Memos, Emails								

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PBS-50-37	Public Safety Administration and Internal Operations Planning Studies and Reports Plans, studies and analyses relating to public safety strategies, personnel needs assessments, precinct boundaries and manpower distribution studies, contingency plans and similar planning reports pertinent to fulfilling the duties and responsibilities of the department. NOTE: Special reports or studies prepared by order of the Minneapolis City Council or ordered or requested by the Department of Public Safety or the court may have historical value and should be reviewed by the Records Manager for potential permanent retention.	BUS131	ACT+3	ACT+3	ACT+3	ACT	UNIT	Active ceases after project or planning is complete.	
PBS-50-38	Public Safety Administration and Internal Operations Policies and Procedures Codifications of operating procedures, standards, requirements, and policies. Records may include: working documents, concurrence, copy of special order, quarterly CD made of current electronic manual	BUS150	PERM	PERM	PERM	ACT	RESEARCH & POLICY DEVELOPMENT		
PBS-50-40	Public Safety Administration and Internal Operations Public Information Statements - XRF Information released to the public or news media concerning the activities and investigations of the department.	USE SERIES CODE PBS-50-26							
PBS-50-42	Public Safety Administration and Internal Operations Trouble Ticket Tracking System IPI web site and Gemini trouble ticket tracking system re: APS or APS Biz (data capture) and WorkForce Director.	PUB918	2	2	2	ACT	BTU		

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PBS-53	Public Safety Managing Assets - Equipment, Fleet and Animals Section Overview The purpose of the records in the Managing Assets - Equipment, Fleet and Animals section of the Public Safety Schedule is to document the full life cycle of acquisition to disposal of MPD assets including equipment, fleet and animals. Records include issuance/inventory of equipment, vehicles and the acquisition of animals (canine and equine). The records also document maintenance and servicing, calibration testing, usage, and disposal.								
PBS-53-02	Public Safety Managing Assets - Equipment, Fleet and Animals Aircard Reconciliation Inventory of active aircards for reconciliation with service provider phone bills.	ACC000	6	6	6	ACT		BTU	
PBS-53-04	Public Safety Managing Assets - Equipment, Fleet and Animals Animal Service Records - Canine and Equine Records documenting the acquisition, history, health and release of animals in the service of the department. Records also document registration and pedigree and records of training. Records may include: registration and pedigree, initial health screenings, notes on behavior, training program, immunization and other routine care records, veterinary history, special care instructions, lists and dosages of prescription medicines, form of final disposition (retirement, adoption, sale, death), bite records	PUB811	ACT+3	ACT+3	ACT+3	ACT		UNIT	Active ceases after the retirement or sale of the animal.
PBS-53-05	Public Safety Managing Assets - Equipment, Fleet and Animals Calibration Certification and Maintenance Records for Equipment Records documenting the calibration and maintenance of instruments including breath-testing equipment for DUI enforcement and radar/laser equipment for traffic enforcement . Records may show a description of work completed, parts used, date of service, equipment number, make, model, and related data.	EQP000	ACT+6	ACT+6	ACT+6	ACT		TRAFFIC CONTROL CRIME LAB	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 6 years after they are posted to the maintenance history record.

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	Records may include: unit number, city ID tag (if issued), antenna number, tuning fork numbers, tester's signature, witness signature, date of testing, pass / fail, calibration reports								
PBS-53-06	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Calibration Records - Radar</p> <p>Documents the routine, timely, and effective calibration to establish accuracy of speed detection equipment (radars, speedometers, laser speed devices, stop watches, etc.).</p> <p>See Also: Daily Logs- Shift Logs (PBS-10-16) and Calibration Certification Records and Maintenance Records for Equipment (PBS-53-05) in the Managing Assets - Equipment Fleet & Animals in the Public Safety Schedule.</p> <p>Records may include: maintenance reports, calibration reports, certifications of accuracy, maintenance reports, calibration reports, certifications of accuracy</p>	EQP000	ACT+6	ACT+6	ACT+6	ACT	TRAFFIC CONTROL	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 6 years after they are posted to the maintenance history record.	
PBS-53-07	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Certifications - Canine</p> <p>Official certifications for Canine (K-9) trials and training.</p> <p>Records may include: certificates</p>	PUB811	ACT+3	ACT+3	ACT+3	ACT	UNIT	Active ceases after retirement or sale of the animal.	
PBS-53-08	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Computer Asset Inventories/Audits</p> <p>Databases used to accurately locate and monitor the hardware and software assets of the MPD.</p> <p>Records may include: databases, reports, logs, other software audit tools</p>	EQP001	ACT+3	ACT+3	ACT+3	ACT	BTU BIS	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 3 years after they are posted to the maintenance history record. If reports are maintained, retain 3 years after last update.	

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PBS-53-10	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Equipment Tracking Records created to identify and maintain the equipment issued to members of the SWAT Unit and inventory of returned equipment.</p> <p>Records may include: Equipment name and serial number, officer assigned</p>	EQP001	ACT+3	ACT+3	ACT+3	ACT	SWAT	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 3 years after they are posted to the maintenance history record. If reports are maintained, retain 3 years after last update.	
PBS-53-12	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Fleet Damage Reporting The records document the immediate or periodic assessment of vehicles and documents any damage.</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	UNITS/ PUBLIC WORKS FLEET	The official record of MPD fleet maintenance is maintained by Public Works Fleet in their M5 System. Active ceases after report is submitted to Public Works.	
PBS-53-14	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Fleet Disposal Records The records document the process associated with taking a vehicle out of service and disposing of it for billing and replacement purposes.</p>	EQP001	ACT+3	ACT+3	ACT+3	ACT	FLEET PUBLIC WORKS	Active ceases after equipment is sold or scrapped.	
PBS-53-16	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Fleet Inventory The purpose of this information is to account for the current status of the MPD fleet. The information is used to manage the allocation and usage of the vehicles. Reports are used to determine the need to replace or add vehicles to the fleet as well as justify fleet size. Information is also used to provide input to the yearly budget process.</p> <p>Records may include: vehicle type, year, updates and adjustments to inventory, assignment, VIN #, unit assigned, equipment included (lights, radios, siren, MDC, camera, etc.), license plate</p>	EQUP001	ACT+3	ACT+3	ACT+3	ACT	FLEET PUBLIC WORKS	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 3 years after they are posted to the maintenance history record. If reports are maintained, retain 3 years after last update.	

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PBS-53-18	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Fleet Maintenance Records The records created for this function include information about vehicle maintenance and service. The records provide information for projecting and creating a maintenance schedule. This is a Public Works database (M-5) that is also used to determine cost of maintenance to vehicles by unit over time. The records may also provide information about vendors providing service, repair schedules, and repair and maintenance costs.</p> <p>Records may include: Vehicle damage, Vehicle inspection, Vehicle maintenance, maintenance/servicing log, repair reports, total cost of ownership, fuel costs, complete vehicle description including identifications and license numbers</p>	EQU001	ACT+3	ACT+3	ACT+3	ACT	FLEET PUBLIC WORKS		Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 3 years after they are posted to the maintenance history record. If reports are maintained, retain 3 years after last update.
PBS-53-20	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Fleet Maintenance Weekly Monitoring Weekly service level assignment that is used to properly maintain the MPD equipment. The data provides notification to the unit users of pending maintenance required and safety recall information.</p> <p>Records may include: equipment type, unit user, service schedule</p>	PUB918	2	2	2	ACT	MPD FLEET		
PBS-53-22	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Fuel Log Fuel log records contains records of the date, price and amount of fuel required at each fill-up, as well as the vehicle's mileage at the time of fill. The log assists the MPD in tracking fuel-related costs and the need for scheduled maintenance.</p> <p>Records may include: Fuel consumption, Cost, product</p>	EQP001	ACT+3	ACT+3	ACT+3	ACT	FLEET		Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, fuel records (slips) need only be retained for 1 year after they are posted to the maintenance history record. If fuel history reports are maintained, retain 3 years after last update.

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PBS-53-24	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Issuance/Assignment of Vehicles Records created during the tracking of a fleet asset issuance and assignment. Vehicles may be assigned to a particular MPD unit or individual.</p> <p>Records may include: Year, Make/Model, Mileage, Color, Equipment</p>	EQP001	ACT+3	ACT+3	ACT+3	ACT	FLEET	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 3 years after they are posted to the maintenance history record. If reports are maintained, retain 3 years after last update.	
PBS-53-26	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Motor Vehicle Accident Records - Police Vehicles - XRF Records associated with Motor Vehicle Accidents - Police Vehicles see Records Information Section of the MPD Retention Schedule (PBS-78).</p>	USE SERIES CODE PBS-78-20							
PBS-53-28	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Radio/Cellphone Purchase and Usage Database Database that tracks the radios and cellphones that have been issued in the department. It also tracks the ongoing usage including individual calls made/received on cellphones.</p> <p>Records may include: Access Database</p>	ACC000	6	6	6	act	BTU		
PBS-53-30	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Range Firearms Repair and Cleaning Documentation of firearms repair and service records.</p> <p>Records may include: Date, Work Performed, Parts Replaced, Name of Armorer, Gun Serial Number, Gun Owners Name</p>	EQP001	ACT+3	ACT+3	ACT+3	ACT	RANGE	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 3 years after they are posted to the maintenance history record. If reports are maintained, retain 3 years after last update.	

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PBS-53-32	<p>Public Safety Managing Assets - Equipment, Fleet and Animals Weapons Inventory (Index) Complete inventory of all city owned firearms.</p> <p>Records may include: Inventory of loaner guns, Inventory of gun parts, Demonstration Guns, M-16's, Shotguns</p>	EQP001	ACT+3	ACT+3	ACT+3	ACT	RANGE	Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 3 years after they are posted to the maintenance history record. If reports are created from the database, retain reports 3 years after last update.	
PBS-55	<p>Public Safety Internal Affairs Section Overview The Internal Affairs section of the Public Safety Schedule includes records that document the activities related to the receiving, investigating and resolution of complaints of employee misconduct (and violations of MPD rules and regulations). Records also document investigations of critical incidents, use of force, complaints and special investigations.</p>								
PBS-55-02	<p>Public Safety Internal Affairs Critical Incidents and Serious Force /Injury by Officers The purpose of this series is to document the administrative and procedural review of critical incidents and serious force/injury involving police officers. The serious nature of the incident justifies the inclusion of the records in this series and the retention assigned to the records. Serious incidents may include: serious injuries and fatalities and situations that created extreme notoriety/concern within the community.</p> <p>Records may include: Officer Involved Shootings, Force Reviews, Fatal traffic accidents involving police officers, Critical Incidents</p>	PUB782	PERM	PERM	PERM	ACT	INTERNAL AFFAIRS		
PBS-55-04	<p>Public Safety Internal Affairs Contact Record Log Manual system documenting all individuals who have had contact with the IAU Affairs Unit to inquire about filing a</p>	NONE	2	2	2	ACT	INTERNAL AFFAIRS		

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	complaint. Records may include: name, address, telephone number, notes								
PBS-55-06	Public Safety Internal Affairs CRA Sustained Case Files and MPD Discipline Worksheet The purpose of the records is to document the CRA investigations where some of the allegations are sustained against an officer and to document the subsequent discipline (if any) that is imposed. When IAU receives CRA sustained case files, they are routed through the discipline panel process. During the review process the discipline worksheet is completed to document what, if any, discipline will be imposed. Records may include: CRA case investigation file, MPD Discipline Worksheets	LIT000/ PUB780	ACT+7	ACT+7	ACT+7	ACT	INTERNAL AFFAIRS		Active ceases after CRA case closed and release of the Police Chief disciplinary decision.
PBS-55-08	Public Safety Internal Affairs Garrity Notices for CRA The purpose of this series is to document the issuance of a Garrity Notice. The original Garrity Notice is part of the CRA file. A copy of the Garrity Notice is used by Internal Affairs for tracking and reference purposes. The MPD issues the Garrity notice so that officer's statements in CRA cases are compelled statements thereby protecting officer's 5th Amendment rights. The compelled statement cannot be used against the officer in criminal cases. Records may include: Garrity Notices	lit000	ACT+6	ACT+6	ACT+6	ACT	INTERNAL AFFAIRS		Active ceases after CRA case closed (including appeals), release of Police Chief disciplinary decision and after the period of limitation to bring criminal charge has run.
PBS-55-10	Public Safety Internal Affairs Internal Affairs Database The database is an electronic record index of all the hard copy case investigations. The database includes statistical information on the officer, complainant, nature of the allegations, outcome of the case and discipline, if imposed. Also includes statistical information on preventable squad accidents.	PUB781/BUS 120	PERM	PERM	PERM	ACT	INTERNAL AFFAIRS		

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	Records may include: Statistical Info on Civil Rights Cases, Statistical Info on Preliminary Cases, Statistical Info of Coaching Documents, Statistical Info on IAU Cases, Statistical Info on Force Reviews, Statistical Info on Critical Incidents, Statistical Info on Civil Litigation, Statistical Info on Preventable Squad Accidents								
PBS-55-12	<p>Public Safety</p> <p>Internal Affairs</p> <p>Internal Affairs Investigations</p> <p>Records documenting the investigation and resolution of complaints of alleged officer misconduct. Include findings, dispositions of investigations and discipline imposed. Records often contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Information usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data.</p>	PUB780/ LIT000	ACT+7	ACT+7	ACT+7	ACT	INTERNAL AFFAIRS		Active ceases after disposition of the investigation (defined in the Internal Affairs Policy and Procedure Manual). A copy of the disciplinary letter or reprimand may also be transferred to the officer's personnel file in accordance with Minnesota Statutes 626.89, subd. 13.
	Records may include: complaint form, evidence photographs and CD, Visinet, and 911 recordings, notification to officers-accused and witness, correspondence, statements-officers, complainants, witnesses, incident summaries, findings, hearing notes or transcripts, discipline worksheets, hearing notes or transcripts, discipline imposed, grievance notices, arbitration/grievance settlements, Garrity notices								
PBS-55-16	<p>Public Safety</p> <p>Internal Affairs</p> <p>Use of Force Reports</p> <p>Paper and electronic reports made by police officers who apply physical force as defined by the MPD policy manual. Contains information about the force used and the circumstances under which it was used.</p> <p>Records may include: Force Reports</p>	USE SERIES CODE PBS-05					INTERNAL AFFAIRS		Maintain for as long as the associated case for which the report was generated. See PBS-05 for retention categories associated with Criminal Case Files. The minimum retention for offenses and investigations where personal contact is made is ACT+6 (and applies to lesser type crimes).

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PBS-58	<p>Public Safety Crime Analysis and Assessment Section Overview Records included in the Crime Analysis and Assessment Section of the MPD schedule include records created to support the department in the analysis of crime and identification of crime trends, the gathering of information for intelligence analysis and the dissemination of intelligence information to prevent crime and provide tactical intelligence for events and deployments.</p>								
PBS-58-02	<p>Public Safety Crime Analysis and Assessment Criminal Intelligence, Statistics and Analysis Records Records compiled to anticipate, prevent, or monitor possible criminal activity, generated or accumulated in connection with investigations or directed patrols. Records are used for analysis of crime patterns or modes of operation and analysis of particular crimes as well as criminal profiles, forecasts, and movements of known offenders.</p> <p>Records may include: crime patterns, analyses of particular crimes, modus operandi or other crime reports, information on potential problems, movements of known offenders, alerts from other agencies, letters, photographs, audio and video tapes, complaints, copies of citations, investigative reports, arrest record information, criminal profile information, interoffice memoranda, community contact information, property owner contact information, crime maps, intelligence briefs, ISAC (Intelligence Sharing and Analysis Center) generated reports, officer safety bulletins</p>	PUB940	MAX5	MAX5	MAX5	ACT	ISAC	<p>Review and destroy information on an on-going basis (at minimum annually). If the information has not been updated and/or revalidated, destroy. Retain information for a maximum of 5 years</p> <p>Exception: The department may update and/or revalidate the information and extend the retention period at any time, based on reasonable suspicion of new criminal activity.</p>	

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PBS-58-04	<p>Public Safety Crime Analysis and Assessment i-Base/Intelligence Database Analytical database used for the purpose of analyzing crime trends and patterns relating to person, place, or things. Used primarily by the ISAC unit to assist in the support of on-going investigation and criminal trend forecasting.</p> <p>Records may include: Personal identifiers, Method of operations, Vehicle information, Residence information, Property information, Case identifiers, Gang identifiers</p>	PUB940	MAX5	MAX5	MAX5	ACT	ISAC	<p>Review and destroy information on an on-going basis (at minimum annually). If the information has not been updated and/or revalidated, destroy. Retain information for a maximum of 5 years</p> <p>Exception: The department may update and/or revalidate the information and extend the retention period at any time, based on reasonable suspicion of new criminal activity.</p>	
PBS-58-06	<p>Public Safety Crime Analysis and Assessment Intelligence Bulletins Bulletins, circulars, and related intelligence records created by the MPD or received from federal, other state, and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, or stolen property.</p> <p>Records may include: BOLO's (Be on the Look Out), Hot Sheets, officer safety alerts</p>	PUB132	ACT+1	ACT+1	ACT+1	ACT	ISAC	<p>Active ceases after obsolete, rescinded or superceded.</p>	
PBS-58-08	<p>Public Safety Crime Analysis and Assessment Intelligence File Audit Intelligence file audit is the responsibility of the ISAC Commander as set in the ISAC policy and Procedure. A yearly audit shall be conducted by the supervisors of the filing system. Audit time tables are set by local, state, and federal law and best practices guidelines.</p>	PUB101	10	10	10	ACT	ISAC		
PBS-58-10	<p>Public Safety Crime Analysis and Assessment Intelligence Log File This is an internal log that monitors the creation, visual inspection, and dissemination of intelligence/information files.</p>	PUB940	MAX5	MAX5	MAX5	ACT	ISAC	<p>Destroy log when corresponding intelligence/information file is destroyed.</p>	

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	Each file has a dissemination log.								
	Records may include: Date, Time, Employee #, Employee name, Comment, Signature								
PBS-58-12	Public Safety Crime Analysis and Assessment ISAC Policy and Procedure ISAC Policy and Procedure is intended to provide guidelines for the operations of ISAC including document retention and dissemination requirements.	BUS150	ACT+10	ACT+10	ACT+10	BUS150	ISAC		Active ceases after no longer used, is eliminated or replaced.
PBS-58-20	Public Safety Crime Analysis and Assessment Suspect Tracking System Database (STS) Intelligence Database which meets Federal Law 28 CFR. The system is used for analytical purpose only in the tracking of criminal predicate information regarding person, place or things. Records may include: Personal identifiers, Criminal history information, Gang information, Vehicle information, Address information	PUB940	MAX5	MAX5	MAX5	ACT	ISAC		Review and destroy information on an on-going basis (at minimum annually). If the information has not been updated and/or revalidated, destroy. Retain information for a maximum of 5 years Exception: The department may update and/or revalidate the information and extend the retention period at any time, based on reasonable suspicion of new criminal activity.
PBS-58-22	Public Safety Crime Analysis and Assessment Uniform Crime Report - Annual Statistical details on offenses, incidents, and police activities. Records may include: major offenses (homicides, rapes, etc.), traffic citations, by type, larcenies by category, juvenile reporting as to offense, age, etc., police injuries and/or deaths, age, sex, and residence of persons arrested	PUB762	PERM	PERM	PERM	ACT	ISAC		
PBS-58-38	Public Safety Crime Analysis and Assessment Uniform Crime Report - Periodic	PUB763	5	5	5	ACT	ISAC		

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	Daily, weekly and monthly statistical reports that are used for reporting of major crimes to the Bureau of Criminal Apprehension. These reports are also used by CODEFOR for the purpose of crime trend and pattern analysis. Statistics are compiled by category of crime, by precinct and by city. Records may include: Part 1 crime statistics, Part 2 crime statistics								
PBS-60	Public Safety Licenses and Permits Section Overview The Licenses and Permits section of the Public Safety Schedule includes records associated with the MPD Licensing Unit. The section also includes permits that have been centralized in this section because they have the same regulatory purpose and function.								
PBS-60-01	Public Safety Licenses and Permits Case Files - Licensing - XRF Records may include: Offense/incidents reports and supplements in CAPRS, property inventories								
		USE SERIES CODE PBS-05							
PBS-60-03	Public Safety Licenses and Permits Licenses - Business Record business license applications and renewals, and supporting documents for pawn shops, second-hand stores, antique dealers and precious metal dealers. Files will contain documentation of any modification of license conditions and any adverse license action approved by Council. Records may include: copy of license application, background information	PUB120	ACT+6	ACT+6	ACT+6	ACT	LICENSING		Active ceases after expiration, revocation or denial.
PBS-60-06	Public Safety Licenses and Permits Licenses - Liquor Record/document the licensing and regulation of liquor establishments.	PUB120	ACT+6	ACT+6	ACT+6	ACT	LICENSING		Active ceases after expiration, revocation or denial.

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	Records may include: Liquor license files, temporary license applications, temporary expansion applications, "RedBook" file number database								
PBS-60-08	<p>Public Safety Licenses and Permits Permits - Charitable Gambling Documents the licensing and regulation of organizations that conduct charitable gambling events and the businesses wherein that charitable gambling activity takes place.</p> <p>Records may include: applications and supporting documents, copies of licenses and renewals, audits, site inspection reports (GAMCHK)</p>	PUB120	ACT+6	ACT+6	ACT+6	ACT	LICENSING	Active ceases after expiration, revocation or denial.	
PBS-60-16	<p>Public Safety Licenses and Permits Permits - Explosive Parties with Explosive Permits detailing the explosive, storage and purpose. The permits are issued by the state and a copy is maintained in Bomb/Arson.</p> <p>Records may include: Applicant, Type of Explosive, Address</p>	PUB120	ACT+6	ACT+6	ACT+6	ACT	BOMB/ARSON	Active ceases after expiration or revocation.	
PBS-60-18	<p>Public Safety Licenses and Permits Permits - Firearm Purchase Application A record of applications by individuals to purchase handguns. Records include the permits to purchase and the background investigation. Hennepin County is responsible for permits to carry (since 2003).</p> <p>Records may include: application for permit, background check information</p>	PUB121	6	6	6	ACT	LICENSING		

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PBS-60-20	Public Safety Licenses and Permits Tracking Databases - Licensing A variety of databases created to track permits to purchase firearms, liquor compliance checks, and gambling permits. The records are used for monitoring and compliance of permits and licensing, violations, revocation information and or denials.	PUB120	ACT+6	ACT+6	ACT+6	ACT	LICENSING	Active ceases when record in database or the entire database is no longer active, superseded or is replaced. Review tracking databases periodically to identify records that can be deleted.	
PBS-65	Public Safety Background Investigations Section Overview The function of the records included in the Background section of the Public Safety Schedule include records required to document the background investigation services for all potential sworn and civilian employees for the Police, Fire and MECC Departments.								
PBS-65-01	Public Safety Background Investigations Background Case Assignments Database The assignment database is used for case management. The database is used to create reports related to staffing and case assignments in the backgrounds unit. It is used to create reports for the Hiring Board and Professional Standards Division. Records may include: Candidate's name, Candidate's number, Candidate's race, Candidate's gender, Candidate's eligible list, Assigned investigator, Date investigation assigned, Date investigation completed, Determination, Rejection reason, Rejection reason approver, Background Unit Staff contact info	PUB772	ACT+6	ACT+6	ACT+6	ACT	BACKGROUNDS	Active ceases after candidate is no longer certified as eligible and administrative reference use ends.	
PBS-65-02	Public Safety Background Investigations Background Checks (aka Trackers) Supporting documents for background check determination, including checks on non-Police Department employees who have unescorted access to police department facilities. Records may include: Fingerprint card, Criminal history,	PUB771, PUB772	ACT+6	ACT+6	ACT+6	ACT	BACKGROUND INVESTIGATION/ HR	Active ceases when determination not to hire is made or when employee separates - whichever applies.	

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	Candidate photograph								
PBS-65-04	<p>Public Safety Background Investigations Background Investigative Files - Civilian Hired Investigative file used for determining a candidate's eligibility for employment.</p> <p>Records may include: Employer reference questionnaires, Criminal history, Driving record, Personal reference questionnaires, Credit history/report, Candidate pre-employment questionnaires, Candidate authorization and release forms, Law enforcement agency queries, Fingerprint card, Candidate photograph, Investigative summary</p>	PUB771	ACT+6	ACT+6	ACT+6	ACT	BACKGROUND INVESTIGATION	Active ceases when employee separates.	
PBS-65-05	<p>Public Safety Background Investigations Background Investigative Files - Civilian Not Hired Investigative file used for determining a candidate's eligibility for employment.</p> <p>Records may include: Employer reference questionnaires, Criminal history, Driving record, Personal reference checks, Credit history/report, Candidate pre-employment questionnaire, Authorization and release forms</p>	PUB772	ACT+6	ACT+6	ACT+6	ACT	BACKGROUND INVESTIGATION	Active ceases after determination not to hire is made.	
PBS-65-06	<p>Public Safety Background Investigations Background Investigative Files - Sworn Hired Investigative file used for determining a sworn candidate's eligibility for employment.</p> <p>Records may include: Criminal history, Driving record, Employer reference questionnaires, Personal reference questionnaires, Credit history/report, Candidate pre-employment questionnaires, Candidate authorization and release forms, Law enforcement agency queries, Fingerprint card, Candidate photograph, Education reference questionnaires, Investigative summary</p>	PUB771	ACT+6	ACT+6	ACT+6	ACT	BACKGROUND INVESTIGATION	Active ceases when employee separates.	

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PBS-65-07	<p>Public Safety Background Investigations Background Investigative Files - Sworn Not Hired Investigative file used for determining a candidate's eligibility for employment.</p> <p>Records may include: Employer reference questionnaires, Criminal history, Driving record, Personal reference checks, Credit history/report, Candidate authorization and release forms, law enforcement agency queries, fingerprint card, photograph, investigative summary</p>	PUB772	ACT+6	ACT+6	ACT+6	ACT	BACKGROUND INVESTIGATION	Active ceases after determination not to hire is made and database records are updated.	
PBS-65-08	<p>Public Safety Background Investigations Candidate Database (aka Trackers) Electronic database used to track the candidates progress through the backgrounds process. Also a reference used to determine if a background has been previously done on a person.</p> <p>Records may include: Date, Name, Race, Sex, SSN, Position applied for, Contact person when background is complete, Date of Birth, Background decision, Type of background</p>	PUB921	PERM	PERM	PERM	ACT	BACKGROUND INVESTIGATION S		
PBS-65-12	<p>Public Safety Background Investigations Hiring Roundtable Records Record of hiring board recommendations for creation of an eligible list.</p> <p>Records may include: Meeting tally sheet, Background Investigative Summaries</p>	LIT000	6	6	6	ACT	BACKGROUND INVESTIGATION S		
PBS-65-14	<p>Public Safety Background Investigations Index-Archive Serves as a point of ready reference in locating investigative case files or background check paperwork.</p> <p>Records may include: Candidate, Date, Archive location</p>	PUB921	PERM	PERM	PERM	ACT	BACKGROUND INVESTIGATION S		

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PBS-70	<p>Public Safety Managing Human Resources Section Overview The records in this section of the schedule document the activities associated with the recruiting and hiring of eligible individuals to fill positions within the department; supervising employees by evaluating performance, promoting, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees, as well as documentation of disciplinary activities.</p> <p>The Health and Wellness function serves as liaison to employees, city doctors, outside medical facilities and other agencies for work-related employee health information. This function also coordinates activities for employees (such as health screenings, etc.).</p>								
PBS-70-02	<p>Public Safety Managing Human Resources Community Service Officer (CSO) Files The purpose of the series is to document the time, accomplishments, incidents, training, evaluations, awards and school history while in the Community Service Officer (CSO) program. The information is used to help provide information for recruitment via backgrounds. Some records may be held in official form by other units (training, medical, etc.). Records are created for administrative use by the sergeant in charge of the program.</p> <p>NOTE: If CSO leaves the program, review file for any financial/contract obligations (repayment of education loans, uniform costs, etc.) prior to packaging files for future destruction. Transfer records that document the obligation to MPD Payroll for processing.</p> <p>Records may include: school background, correspondence between sergeant and CSO, incident forms, awards, test/evaluations, training related to CSO program (specifically)</p>	EMP300	ACT+6	ACT+6	ACT+6	ACT	CSO UNIT/ HUMAN RESOURCES	Active ceases at the end of participation in the program. If CSO stays with the City after the program, transfer the CSO file to each employee's respective personnel file. The CSO file must be retained for the time they work for the City plus 6 years.	
PBS-70-04	<p>Public Safety Managing Human Resources Community Service Officer Program Manual The purpose of this series is to document the current status and updates related to the CSO rules and regulations.</p>	BUS150/GRT ADG	ACT+10	ACT+10	ACT+10	ACT	CSO UNIT/ HUMAN RESOURCES	Active ceases when no longer used or is eliminated or replaced.	

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	Records may include: paper manual, on-line manual								
PBS-70-06	<p>Public Safety Managing Human Resources Fitness Scores - Sworn Employees Yearly fitness tests are done per departmental approval for sworn personnel. The scores are recorded for verification of completion and for reference.</p> <p>The purpose of the fitness-testing program is to improve the level of fitness for MPD employees. This is accomplished by establishing fitness goals for all sworn personnel and a system of assistance and incentives to encourage everyone to attain these goals. Fitness testing is conducted in accordance with current POFM labor agreement (See Section 23.1) Mandatory physical fitness testing shall be conducted for all sworn personnel once per calendar year during the month of the employee's birthday. If the employee takes the test, but does not meet each of the goals, he/she may retest up to three times per year. An employee who does not meet the goal for each component shall not be subject to discipline by reason of the failure to meet such goals. Failure to take the test may result in a violation under the MPD's disciplinary guidelines.</p> <p>Records may include: Name, Rank, Score, Date</p>	EMP500	ACT+30	ACT+30	ACT+30	ACT	HEALTH & WELLNESS, HUMAN RESOURCES	Maintain verification of completion of fitness test with other medical records for sworn employee. Maintain fitness scores until after test is superseded and administrative reference use ends.	
PBS-70-08	<p>Public Safety Managing Human Resources Health Club Program Documentation Records that document the MPD association with the Health Club Program and information regarding sign-up dates, reimbursement amounts and approved health club lists.</p> <p>Records may include: fitness rosters, communication with service providers, copies of receipts, membership agreements from employees</p>	BUS140	ACT+3	ACT+3	ACT+3	ACT	HEALTH & WELLNESS	Active ceases when the program changes, is superseded or replaced.	

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PBS-70-10	<p>Public Safety Managing Human Resources Limited Duty Report Electronic database (Access) that is used to maintain a list of all MPD employees working on a restrictive basis due to a medical reason. Selected extract of the database is distributed monthly to Command Staff, Human Resources, and Payroll for their reference</p> <p>Records may include: Name, Rank, Assignment, Date of Injury, Type of Injury, Status of Injury, Date of latest medical paperwork provided to department, Specific work restrictions, work related/non-work related</p>	BUS130	ACT+6	ACT+6	ACT+6	ACT	HEALTH & WELLNESS	Medical records for individual should be updated with limited duty status. Retain limited duty records for individual in database for 6 years after limited duty ceases.	
PBS-70-12	<p>Public Safety Managing Human Resources Multi-Cultural Recruitment Team (MCRT) Records Maintain list of current MCRT members and recruitment events worked.</p> <p>Records may include: Files of each MCRT member, presentations, thank-you letters, MCRT member contact information, record of events, HR and MPD training regarding hiring process</p>	EMP900	3	3	3	ACT	RECRUITMENT	Copy and transfer all commendations, thank-you's, etc. to Human Resources for inclusion in the appropriate Personnel file.	
PBS-70-14	<p>Public Safety Managing Human Resources New Hire Tracking Database EXCEL spreadsheet that tracks hires (CSO/Cadet/Recruit) and their age, sex and race. The information to compile the spreadsheet is obtained from the Human Resources Information System (HRIS) Copies are created to update MPD Administration for community meetings, reports, general public inquiries, etc.</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	HUMAN RESOURCES	Active ceases when record in database or the entire database is no longer active, superseded or is replaced. Review tracking databases periodically to identify records that can be deleted.	
PBS-70-16	<p>Public Safety Managing Human Resources Recruitment Database Enter names of interested candidates (contacts) and recruiting events into computer database. Also used to retrieve names of candidates to mail application materials when hiring in a specific category. The database is used to create mailing</p>	PUB141	ACT+3	ACT+3	ACT+3	ACT	RECRUITMENT	Active ceases when record in database or the entire database is no longer active, superseded or is replaced. Review tracking databases periodically to identify records that can be deleted.	

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SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
	labels.								
	Records may include: Contact Information, Recruiting Events, Career Fair Questionnaire / Telephone or Email Contacts								
PBS-70-18	Public Safety Managing Human Resources Recruitment Manual Explains the job description of the Recruitment Sergeant and MCRT members and outlines the initiatives and goals for MPD recruitment. Records may include: Recruitment Responsibilities, Initiatives / Goals, Marketing, Mentorship Program, MPD / Community / School Partnerships	BUS150	ACT+10	ACT+10	ACT+10	ACT	RECRUITMENT/ HUMAN RESOURCES		Active ceases when no longer used or is eliminated or replaced.
PBS-70-20	Public Safety Managing Human Resources Recruitment Marketing/Campaign Plan/Partnership Strategies The records document the outputs of the recruitment marketing/campaign plan to provide information to the public regarding the department and hiring opportunities. Records may include: brochures, ads for mentorship, brand extensions (giveaways), advertising materials	BUS140	ACT+3	ACT+3	ACT+3	ACT	RECRUITMENT		Active ceases when program or campaign is no longer used or is eliminated or replaced.
PBS-70-24	Public Safety Managing Human Resources Sworn Personnel Seniority Lists Historical lists of sworn personnel seniority from 1991 to 2000. The list has been compiled in Workforce Director since 2001. NOTE: The seniority list for Non-Sworn (Civil Service Employees) is maintained by Central Human Resources.	EMP120	PERM	PERM	PERM	ACT	HUMAN RESOURCES		
PBS-70-28	Public Safety Managing Human Resources Medical Billing Information Authorization forms, medical bills, and verification of authorization for all MPD Employment Services medicals.	EMP100	6	6	6	ACT	HEALTH & WELLNESS		

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	Records may include: pre-employment authorizations, fitness for duty authorizations, return to work authorizations, medical bills								
PBS-70-29	<p>Public Safety Managing Human Resources Medical Records - MPD Specific Additional MPD specific medical records that are added to the employee's medical file (which is maintained by Human Resources).</p> <p>For a complete description of Employee Medical Records, refer to the City of Minneapolis - Human Resources General Retention Schedule - HRS-40-02.</p> <p>Records may include: Medical paperwork, Worker's Compensation Documents, Family Medical Leave Forms, Respirator fit test approval, Job Placement Summaries, Inter-departmental communication regarding employees medical condition, IOD time used/granted</p>	EMP500	ACT+30	ACT+30	ACT+30	ACT	HUMAN RESOURCES, HEALTH & WELLNESS,	PRIVATE MS13.43 29 CFR1630.14	Active ceases when employee separates.
PBS-70-30	<p>Public Safety Managing Human Resources Personnel Files Records created to document employment related or personal information gathered by MPD.</p> <p>For a complete description of Personnel Files see the City of Minneapolis Human Resources General Retention Schedule - HRS-20.</p>	EMP300	ACT+6	ACT+6	ACT+6	ACT	HUMAN RESOURCES		Active ceases when employee separates.

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PBS-75	<p>Public Safety Training</p> <p>Section Overview</p> <p>The records included in the Training section of the Public Safety Retention Schedule include Pre-Service - Academy/FTO, In-Service, Range and special training provided by Strategic Operations/Emergency Services. The function of these training records are the same and therefore all the records are scheduled in the Training Section of the schedule.</p> <p>Pre-Service - Academy/FTO</p> <p>Records included in the Pre-Service Section of the schedule includes the records associated with the creation and maintenance of training records for new recruit officers. The records also include the documentation associated with Field Training where recruits are partnered with an officer who trains and evaluates them in the field.</p> <p>In-Service</p> <p>Records included in the In-Service Training section of the Public Safety schedule include the documentation of training services, scheduling of courses, maintenance of attendance rosters and sign-ins used for the reporting of completed training to POST for all sworn personnel.</p> <p>Range</p> <p>The purpose of the Range section of the Public Safety Schedule is to document the firearm training program and the certification for all sworn personnel.</p>								
PBS-75-04	<p>Public Safety Training Certification Files</p> <p>To provide proof of compliance with state law enforcement certification requirements, of expertise in evidence analysis, and of training required for specialized services and investigations. Instructor certification and standard certifications are located in Worforce Director and Traininng Unit files.</p> <p>Records may include: certification standards, standards status reports, written directives, training records</p>	PUB791, EMP300, EMP800	ACT+6	ACT+6	ACT+6	ACT	TRAINING UNIT		Active ceases after employee separates.

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PBS-75-06	<p>Public Safety Training Community Outreach</p> <p>Records that document the assignment of MPD Personnel assigned to various community committees to represent the MPD Training Unit. The records also document the curriculum content provided to meet the needs for various groups.</p> <p>Records may include: membership lists, agendas, minutes, supporting documentation, reports</p>	EMP800	ACT+3	ACT+3	ACT+3	ACT	TRAINING	Active ceases when no longer used or is eliminated or replaced.	
PBS-75-08	<p>Public Safety Training Gas Mask Fit Tests</p> <p>Documentation of the Gas Mask Fit testing that is required by OSHA on an annual basis.</p> <p>Records may include: Numerical measurements, over a numeric 500 is considered a pass, various sizes to accommodate facial structure</p>	EMP712	ACT+3	ACT+3	ACT+3	ACT	TRAINING	Active ceases after new fit test is administered and results are recorded. If a cumulative/historical record of fit tests is created for an employee, maintain until employee separates plus six years.	
PBS-75-10	<p>Public Safety Training Training Calendars</p> <p>Documents the training dates and locations attended for specific team training and unit training.</p> <p>Records may include: Location of training lease, calendar and dates of training, training or course description</p>	EMP800	ACT+3	ACT+3	ACT+3	ACT	TRAINING	Active ceases when no longer used or is eliminated or replaced.	

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PBS-75-12	<p>Public Safety Training Training File - Class File/Schedule/Course Materials To provide a record of each training course taught by the Police Dept., to accumulate a training history for police recruits and for field training. The information is required to ensure training requirements are met for certification, standards, new laws and issues, and special events and circumstances. The attendance rosters verify that the participant was present for lecture or demonstrations. This documentation is held for POST and litigation purposes.</p> <p>Records may include: Attendance Roster, Course Outline, Lesson Plans, Handouts, Agenda/Schedule, instructor resumes, instructor certifications, audio/visuals</p>	EMP500, EMP800	IND/30	IND/30	IND/30	ACT	TRAINING		The varied and mixed contents of the records (events to start the retention timeclock are difficult to apply), dictates an indefinite retention assignment. As an alternative, a 30 year retention is recommended to account for training attendance not recorded in the individual training history file and to address the need to maintain safety related training documentation for a minimum of 30 years.
PBS-75-14	<p>Public Safety Training Training File - FTO The purpose of the FTO Training File is to track the recruits' performance through the FTO program. It also documents that the recruit has completed the assigned tasks.</p> <p>Records may include: ROPE Reports, Recruit Synopsis forms, Tasks, Performance/Training Objective(s), Performance review, Monthly FTO meeting forms, Recruit Officer exit interview, Additional training documentation</p>	EMP300, EMP800	ACT+6/30	ACT+6	ACT+6	ACT	TRAINING		Active ceases after employee leaves service. The nature of how records are stored may dictate non-event based retention period be assigned. If the FTO Training Files are maintained by year: *maintain the index permanently; and *maintain the training records for 30 years.
PBS-75-16	<p>Public Safety Training Training File - In-Service Used to document training courses attended by Police Dept. personnel to develop and improve skills, knowledge, and abilities to maintain standards, and to comply with regulations.</p> <p>Records may include: agendas, statements of goals and accomplishments, schedules, course descriptions, instructor lesson plans, handouts, attendee sign-in sheets, written tests, test scores, certificates, field training observation reports, Travel documentation, reports listing officers/ courses/ hours/ grades, resumes, POST</p>	EMP300, EMP800, PUB791	ACT+6	ACT+6	ACT+6		TRAINING		Active ceases when employee separates or leaves service.

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PBS-75-18	Public Safety Training Training File - Recruit/Cadet Records (Hired) These records document the training during recruit or cadet training academies. Records may include: certification standards, standards status reports, written directives, training records, test scores, duty status records	EMP300, EMP800, PUB790, PUB791	ACT+6/30	ACT+6	ACT+6/30	ACT	TRAINING		Active ceases after employee leaves service. The nature of how records are stored may dictate a non-event based retention period be assigned. If the recruit training file are maintained by year: * maintain the index permanently; and, * maintain the training records for 30 years.
PBS-75-20	Public Safety Training Training File - Recruit/Cadet Records (Not Hired) These records document the training during recruit or cadet training academies. Records may include: certification standards, standards status reports, written directives, training records, test scores, duty status records	EMP300, EMP800, PUB790, PUB791	ACT+6	ACT+6	ACT+6	ACT	TRAINING		Active ceases after decision is made not to hire.
PBS-75-21	Public Safety Training Training History Series created as a means to summarize training history and to provide a means to satisfy requests for training records. Requests are varied and include requests from Peace Officer Standards and Training, City and County Attorney. Records are also used for maintenance purposes after separation or retirement. Records may include: Instructor Certification, Certifications, POST License, Programs attended, Hours associated with programs, Dates of attendance	EMP300, EMP800, PUB791	ACT+6	ACT+6	ACT+6	ACT	TRAINING		Active ceases after employee leaves service or separates.
PBS-75-22	Public Safety Training Training Records - Specialized Unit Course Materials The purpose of these records is to document the course materials of training attended by unit members including Bomb/Arson, Canine, Mounted Patrol, SWAT, Range, etc.	PUB790	ACT+5	ACT+5	ACT+5	ACT	TRAINING/ SPECIAL UNITS		Active ceases after course is discontinued or replaced or course materials are substantially updated.

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	Records may include: certificates, course outline, rosters, schedules, invoices for outside training								
PBS-75-24	<p>Public Safety Training</p> <p>Training Records - Specialized Unit Officer Training Files Tracks records of training, certification courses, and continuing officer training in units including Bomb/Arson, Canine, Mounted Patrol, SWAT, Range etc.</p> <p>Records may include: certificates, course outlines</p>	EMP300, EMP800, PUB791	ACT+6	ACT+6	ACT+6	ACT	TRAINING, SPECIAL UNITS	<p>Active ceases after employee leaves service or separates. The training record history and certificates issued for officers should be maintained by Training.</p> <p>A copy of the certificate and information regarding officer specialized training may be maintained by the Special Training unit until no longer useful. - providing that the official record of the specialized training is maintained/recorded by MPD Training.</p>	
PBS-75-26	<p>Public Safety Training</p> <p>Vaccination Records - Historical Older vaccination records maintained by the Training Unit. See Remarks for direction related to integration into the Employee Medical File.</p> <p>Records may include: Vaccination Forms</p>	EMP500	ACT+30	ACT+30	ACT+30	ACT	HEALTH AND WELLNESS	<p>A record of the vaccination should be entered to the Employee Medical File. Transfer historical forms to Health and Wellness for review/integration into Medical File,</p>	

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PBS-77	<p>Public Safety Property and Evidence Section Overview The Property and Evidence Section of the Public Safety Retention Schedule includes records that document the management and storage of evidence and property that is seized, confiscated or found until it is needed for court, returned to its owner or can be destroyed. This section also includes the retention requirements for CED (Taser) recordings and Mobile Video and Public Safety Camera Evidentiary Recordings. The retention for other evidentiary recordings (e.g. custodial questioning/Scales recordings not recorded in the squad) is covered in PBS-05 Criminal Case Files (Incident and Investigation) based on case severity level.</p> <p>RETENTION NOTE The Public Safety Retention Schedule covers records, which could include tapes, documents, reports, transcripts, etc. This Retention Schedule does not include physical evidence such as guns, physical samples, currency or other property.</p>								
PBS-77-02	<p>Public Safety Property and Evidence Auction/Sales Records Documents the sale or auction of unclaimed or impounded property. Department copy of auctioneer contract and forms.</p> <p>Records documenting the disbursement of Auction/Sales records to State, County and City are maintained by Finance.</p> <p>Records may include: lists of property to be sold, notices - newspaper, letters of inquiry, property tags, receipts, newspaper ads, letter to the Pension Board listing profits from the sale, Auctioneer contract, Auction money reconciliation form, Auctioneer receipt</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE	Active ceases after disposal/sale of property and audit is complete.	
PBS-77-04	<p>Public Safety Property and Evidence Cash/Jewelry Log Log of all cash and jewelry received by the Property & Evidence Unit and held for safekeeping.</p> <p>Records may include: date received, property inventory number,</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE	Active ceases after disposal/release of property and audit is complete.	

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	amount received and/or jewelry indicated, date of release, amount released, staff member transacting the release, supervisor assisting the release								
PBS-77-06	<p>Public Safety Property and Evidence Confiscated Property Files Documents the seizure of property, other than firearms, involved in an arrest or execution of a court order.</p> <p>Records may include: receipts/reports of confiscated property, identification tag, report of public auction or destruction, property inventory sheet</p>	PUB702	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE	Active ceases after disposal of property and audit is complete.	
PBS-77-08	<p>Public Safety Property and Evidence Deposit Records Record of money deposited into the City Treasury from the Evidence Cash Vault.</p> <p>Records may include: Case number, inventory number, amount shown on original package, amount actually counted, cash receipt, breakdown of denominations, total amount counted, employee numbers</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE	Active ceases after deposit of funds and audit is complete.	
PBS-77-10	<p>Public Safety Property and Evidence Inventory Correction Information Notices to officers about property and evidence which was submitted for processing and lacked some paperwork or contained errors.</p> <p>Records may include: memo sent to officers, spreadsheet tracking corrections needed</p>	PUB800	ACT+2	ACT+2	ACT+2	ACT	PROPERTY & EVIDENCE	Active ceases after disposal/release of property.	
PBS-77-12	<p>Public Safety Property and Evidence Firearms Background Applications Files summarizing the criminal background checks of individuals wanting to qualify for a permit to purchase, or retrieve a firearm from MPD custody.</p> <p>Records may include: date, location, violations, and convictions</p>	PUB121	6	6	6	ACT	PROPERTY & EVIDENCE		

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	of the individual, date of search transaction, name of operator, type of search requested, signed application, full name, DOB, scars, marks, and tatoos, alias/maiden names used, letters of release, original lists for background checks								
PBS-77-14	<p>Public Safety Property and Evidence Firearms Disposition Review files A list of firearms authorized for destruction.</p> <p>Records may include: cover letter to units/agencies setting date and time for review, list of all firearms to be discussed and voted on, the Department's final disposition of the firearms</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE	Active ceases after disposal of property and audit is complete.	
PBS-77-16	<p>Public Safety Property and Evidence Gun Registration File Alphabetical file by name of firearm owner, and Numerical file by serial number of firearm.</p> <p>Records may include: owner's full name, owner's address, owner's birth date, owner's race, serial number, make, model, caliber, date of purchase/ registration, from whom firearm was purchased, Driver's License or State ID number, Scars, mark, and tatoos, alias/nicknames</p>	PUB500/PUB 921	PERM	PERM	PERM	ACT	PROPERTY & EVIDENCE	The ATF maintains the official records of gun registrations.	
PBS-77-18	<p>Public Safety Property and Evidence Jewelry and Alcohol Photo Log Log of digital photos of all jewelry taken into MPD custody. Log of digital photos of all alcohol taken into MPD custody.</p> <p>Records may include: date, case number, type of item being photographed, employee number</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE	Active ceases after disposal/release of property and audit is complete.	
PBS-77-20	<p>Public Safety Property and Evidence Latent Fingerprint Cards Cards containing unattributable finger and palm prints found at crime scenes, for comparison with those of suspects. Records may include: Case number, name, Inventory number, cardstock w/tape, latent print</p>	PUB704	10 (see exceptions)	10	10 (see exceptions)	ACT	PROPERTY & EVIDENCE/ CRIME LAB	Exceptions: Permanent retention for cases coded as homicides, officer involved shootings and/or criminal sexual conduct.	

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PBS-77-22	<p>Public Safety Property and Evidence Log Sheets Refrigerator log, walk-in cooler log, elevator problem log, blood room log.</p> <p>Records may include: Date, time, temperature, employee number, misc comments, problem noticed, time entering, time leaving, case number</p>	PUB800	ACT+2	ACT+2	ACT+2	ACT	PROPERTY & EVIDENCE		Active ceases after administrative need ends.
PBS-77-24	<p>Public Safety Property and Evidence Mobile Video Recording (MVR), Public Safety Cameras - Evidentiary Videotapes or digital recordings that are evidentiary are property inventoried. VHS tapes that are not evidentiary are inventoried at precincts. Use PBS-10-42 Mobile Video Recording (MVR) - Non Evidentiary or PBS-10-43 Public Safety Cameras - Non-Evidentiary for videotapes or digital recordings that are not evidentiary.</p> <p>The following are evidentiary tapes or digital recordings: (1) Incidents/offenses where the City is on notice of a claim; court proceeding; internal investigation; criminal investigation; or external investigation by a government entity. (2) Traffic citations on public safety cameras that may be kept for evidence. (3) As provided in the MPD Policy and Procedure Manual, as it may be amended from time to time. As of August 1, 2011, the applicable MPD Policy and Procedure is 4-218 <i>Mobile and Video Recording (MVR) Policy</i>, which provides the following, and will apply for purposes of this retention schedule for both mobile video and public safety cameras:</p> <ul style="list-style-type: none"> a) Citation b) Arrest c) DUI d) Use of Force e) Significant Incident <ul style="list-style-type: none"> · Critical Incident · Domestic abuse incident interview · Pursuit · Squad Accident · Felony Crime 	PSF130	EX	EX	EX	ACT	PROPERTY & EVIDENCE PRECINCTS	PUBLIC,PRIVATE CONFIDENTIAL MS13.82	EX - The expiration of 1) 1 year if the tapes or digital recordings contain Traffic Citations 2) Permanent if the tapes or digital recordings contain any of the following <ul style="list-style-type: none"> •Arrest •DUI •Use of Force •Significant Incident •Incidents/offenses where the City is on notice of a claim; court proceeding; internal investigation; criminal investigation; or external investigation by a government entity. 3) 1 year for VHS recordings prior to August, 1, 2011 that are not evidentiary that are maintained in the precinct.

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	<ul style="list-style-type: none"> Any incident in which the officer or sworn supervisor believes the recording to be of evidentiary and/or administrative value The identity of someone in the video needs to be protected Man-made or natural disaster or act of terrorism Any event that should be brought to the immediate attention of the Chief and/or Command Staff Any time that a citizen makes allegations of police misconduct or discrimination during the incident 								
PBS-77-25	<p>Public Safety Property and Evidence Conducted Energy Device Recordings and Firing Data (Taser) The record series consists of recordings made when Conducted Energy Devices (CED's) or "Tasers" are fired by Minneapolis Police Officers. The use of CED's and duties of the officer after deployment (recording, firing or both) is subject to MPD Policy and training protocols. Some devices may capture firing data only and may not be equipped to capture video.</p> <p>Records may include: Firing data (includes date, time, and duration), Video of "Taser" firing (also includes date and time stamp on video)</p>	PSF131	AC	AC	AC	AC	PROPERTY & EVIDENCE	PUBLIC, PRIVATE CONFIDENTIAL MS13.82	AC – After completion of the download, retain as follows: 1) Permanent if the tapes contain a critical incident 2) 7 years for all other tapes or digital recordings
PBS-77-27	<p>Public Safety Property and Evidence Offense Reports - Stolen Firearms Copies of all offense reports that list firearms as part of the loss.</p> <p>Records may include: original offense report, supplementary reports, insurance payment letters, NCIC computer records</p>	NONE	ACT	ACT	ACT	ACT	PROPERTY & EVIDENCE		Original offense report is maintained in CAPRS. Maintain report to assist in the identification of stolen firearms until property is identified, disposed of or until information is updated or replaced.
PBS-77-30	<p>Public Safety Property and Evidence Pawn Shop Records Information relating to an item in a pawnshop being placed on police hold. Records are entered into APS (Automated Pawn System).</p>	PUB800	ACT+2	ACT+2	ACT+2	ACT	PROPERTY & EVIDENCE/APS		Active ceases after entry to the Automated Pawn System.

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	Records may include: pawner's name and address, description of item, reason for hold, date and time of hold, final disposition of item, indexes by pawner's name and by case number								
PBS-77-32	<p>Public Safety Property and Evidence Property Inventory Sheets Includes index to and all documentation of evidence kept in the evidence room and its disposition. Includes a description of the property; number assigned to evidence, date received, person delivering evidence, who received it, arrest number and description of property.</p> <p>Records may include: PI form</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE		Active ceases after: 1.) Case closure and notice to release is received from City/County Attorney or Responsible Officer; and 2.) Expiration of the criminal statute of limitations for charging unless the final disposition of the case (including any refusal to charge or any applicable appeals) is complete.
PBS-77-34	<p>Public Safety Property and Evidence Property Removal - Out to Chemist Slip To provide a placeholder for evidence taken out to a lab for testing.</p> <p>Records may include: date/time, who removing, date of Inventory</p>	NONE	ACT	ACT	ACT	ACT	PROPERTY & EVIDENCE/ CAPRS		Active ceases after property/evidence is returned. Results of the testing may be added by Property and Evidence, Crime Lab or the Investigator to CAPRS as a case supplement.
PBS-77-36	<p>Public Safety Property and Evidence Release Forms Forms completed by citizens authorizing release of property to another, returned letters, court orders, and other paperwork related to specific inventories.</p> <p>Records may include: release letters, returned letters from MPD, Court orders</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE		Active ceases after disposal/release of property and audit is complete.
PBS-77-38	<p>Public Safety Property and Evidence Unclaimed Property Sale To document the sale of impounded property such as furniture, bicycles, and miscellaneous items.</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE		Active ceases after disposal/sale of property and audit is complete.

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

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	Records may include: lists of property to be sold, property tags								
PBS-77-40	<p>Public Safety Property and Evidence Stolen Property Report Daily report of all items reported stolen and entered in CAPRS system.</p>	PUB800	ACT+2	ACT+2	ACT+2	ACT	PROPERTY & EVIDENCE	Active ceases after report is no longer administratively useful.	
	Records may include: Case number, supplementary reports, insurance payment letters, Victim letters								
PBS-77-42	<p>Public Safety Property and Evidence Vehicle Seizure Records These records are form letters and original ownership titles for vehicles seized by the MPD related to cases including narcotics, DWI, and prostitution.</p> <p>Note: Copies of the notice of seizure may also be found in Motor Vehicle Accident Report Files PBS-78-16 to document the seizure of a vehicle when used in a traffic offense involving DWI, Fleeing or a Cancel IPS.</p>	PUB702	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE/ NARCOTICS	Active ceases after release. disposal of property and audit is complete. Fors eizures related to administrative stays, maintain records for 1 year.	
	Records may include: descriptions of what was seized, ownership titles, letters/memos of release, information on disposition								
PBS-77-44	<p>Public Safety Property and Evidence Weapons Buy-Back Program Records Records related to the buying back of weapons from citizens on a "no questions asked" basis.</p>	PUB703	ACT+6	ACT+6	ACT+6	ACT	PROPERTY & EVIDENCE/ UNIT RESP. FOR BUYBACK	Active ceases after disposal of property and audit is complete.	
	Records may include: collection logs specifying the serial number and make or model of weapons, property inventory sheet, tests run on the weapons to identify possible participation in a crime, method and date of final destruction								

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PBS-78	<p>Public Safety Records Information/Transcription Section Overview The Records Information section of the Public Safety Schedule includes records that document criminal history contacts as well as records associated with Offense, Arrest, and Traffic Accident Reports. Records also include requests for information, responses to court ordered expungements and entry/retrieval to criminal justice data communications networks.</p> <p>The Transcription Unit provides clerical and administrative support services for the MPD. Most of the records handled by Transcription are transitory in nature in that they are identified and managed in their official form elsewhere in the Public Safety Schedule. Transcription enters arrest reports, offense reports provide cover sheets for PC review, and assist with special projects, such as transcribing tape or digital recorded statements.</p>								
PBS-78-02	<p>Public Safety Records Information/Transcription Arrest Files (Master) Cumulative information file for each adult arrested. Cumulative history of arrests and convictions on a particular individual. The criminal history packs are organized by Special Person Number (SP Number). More recent arrest histories (those that are scanned) may also be searched for by name.</p> <p>Records may include: booking documentation (name, address, description, offense), processing reports, cover and face sheet, copies from incident report files, investigation reports, witness statements, signed Miranda rights, property record, rap sheets/Abridged Record, court documents, older records may also contain: FBI Records, fingerprint cards, mug shots, Dead Files (State of Deceased Person)</p>	PUB921, PUB761	PERM	PERM	PERM	ACT	RECORDS INFORMATION UNIT	This series is no longer being created/updated. Refer to PBS-78-06 Arrest Report Summary - CAPRS for most current arrest information.	
PBS-78-04	<p>Public Safety Records Information/Transcription Arrest Report Index - Pre-CAPRS A listing of arrests in alphabetical/case number order. Listing used to identify arrestee and the associated case for the review of case information on microfilm or associated case information that may be found in CAPRS.</p>	PUB921, PUB761	PERM	PERM	PERM	ACT	RECORDS INFORMATION UNIT		

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PBS-78-06	<p>Public Safety Records Information/Transcription Arrest Report Summary - CAPRS Summary record documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Information often includes name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, etc.</p>	PUB921, PUB761	PERM	PERM	PERM	ACT	CAPRS/ RECORDS INFORMATION UNIT		
PBS-78-08	<p>Public Safety Records Information/Transcription Case Control Number Change Log Case Control numbers that have been changed since 1990.</p> <p>Records may include: One binder of case control numbers that have been changed.</p>	PUB921	PERM	PERM	PERM	ACT	RECORDS INFORMATION UNIT		
PBS-78-10	<p>Public Safety Records Information/Transcription DWI Paperwork Records that include a copy of the DWI paperwork. Information is also provided to the City Attorney and the State.</p> <p>Records may include: State of MN Intoxilizer results (If applicable), Blood results (If applicable), Urine results (If applicable), Implied consent form, Seizure notices, Revocation of license or vehicle, observation report, notice and order for license plate impoundment</p>	PUB903, PUB904	7	7	7	ACT	RECORDS INFORMATION UNIT	The official driving record is maintained by Minnesota Driver and Vehicle Services (DVS). Additional retention requirements apply to retention of the official driving record.	
PBS-78-11	<p>Public Safety Records Information/Transcription Expunged/Sealed Records Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records. Upon entry of such an order, the applicant for purposes of the law shall be deemed not to have been previously convicted, or arrested as the case may be, and the court shall issue an order sealing the record of conviction or other official records in the case, including the records of arrest whether or not the arrest resulted in further criminal proceeding.</p> <p>Minnesota Statutes, chapter 609A, applies to all criminal records</p>	LIT110	ACT+0	ACT+0	ACT+0	ACT	RECORDS INFORMATION UNIT	NOT PUBLIC MS609a	Active ceases following receipt of petition by the court.

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	maintained by agencies within the criminal justice system. Minnesota Statutes, section 299C.11, governs arrest records that are maintained by law enforcement agencies. By statute, arrest records held by law enforcement must be returned to an arrested individual if proceedings are determined in the individual's favor before specified stages of the criminal justice process. Also by statute, criminal records held by any criminal justice agency will be sealed by court order-but not returned or destroyed-if an individual was (1) convicted in a kind of case covered by the statute or (2) had proceedings resolved in specified ways that fall short of conviction.]								
PBS-78-12	<p>Public Safety Records Information/Transcription Expungement/Sealing - Index</p> <p>An index created to identify the specific court order received for the expungement/sealing of records where the petition has been granted by the court. The index may be used to verify the completion of the expungement/sealing, the date, and judge, etc.</p>	PUB761	PERM	PERM	PERM	ACT	RECORDS INFORMATION UNIT		
PBS-78-13	<p>Public Safety Records Information/Transcription Expunged or Sealed Records - Order</p> <p>Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records. A supplement is added to CAPRS documenting the sealed record.</p> <p>Upon the determination of all pending criminal actions or proceedings in favor of the arrested person, and the granting of the petition of the arrested person under chapter 609A, the City shall expunge information based on the court order.</p> <p>Records may include: supplement documenting sealed record, copy of court order, petition, expungement order</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	RECORDS INFORMATION UNIT	NOT PUBLIC MS609A.01-03 Active ceases following receipt of petition by the court.	

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PBS-78-14	<p>Public Safety Records Information/Transcription Motor Vehicle Accident - Accident 2000 Database A database that provides a bibliographic record to search and verify paper accident reports are on file as well as serving as a tool to provide public information accident reports and other reports such as the PI/PD lists .</p> <p>Records may include: Accident Reports Printed from DVS (public portion), Accident Reports - handwritten (public portion), case number, date, intersection/address of accident, owner(s), driver(s), passenger, property damaged (fire hydrant, telephone pole, sign, building, fence, etc.), Accident 2000 database</p>	NOT A CITY RECORD	10	10	10	ACT	DRIVER AND VEHICLE SERVICES (DVS)	Based on the DVS retention schedule (10/2009), Accident Report Files and supporting documents are maintained by DVS for 10 years.	
PBS-78-16	<p>Public Safety Records Information/Transcription Motor Vehicle Accident Report Files Motor Vehicle Accident Reports (original paper and copies of electronic reports submitted through DVS website) and follow-up on major and minor accidents, including hit and run investigations.</p> <p>Records may include: traffic accident reports, related correspondence, requests for blood test, blood test analysis, accident diagrams, investigating officer's report, other supplemental reports, consent to search, witness statements, Miranda rights statements, Driving Records, Requests to Inspect/Purchase Police Report, Motor Vehicle Q report (2002) microfiche</p>	PUB930	6	6	6	ACT	RECORDS INFORMATION	Records can also be obtained from the Driver and Vehicle Services (DVS) Division of the Minnesota Department of Public Safety.	
PBS-78-18	<p>Public Safety Records Information/Transcription Motor Vehicle Accident Report Files - Fatafs Lists that identifies fatal accidents from 1957 to 1992. The series also include a list that identified fatal accidents and the corresponding detailed accident reports (1992 to current).</p> <p>Records may include: The official Fatal Accident Report 1992 to present, Official Lists of Fatal accidents starting in 1957, names involved in accident (name, address, age), location of the accident, date of accident, date of death, brief description of accident</p>	PUB897	10	10	10	ACT	RECORDS INFORMATION UNIT	Maintain index/log of fatal accidents permanently. Detailed accident reports can be destroyed after ten (10) years.	

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PBS-78-20	Public Safety Records Information/Transcription Motor Vehicle Accident Report - Police Vehicles Records relating to accidents that involved police vehicles.	PUB898	6	6	6	ACT	RECORDS INFORMATION UNIT		
	Records may include: accident report, photographs, diagrams, witness statements, repair estimates, medical reports, review board's investigation and recommendations, disposition of case, Authorization for Release of Report								
PBS-78-22	Public Safety Records Information/Transcription Notice of Seizure/Intent to Forfeit - XRF Record produced by the arresting officer to document the seizure of a vehicle when used in a traffic offense involving a DWI, Fleeing, or a Cancel IPS. Also see Vehicle Seizure Records PBS-77-42.	USE SERIES CODE PBS-78-16							
	Records may include: Forfeiture of Vehicle, Notice of order of license plate impoundment, Notice of Revocation, Notice of Seizure								
PBS-78-24	Public Safety Records Information/Transcription Offender Tracking Forms (OTF) Offender Tracking Forms are required by the BCA to help eliminate the number of "Suspense" cases created each year. The Tracking Form provides a process for the completion of information to be forwarded to BCA at key stages/steps in the prosecution process of a subject. Completion of the form helps to ensure a subject's criminal history record is up-to-date and accurate at the BCA.	PUB132	ACT+1	ACT+1	ACT+1	ACT	RECORDS INFORMATION UNIT	Active ceases after completion and return to the BCA	
	Records may include: Tracking Forms multiple copies								
PBS-78-26	Public Safety Records Information/Transcription Records Accounting/Reconciliation - XRF Records detail various accounts and the reconciliation of	USE SERIES CODE FNN-20-12							

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	account balances. Use Cash and Revenue Detail Records (FNN-20-12) in the General Schedule for scheduling accounts receivable records and the reconciliation of the accounts.								
PBS-78-28	<p>Public Safety</p> <p>Records Information/Transcription</p> <p>Records Requests/Authorizations/Releases</p> <p>Requests for public and private records. Requests for records that contain private information require specific authorizations prior to release. The requests for records may include records related to an incident, accident, arrest or criminal history. Records requests may also be referred to as data practices requests or requests for public records.</p> <p>Authorizations to release information may be received from the the City and County Attorney, parties involved with a case, Investigators, etc.</p> <p>Accident release forms are maintained with the Motor Vehicle Accident Files.</p> <p>Records may include: incident and accident releases, copy of release, billing information, requestor of data, correspondence, copy or description of information released, data practices request</p>	LIT000	ACT+6	ACT+6	ACT+6	ACT	RECORDS INFORMATION UNIT		Active ceases after denial or fulfillment/release of records.
PBS-78-30	<p>Public Safety</p> <p>Records Information/Transcription</p> <p>Special Person (SP) Index</p> <p>A bibliographic record created for a new arrestee to Minneapolis. Special Person (SP) is the unique identifier for each new arrestee. This information is also entered into CAPRS.</p> <p>Records may include: 12 SP # Books (1980-Present), date create, SP Number, Name, Creator, Alias</p>	PUB921, PUB761	PERM	PERM	PERM	ACT	RECORDS INFORMATION UNIT		

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PBS-80	Public Safety Civilian Oversight Of Law Enforcement Section Overview Records related to Minneapolis Civilian Police Review Authority activities for the purpose of investigating allegations of misconduct on the part of sworn officers of the Minneapolis Police Department.								
PBS-80-02	Public Safety Civilian Oversight Of Law Enforcement Formal Complaint Files Records that document the investigative and decision making process for public complaints against Minneapolis Police Officers. Records may include: complaint form; statements from complainant, charged officer and witnesses; photographs of complainant or incident scene; ECC audio tapes; police reports; medical records; Garrity notice; investigative information; recommendations from the manager of the Review Authority; findings and panel determinations; case summaries printed from database; copy of the Police Chief's disciplinary decision; etc.	LIT000	ACT+6	ACT+6	ACT+6 *	ACT	CIVILIAN REVIEW AUTHORITY	PUBLIC, PRIVATE, MS 13.43 CONFIDENTIAL MS 13.82	* Active ceases after case closed, successful mediation or release of Police Chief disciplinary decision.
PBS-80-04	Public Safety Civilian Oversight Of Law Enforcement Intake Information Initial statements about alleged police misconduct that is captured on tape or on an intake form to document the initial contact the investigator makes or attempts. If a formal complaint is not prepared or signed, the tape is not transcribed. If a formal complaint is signed, the tape is transcribed and the transcription and any other records associated with the complaint become a part of the formal complaint file (PBS-80-02). Information and records may include: information about the complainant, the allegation, location, investigator notes of the initial conversation, information relating to evidence that may be provided, etc.	LIT000	ACT+6	ACT+6	ACT+6 *	ACT	CIVILIAN REVIEW AUTHORITY	PUBLIC, PRIVATE, MS 13.43 CONFIDENTIAL MS 13.82	* Active ceases after the period of limitation to bring a signed complaint has run.
PBS-80-06	Public Safety Civilian Oversight Of Law Enforcement Tracking Logs Manual logs created to assign and track complaints of alleged misconduct on the part of Minneapolis Police Officers. Electronic versions of the logs are maintained in the Complaint	NONE	0	ACT+1	ACT+1 *	ACT	CIVILIAN REVIEW AUTHORITY	PUBLIC	* Active ceases after entry to Complaint Database.

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	Database. The logs can be used to identify and/or validate complaints not entered to the database or complaints not signed. The administrative use of the tracking logs is limited following entry and verification of the information to the database. The logs include the Intake Log, Case Number Assignment Log and other logs to support case tracking activities.								
PBS-80-08	Public Safety Civilian Oversight Of Law Enforcement Complaint Database	BUS120	PERM	PERM	PERM	MAXACT	CIVILIAN REVIEW AUTHORITY	PUBLIC, PRIVATE, MS 13.43 CONFIDENTIAL MS 13.82	
	Multifunctional database that is used for operational and management purposes. The primary purpose of the database is to track the details and the status of each complaint from the initial contact to the conclusion or disciplinary decision made by the Police Chief. Following closure, a record copy of each complaint is printed and filed with the Formal Complaint File. The database is also a management tool that is used to produce workload analysis information and monthly/annual reports of CRA activities								
PBS-90	Public Safety Emergency Preparedness (Health and Generic) Section Overview								
	The records in this section of the schedule document the regional public health emergency preparedness planning activities conducted by Minneapolis Health and Family Support, other City departments (Fire, Police, Communication, Environmental Health, BIS, etc.) and other partners in the planning and responses to public health threats.								
	The section also contains "placeholders" for records that may be created (and will need to be managed) for an incident.								
PBS-90-02	Public Safety Emergency Preparedness (Health and Generic) Emergency Preparedness Planning Records	BUS130	6	6	6	ACT	DEPARTMENT	PUBLIC/NONPUBLIC MS13.37	
	The records in this series document the planning activities of the Minneapolis Health and Family Support Department, Fire, Police, Communication, Environmental Health, BIS, etc. and other partners in the planning and responses to public health								

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	<p>threats. Planning encompasses a wide range of activities that include: mass clinics, workforce development, patient care coordination, chemical and radiological response preparedness, mental health, exercise planning, communication and technology, training, metro-wide preparedness assessment.</p> <p>Use this series for those planning records not identified elsewhere in this section of the schedule.</p> <p>Records may include: Family disaster plans, mass dispensing org chart/command system, meeting agendas, notes and minutes, multicultural & vulnerable populations, response plans, scenarios, site maps, interim reports, reference material, databases of contacts, team member lists, job action sheets, demographic information, reporting requirements</p>								
PBS-90-04	<p>Public Safety Emergency Preparedness (Health and Generic) Response Plans - Health and Family Support Development and update of Department plans which include an on going process for cross departmental planning and preparation for all types of emergencies with accountability for implementation assigned.</p> <p>Records may include: Workforce deployment plans for Minneapolis Health and Family Support and Environmental Health, staff skills listing for Emergency Preparedness, training answers and responses, press releases (copies), Hennepin County response levels, training questions</p>	BUS170	ACT+3	ACT+3	ACT+3	ACT	DEPARTMENT	PUBLIC/NONPUBLI C MS13.37	Active ceases when plan is superseded. Retain the exercise reports and plans until the plan is superseded.
PBS-90-06	<p>Public Safety Emergency Preparedness (Health and Generic) Emergency Preparedness Training The purpose of the records is to document the training and credentialing of staff in the field of emergency management so that planning, response, and recovery can best serve the people of Minneapolis in the event of an emergency.</p> <p>Note that the Training section of the Human Resources Schedule identifies a variety of record series that address training. Retention of training records vary by record type.</p>	USE SERIES CODE HRS-60						PUBLIC/NONPUBLI C MS13.37	

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	Record series in the HRS-60 section include, Application and Attendance Records, Record of Training History for Employees, Course Catalog, Course Evaluations, Course Materials (including those for <i>Safety Related Training</i>). Records may include: Training plans, agendas and meeting minutes, discussion questions, participant registrations, overviews of training, presentations, training certificates, after action reports, sign in sheets, evaluation forms								
PBS-90-08	Public Safety Emergency Preparedness (Health and Generic) Training Participant Database Database established to identify and account for individuals that serve as a workforce to dispense immunization in response to an emergency. Note: When training is provided to City Employees, the training sponsor must also document training according to the Application/Attendance record series (HRS-60-04) and in the training history record for all safety related training. Records may include: Access database	BUS170	ACT+3	ACT+3	ACT+3	ACT	DEPARTMENT	PUBLIC/NONPUBLI C MS13.37	Active ceases after database is updated or replaced.
PBS-90-10	Public Safety Emergency Preparedness (Health and Generic) Emergency Preparedness Exercises The purpose of this series is to document the records associated with the planning and testing of exercises to track the ability to work metro-wide in an event of an emergency. Records may include: Scenarios, capacity surveys, operation logs, after action reports, fact sheets	BUS170	ACT+3	ACT+3	ACT+3	ACT	DEPARTMENT	PUBLIC/NONPUBLI C MS13.37	Active ceases when plan is superseded. Retain the exercise reports and plans until the plan is superseded.
PBS-90-12	Public Safety Emergency Preparedness (Health and Generic) Emergency Preparedness Communication Used to plan and prepare for rapid communications between all emergency preparedness responders. The records	BUS170	ACT+3	ACT+3	ACT+3	ACT	DEPARTMENT	PUBLIC/NONPUBLI C MS13.37	Active ceases when information is superseded.

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	document the development and implementation of a system to provide timely, accurate and appropriate information in a variety of languages for elected officials and the public, media and community partners in the event of all types of public health emergencies. Records may include: Policies and procedures for electronic equipment, emergency contact lists, agendas and meeting minutes, video conferencing equipment quotes, reference materials, web site fact sheet								
PBS-90-14	<p>Public Safety Emergency Preparedness (Health and Generic) Grant and Contract Management - Emergency Preparedness*</p> <p>Records that document the activities involved in managing grants and related revenue and payable (expenditure) contracts from initiation to completion. Emergency preparedness grants are received from a variety of direct and pass-through funding sources including: Center for Disease Control, Minnesota Department of Health, Hennepin County, HAN - Health Alert Network, etc.</p>	USE SERIES CODE PHS-30					PUBLIC/NONPUBLI C MS13.37	Use PHS-30 to schedule records related to financial and contractual records for Emergency Preparedness grants and contracts.	
PBS-90-16	<p>Public Safety Emergency Preparedness (Health and Generic) Emergency Preparedness Policy Files</p> <p>The purpose of this series is to document the formalized development of a course of action. Emergency Preparedness Policies are submitted to Council for approval.</p> <p>An example of an Emergency Preparedness Policy would include the policy that addresses Isolation and Quarantine where it is necessary to isolate or quarantine parts of the population.</p> <p>NOTE: Records submitted/petitioned to Council Committees are permanent records maintained by the City Clerk. Petitions are official records of the City and the information upon which Council decisions are made.</p>	BUS170	ACT+3	ACT+3	ACT+3	MAX3	DEPARTMENT PUBLIC/NONPUBLI C MS13.37	Active ceases after policy is superseded or no longer applies.	

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
PBS-90-18	<p>Public Safety Emergency Preparedness (Health and Generic) Emergency Preparedness Public Health Advisory Committee The records in this series document the activities of the advisory committee. This committee is used to share information about emergency preparedness planning and response between City departments such as Health and Family Support, Fire, Regulatory Services and Emergency Preparedness, Police, Communications, Attorney, Finance, City Coordinator and Public Works.</p> <p>Records may include: Agendas, Meeting minutes, Roster</p>	<p>USE SERIES CODE ADM-20-28</p>						<p>Use the General Schedule ADM-20-28 - Minutes and Working Files of Advisory Boards.</p>	
PBS-90-20	<p>Public Safety Emergency Preparedness (Health and Generic) Project and Committee Records Records created to document information about committees (as members) and projects that require City staff involvement.</p> <p>Use PHS-40-16 - Project Participation Records for records related to project where staff participates in projects, initiatives and collaborations.</p> <p>Use PHS-40-14 - Project Conference, Seminar and Workshop Records for records associated with the planning and delivery of meetings, seminars, workshops etc.</p> <p>Use PHS-40-10 - Project Management/Project Administration Records maintained by the project manager not found elsewhere in this section of the schedule.</p> <p>Use the General Retention Schedule - ADM-20-24, 28 or 30 for retention of records associated with committees (Medical Reserve Corps/Partners Group, etc.).</p> <p>Records may include: Agendas, notes, minutes, plans, copies of ordering information</p>	<p>USE SERIES CODE PHS-40-16, PHS-40-14 or PHS-40-10</p>						<p>Use the Public Health and Family Support Schedule PHS-40-16 (Project Participation), PHS-40-14 (Project Training, Seminar and Workshop Records - Project Sponsor) or PHS-40-10 (Project Management/Project Administration) for retention requirements.</p>	

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PBS-90-22	<p>Public Safety Emergency Preparedness (Health and Generic) Emergency Preparedness Subject/Resource Records The purpose of this series is to manage the resource information for Emergency Preparedness reference. These records are administrative in nature and document subjects that may be created during the course of a project(s).</p> <p>Records may include: Asset tag list, City organization chart, GIS categories, division summary report, digital camera uses</p>	USE SERIES CODE ADM-30-08							Use the General Administrative Schedule ADM-30-08 - General Administrative Records - Correspondence-General/Subject Files (Routine Department Program Records) for retention requirements.
PBS-90-24	<p>Public Safety Emergency Preparedness (Health and Generic) Incident Command Records Command Records - The records in this series document the activities of the incident commander and command staff (Public Information Officer, Liaison Officer, and Safety Officer).</p> <p>Records may include: Incident action plans, After Action Reports, press releases, incident organizational charts</p>	EMR100	IND	IND	IND	MAX3	INCIDENT COMMANDER	PUBLIC/NONPUBLI C MS13.37	Review retention every ten years for continuing applicability.
PBS-90-26	<p>Public Safety Emergency Preparedness (Health and Generic) Incident Operations The records in this series document the operations function of the incident. This area allocates and assigns resources, determines and directs tactical operations and assists in the development of the action plan.</p> <p>Records may include: Data on number of people served, workforce deployment information</p>	EMR100	IND	IND	IND	MAX3	INCIDENT COMMANDER	PUBLIC/NONPUBLI C MS13.37	Review retention every ten years for continuing applicability.
PBS-90-28	<p>Public Safety Emergency Preparedness (Health and Generic) Incident Planning The records in this series document the planning function of the incident. This area collects and evaluates information, records resource status, documents the incident and assists in the development of the action plan.</p> <p>Records may include: Maps, demobilization plan</p>	EMR100	IND	IND	IND	MAX3	INCIDENT COMMANDER	PUBLIC/NONPUBLI C MS13.37	Review retention every ten years for continuing applicability.

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PBS-90-30	<p>Public Safety Emergency Preparedness (Health and Generic) Incident Logistics The records of this series document the logistics function of the incident. This area provides facilities, services and materials to support incident operations.</p> <p>Records may include: Supply requests</p>	EMR100	IND	IND	IND	MAX3	INCIDENT COMMANDER	PUBLIC/NONPUBLI C MS13.37	Review retention every ten years for continuing applicability.
PBS-90-32	<p>Public Safety Emergency Preparedness (Health and Generic) Incident Finance/Administration The records of this series document the finance/administration of the incident. This area is responsible for all financial and legal aspects of the incident.</p> <p>Records may include: Cost tracking records</p>	EMR100	IND	IND	IND	MAX3	INCIDENT COMMANDER	PUBLIC/NONPUBLI C MS13.37	Review retention every ten years for continuing applicability.
PBS-95	<p>Public Safety Emergency Communications Section Overview The Emergency Communications section of the Public Safety Schedule documents the records that are created for 911 calls for police, fire and emergency medical assistance. The section also documents various related components of communications that are created during the course of the incident.</p>								
PBS-95-02	<p>Public Safety Emergency Communications Mobile Data Computer Records The function of this category is to document the data and records that are created and captured when using a MDC (Mobile Digital Computer). Typically, officers use the MDC in their squad cars when data is searched for warrants, drivers license checks, etc. using various systems that include MNCIS (Minnesota Courts Information System), NCIC (National Crime Information Center) computer systems, DMV (Driver and Motor Vehicle) systems, etc. The computer records may also document electronic messaging between a squad and dispatch and between squads.</p>	PUB300	6	6	6	ACT	MECC	PUBLIC, PRIVATE MS13.82	

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PBS-95-04	<p>Public Safety Emergency Communications Event Recordings</p> <p>The function of the records included in this category is to document the audio portion of an event. Different audio components may be captured to document the same event. The records may include recordings of a 911 call, radio dispatch of an event, and audio communications between a squad and dispatch and between squads.</p>	PUB200	31 DAYS	2	2	ACT	MECC	PUBLIC, PRIVATE MS13.82	
PBS-95-06	<p>Public Safety Emergency Communications Incident Detail</p> <p>Information and data that is electronically collected and manually entered about an incident that is received by a 911 operator. Operators taking a call, manually enter information into the CAD (Computer Aided Dispatch) system about an incident. Additional information is automatically created and collected by the CAD system that relates to dispatch activities, incident prioritization according to protocols, routing, squad assignment and the generation of a CCN (Case Control Number). The CCN number is required by an officer for writing a report of an incident in CAPRS.</p> <p>Only limited information is available about an incident that is not dispatched.</p> <p>Records may include: time of call, date of call, contents of call, nature of event/call, unit dispatched, officer requesting CCN, other related information</p>	PUB300	6	6	6	ACT	MECC	PUBLIC, PRIVATE MS13.82	
PBS-95-08	<p>Public Safety Emergency Communications Telephone Statistical Records</p> <p>The purpose of the records included in this category is to manage the information related to telephone subscriber information provided to Emergency Communications. The information is used when calls are received by an operator to identify the telephone number of the caller (subscriber) and to capture information about call data which details the date, time, length of ring time and length of call time.</p>	PUB400	2	2	2	ACT	MECC	PUBLIC	

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PBS-96	<p>Public Safety Quick Link Mapings - Legal Records Section Overview This section provides a quick reference to the mapping of Minneapolis Police Department record series that already exist in the Legal Section of the City of Minneapolis Retention Schedule.</p> <p>Use the Record Series Number indicated under legal code if you plan to transfer records to the City Records Center. Do not use this quick link mapping to destroy records until you have first verified that the record accurately maps to the record series identified in the Legal Section of the City of Minneapolis Retention Schedule.</p>								
PBS-96-01	<p>Public Safety Quick Link Mapings - Legal Records Claim Files Documentation of claims for damages in incidents involving the Police Dept. for clothing.</p> <p>Records may include: claim copy, correspondence, photographs, supporting documents</p>			USE					LEU-50-02
PBS-96-03	<p>Public Safety Quick Link Mapings - Legal Records Contracts Records that document MPD contracts.</p> <p>Records may include: Non-MPD Training, Equipment Purchasing</p>			USE					LEU-50-06, LEU-50-10
PBS-96-05	<p>Public Safety Quick Link Mapings - Legal Records Contracts and Agreements Documentation of a contract or agreement between the department and other parties for services, such as medical personnel, students, union labor, trainers, community services, translators, towing firms, and vendors.</p> <p>Records may include: contract/agreement, payment records, performance reports</p>			USE					LEU-50-06, LEU-50-10

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PBS-96-07	<p>Public Safety Quick Link Mapings - Legal Records Contracts and Agreements Documentation of a contract or agreement between the department and other parties for services, such as medical personnel, students, union labor, trainers, community services, translators, towing firms, and vendors.</p> <p>Records may include: contract/agreement, payment records, performance reports, council actions/resolutions, request for proposals</p>	USE LEU-50-06, LEU-50-10							
PBS-97	<p>Public Safety Quick Link Mappings - Administrative Records Section Overview This section provides a quick reference to the mapping of Minneapolis Police Department record series that already exist in the Administrative Section of the City of Minneapolis Retention Schedule.</p> <p>Use the Record Series Number indicated under legal code if you plan to transfer records to the City Records Center. Do not use this quick link mapping to destroy records until you have first verified that the record accurately maps to the record series identified in the Administrative Section of the City of Minneapolis Retention Schedule.</p>								
PBS-97-01	<p>Public Safety Quick Link Mappings - Administrative Records Administrative Files Miscellaneous administrative and office files</p> <p>Records may include: Equipment requests, Weekly bulletins, Office Overhead receipts, Copies of payroll sheets, Sam's Club card info., bank account reconciliation reports, Fleet semi-annual mileage forms, N Focus software info and receipts, Thank you notes, Promotional item receipts, Staff meeting information, Blueprint for Action flier and correspondence, PAL Arrest statistics CAPRS info., Work schedules</p>	USE ADM-30-08 OR FNN-10-04							

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PBS-97-03	<p>Public Safety Quick Link Mappings - Administrative Records Administrative Files - CLU Commander Crime Lab Unit Administrative files contain management information necessary to run the unit.</p> <p>Records may include: Grant Proposals, Human Resouce Information, Current Crime Lab Projects, Finished Crime Lab Projects</p>	USE ADM-10-06							
PBS-97-05	<p>Public Safety Quick Link Mappings - Administrative Records Advisory Council (Precinct) Meeting Files Records created to document meetings of volunteer citizens with precinct officers and crime prevention specialists in order to be updated about police activities and discuss issues of concern.</p> <p>Records may include: agendas, minutes</p>	USE ADM-30-08							
PBS-97-07	<p>Public Safety Quick Link Mappings - Administrative Records Annual Report (Departmental) Narrative and statistical report prepared on an ongoing basis by the communications staff and graphics department to document MPD divisions, units, precincts, offices, personnel, budget, programs, initiatives, partnerships, crime prevention and crime statistics.</p> <p>Records may include: staffing, analysis--crime prevention, reduction, budget, other statistical and summary reports, major initiatives, community concerns, operations--structure, roles, responsibilities</p>	USE ADM-30-04							
PBS-97-09	<p>Public Safety Quick Link Mappings - Administrative Records Annual Report (Departmental) Narrative and statistical report prepared each year by the department and/or subordinate units and programs to document activities and events.</p> <p>Records may include: manpower, operations, analysis, crime comparison, inspection, watch, other statistical and summary</p>	USE ADM-30-04							

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	reports								
PBS-97-11	Public Safety Quick Link Mappings - Administrative Records Annual Reports Records may include: narrative summary of IAU functions, Statistical summaries of work done in the unit, cases assigned, outcomes, etc	USE ADM-30-04							
PBS-97-14	Public Safety Quick Link Mappings - Administrative Records Calendars - Chiefs Dates of legal meetings	USE ADM-30-06							
PBS-97-15	Public Safety Quick Link Mappings - Administrative Records Committee Records Files from various internal committees. Records may include: membership lists, agendas, minutes, supporting documentation, reports	USE ADM-30-08							
PBS-97-17	Public Safety Quick Link Mappings - Administrative Records Committee Records Files from various internal committees. Records may include: membership lists, agendas, minutes, supporting documentation, reports	USE ADM-30-08							
PBS-97-19	Public Safety Quick Link Mappings - Administrative Records Correspondence General correspondence and related materials of chief, deputy chief, and other staff members within the department, arranged chronologically or by correspondent name. Records may include: letters, memoranda, attached materials, informational items	USE ADM-30-08							

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PBS-97-21	<p>Public Safety Quick Link Mappings - Administrative Records Correspondence General correspondence and related materials of chief, deputy chief, and other staff members within the department, arranged chronologically or by correspondent name.</p> <p>Records may include: letters, memoranda, attached materials, informational items</p>	USE ADM-30-08							
PBS-97-23	<p>Public Safety Quick Link Mappings - Administrative Records Correspondence General correspondence and related materials of chief, deputy chief, and other staff members within the department, arranged chronologically or by correspondent name.</p> <p>Records may include: letters, memoranda, attached materials, informational items, media inquiry responses, responses to web/public inquires</p>	USE ADM-30-08							
PBS-97-24	<p>Public Safety Quick Link Mappings - Administrative Records Correspondence - People Business Records that document faxed reports to business, invoice faxes by date, etc.</p>	USE FNN-20-12							
PBS-97-25	<p>Public Safety Quick Link Mappings - Administrative Records Criminal Codes Interpretations - Reference Material Documents that assisted our unit in our former and current functions. interpretations of Criminal Codes, statutes, and how it pertains to arrests, convictions, expungements, prohibited drugs statutes, & gun statutes.</p> <p>Records may include: Minnesota County Attorney Association Criminal Code 2001, Minnesota County Attorney Association 1986, Minnesota City Attorney Association Criminal codes 1997, Chief Special order 2001 Call Signs;Radio Call Signs, Statute Interpretation List for Officers charging 1988 (instruction/Cheat sheet)</p>	USE ADM-30-38							

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PBS-97-27	Public Safety Quick Link Mappings - Administrative Records Data Practices Requests Documents requests for information from public or private records. Records may include: requests for information, justification for request, identification data on the requestor, correspondence, a copy of the information released, billing information	USE ADM-36-02							
PBS-97-29	Public Safety Quick Link Mappings - Administrative Records Data Practices Requests Documents requests for information from public or private records go to our attorney so we can reply accordingly Records may include: requests for information, justification for request, identification data on the requestor, correspondence, a copy of the information released, billing information	USE ADM-36-02							
PBS-97-31	Public Safety Quick Link Mappings - Administrative Records Data Requests Verification of receipt and completion of data requests Records may include: request, timeline, copy of the info provided	USE ADM-36-02							
PBS-97-32	Public Safety Quick Link Mappings - Administrative Records Historical Records - MPD History Files Written histories of the Department or of specific programs or activities.	USE ADM-30-04							
PBS-97-33	Public Safety Quick Link Mappings - Administrative Records Information Requests Miscellaneous requests for information, not covered elsewhere in the schedule, received from the public, businesses, law enforcement agencies, or others, and the response to the request. Records may include: Off Duty Applications for sworn, Overtime reports, Diversity stats	USE ADM-36-02							

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PBS-97-35	Public Safety Quick Link Mappings - Administrative Records Information Requests Miscellaneous requests for information, not covered elsewhere in the schedule, received from the public, businesses, law enforcement agencies, or others, and the response to the request.	USE ADM-36-02							
PBS-97-39	Public Safety Quick Link Mappings - Administrative Records Manuals - Internal Affairs Unit Manual Codifications of unit operating procedures, standards, requirements, and policies.	USE ADM-30-32							
PBS-97-43	Public Safety Quick Link Mappings - Administrative Records Manuals - Policies and Procedures Codifications of operating procedures, standards, requirements, and policies.	USE ADM-30-32							
PBS-97-44	Public Safety Quick Link Mappings - Administrative Records Manuals - Records To record policies and processes in the Records Unit. Records may include: memos, emails, printed word documents, hand written notes, post it notes, drawings, hodge podge of forms with writing, forms for Authorization for Release	USE ADM-30-32							
PBS-97-45	Public Safety Quick Link Mappings - Administrative Records Minutes and Files of Meetings Meeting files from staff meetings, internal meetings and other department meetings to plan and coordinate activities. Records may include: minutes - staff and Retreats, agendas, handouts, background material, attendee lists	USE ADM-30-08							

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PBS-97-47	<p>Public Safety Quick Link Mappings - Administrative Records Minutes and Files of Meetings Meeting files from staff meetings, internal committees, task forces, and other department meetings to plan and coordinate activities, work out problems, serve as sounding board, or serve as vehicles for communication.</p> <p>Records may include: attendee lists, agendas, handouts, issues brought up at meetings</p>	USE ADM-30-08							
PBS-97-49	<p>Public Safety Quick Link Mappings - Administrative Records Minutes and Files of Meetings Meeting files from staff meetings, internal committees, task forces, and other department meetings to plan and coordinate activities, work out problems, serve as sounding board, or serve as vehicles for communication.</p> <p>Records may include: minutes, agendas, handouts, background material, attendee lists</p>	USE ADM-30-08							
PBS-97-53	<p>Public Safety Quick Link Mappings - Administrative Records Minutes and Files of Meetings Meeting files from staff meetings, internal committees, task forces, and other department meetings to plan and coordinate activities, work out problems, serve as sounding board, or serve as vehicles for communication.</p> <p>Records may include: minutes, agendas, handouts, background material, attendee lists</p>	USE ADM-30-08							
PBS-97-57	<p>Public Safety Quick Link Mappings - Administrative Records Personnel Count Reports A manually calculated report that was produced each month for MPD Administration. Report contained number of current Sworn and Civilian employees and their current assignment.</p> <p>Records may include: The monthly report.</p>	USE ADM-30-08							

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PBS-97-59	<p>Public Safety Quick Link Mappings - Administrative Records Planning Studies and Reports - Directed Special reports, studies, plans, or analyses pertinent to MPD operations and programs.</p> <p>Records may include: unit program studies, overtime analysis, call load analysis, personnel needs assessments, Five (5) year business plan, manpower distribution studies, Research on various topics</p>	USE ADM-10-02, ADM-10-04 OR ADM-10-06							
PBS-97-61	<p>Public Safety Quick Link Mappings - Administrative Records Project Files Records that document a wide variety of initiatives from a management perspective.</p> <p>Records may include: Suspense System Administrator Paperwork, Suspense Files Notes, Expungement Laws and proposals, MPD Web design initiative, Hiring Process Paperwork, Predetermination Hearing Paperwork, Policy and Procedural Paperwork, Manuals (draft unit manuals), Business Process Improvement Paperwork, BCA Name Event Index Search Expert Project Paperwork, Supervisor's Staff Meeting Agenda Items, Team Suspense Status Paperwork, Team Expungement Status Paperwork, Scheduling Process and Seniority Paperwork plus Shift Bids, Labor Contract Agreement Paperwork, Annual Budget Paperwork, NCIC manuals and Information, Weekly Bulletins, PC Review Letters, BIS Open Tickets</p>	USE ADM-10-06							
PBS-97-62	<p>Public Safety Quick Link Mappings - Administrative Records Project Files - APS Electronic (and paper) files w/correspondence, New User Forms, Store Set Up forms, documenting initial set up and on-going changes/issues w/agencies and stores under their jurisdiction, and POS software companies, regarding APS matters (training, billing, change in JA, store closure, version releases, brand code updates, new ordinances/ord. changes, store software issues, stores reporting problems/errors, etc.) Records may include: Email and other correspondence, New Agency/NewUser Forms/Agreement Forms, Store Set-Up Forms, APS Log Files (electronic)</p>	USE ADM-30-08							

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			LEGAL	USER	TOTAL				
PBS-97-63	Public Safety Quick Link Mappings - Administrative Records Program (User) Documentation and CAPRS Training Materials	USE ADM-50-06							
PBS-97-65	Public Safety Quick Link Mappings - Administrative Records Program Source Code and Programmer Documentation The function of the series is to document the programming statements and instructions written by the programmer. The series also includes other documentation that the programmer utilizes for application implementation.	USE ADM-50-10							
PBS-97-66	Public Safety Quick Link Mappings - Administrative Records Research and Reference Coipes of articles, emails, agendas, meeting notes, etc. used or collected in order to prepare for, or follow, on-going legislation change proposals, hearings, proposed ordinance changes or other industry challenges, other city law suits, that might involve APS and or pawn records/data.	USE ADM-30-08, ADM-30-38							
PBS-97-67	Public Safety Quick Link Mappings - Administrative Records Records Forms - History Records used to document historical forms. These forms include the authorization for release forms, State Accident forms, Fax Cover Sheets, Records Transfer Forms, and other external communications forms.	USE ADM-30-38							
PBS-97-69	Public Safety Quick Link Mappings - Administrative Records Records Transfer Lists & Locations by Department Records that document the transfer of records to records storage. The transfer reports contain the description of a record, storage location, and box number. Records may include: Records Information Unit, CID, Finance, Forgery & Fraud, Homicide, Licensing, Operations Dev., Personal, SID, Training, Administration, 1st Precinct, 2nd Precinct, 3rd Precinct, 4th Precinct, 5th Precinct, 7th Precinct,	USE ADM-40-06							

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PUBLIC SAFETY RETENTION SCHEDULE - STATE APPROVED 12/2005, 8/2008 & 8/2013

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
	Backgrounds, ACAD Recruiting, MISC:Police Unit unknown								
PBS-97-71	<p>Public Safety Quick Link Mappings - Administrative Records Reports: Monthly, Quarterly, Periodic Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other police personnel.</p> <p>Records may include: manpower, operations, analysis, crime comparison, inspection, watch, other statistical and summary reports</p>	USE ADM-30-08							
PBS-97-73	<p>Public Safety Quick Link Mappings - Administrative Records Reports: Overtime Monthly, Quarterly, Periodic Narrative and/or statistical activity reports prepared by unit, activity code and other.</p> <p>Records may include: spreadsheets, summaries</p>	USE ADM-30-08							
PBS-97-74	<p>Public Safety Quick Link Mappings - Administrative Records Reports and Studies - Programmatic Reports, studies, and surveys on law enforcement programs and activities. Some may be valuable for long-term planning, analysis of trends in law enforcement, and for historical and other research.</p> <p>Records may include: reports covering use of equipment and personnel resources, reports on crime in specific neighborhoods, reports on specific kinds of criminal activity, studies analyzing law enforcement activity</p>	USE ADM-10-02, ADM-10-04 OR ADM-10-06							
PBS-97-75	<p>Public Safety Quick Link Mappings - Administrative Records Request Statistics Domestic report statistics maintained to track the volume of requests for a given year. Records may include: Business cards from each person who wanted a domestic report</p>	USE ADM-30-08							

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PBS-97-77	Public Safety Quick Link Mappings - Administrative Records Safe Unit Formation Documentation Records that document the formation of the SAFE unit. Records may include: Memorandums, Scheduling, Assignments, 1994 Budget, Performance Issues, Directives	USE ADM-10-02, ADM-10-04							
PBS-97-81	Public Safety Quick Link Mappings - Administrative Records Speeches Text of speeches delivered by department administrators and others to groups, organizations, or events. Records may include: Speeches, Message points	USE ADM-20-38							
PBS-97-87	Public Safety Quick Link Mappings - Administrative Records System Analysis/Design Documentation The function of this series is to document technology problems and identify the solutioning efforts required to fix the problem.	USE ADM-50-04							
PBS-97-91	Public Safety Quick Link Mappings - Administrative Records Work plans Plan of the department's or unit's activities for the coming year or other planning period. Documents service initiatives, resource plans, performance measures, trends and challenges, priorities, and tactical plans for specific situations.	USE ADM-10-06, ADM-30-05							
PBS-97-93	Public Safety Quick Link Mappings - Administrative Records Work plans Plan of the department's or unit's activities for the coming year or other planning period. Documents service initiatives, resource plans, performance measures, trends and challenges, priorities, and tactical plans for specific situations.	USE ADM-10-06, ADM-30-05							

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		CODE	LEGAL	USER	TOTAL				
PBS-98	<p>Public Safety Quick Link Mappings - Financial Records Section Overview This section provides a quick reference to the mapping of Minneapolis Police Department record series that already exist in the Finance Section of the City of Minneapolis Retention Schedule.</p> <p>Use the Record Series Number indicated under legal code if you plan to transfer records to the City Records Center. Do not use this quick link mapping to destroy records until you have first verified that the record accurately maps to the record series identified in the Finance Section of the City of Minneapolis Retention Schedule.</p>								
PBS-98-01	<p>Public Safety Quick Link Mappings - Financial Records Accounting Receipts - Informants and Officer Travel The purpose of these records is to document the "buy money" issued to informants, confidential and otherwise, by the unit for information related to investigations. These records also provide documentation of money used by investigators when traveling out of state as a part of an investigation.</p> <p>Records may include: Receipt book</p>		USE						FNN-10-08
PBS-98-03	<p>Public Safety Quick Link Mappings - Financial Records Bank Statements Records created to document and track funds through the checking account.</p> <p>Records may include: Monthly bank statements, Quickbooks 2002 to track funds</p>		USE						FNN-20-20
PBS-98-05	<p>Public Safety Quick Link Mappings - Financial Records Billing Records - APS Working notes from billing reviews, documents errors/problems and corrections and correspondence back/forth w/Finance Clerk re: billings (setup, store billing and annual agency billing)</p> <p>Records may include: spreadsheets, email, correspondence</p>		USE						FNN-20-02

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PBS-98-07	Public Safety Quick Link Mappings - Financial Records Budget (Final) Mayor's recommended and council adopted operating budget. Records may include: summary information for financial schedules, decision package index and narratives, capital budget and program, debt service schedules	USE FNN-90-02							
PBS-98-09	Public Safety Quick Link Mappings - Financial Records Budget Work Papers Records created and/or used by MPD Finance to research, review and prepare the annual budget. Records may include: worksheets, decision packages, performance measures, budget instructions, schedules, bulletins, revenue projections	USE FNN-90-04							
PBS-98-12	Public Safety Quick Link Mappings - Financial Records Financial Records and Organization Affiliations Records created to catalog tax, audit, insurance, city contract, and organizational affiliations. Records may include: 07' tax files, City contract reimbursement tracking, 08'tax files, Insurance policy, coverages 08' - and past years, 08' audit files, Bank account documents, applications and correspondence for National PAL and state organizations, Budget (Word Format), IRS documents (Word format)	USE FNN-10-12, FNN-50-08							
PBS-98-13	Public Safety Quick Link Mappings - Financial Records Grant Files Records relating to the development of grant proposals to state or federal agencies and the administration of grant awards and programs. Records may include: Quarterly performance and progress reports, accounting and purchasing records, correspondence, property and equipment records, contract records	USE FNN-75-02, FNN-75-06, PBS-50-18 & 20							

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PBS-98-15	<p>Public Safety Quick Link Mappings - Financial Records Grants, Donations, and Fundraising Information for applying for and tracking grants, donations and other fundraising.</p> <p>Records may include: Copies of checks recieved, Email correspondance on fundraising activities, Acknowledgements of donations, Grant applications, Thank you letters, Fliers and letters for future grant possibilities, Receipts and information for miscellaneous income, Coca Cola (vending machine) receipts, invoices paid, product ordering information, Coca Cola (vending machine) profit/loss sheets, Fundraiser information, Current and past grant proposals (hard copy and electronic), Grant resources</p>	USE							
PBS-98-17	<p>Public Safety Quick Link Mappings - Financial Records Inventory and Supplies Billing Documentation Supply order forms and receipts for paper and other misc. office tools.</p> <p>Records may include: Water cooler bills, Toner cartridge bills, Fax machine repair, Shredder bills, Notary stamp reimbursement forms, Points of contact for services, Compass requisitions</p>	USE							
PBS-98-23	<p>Public Safety Quick Link Mappings - Financial Records Media Accounts Ledger A ledger to provide staff access to media accounts and reconciliation of the accounts. Records are currently maintained in electronic form.</p> <p>Records may include: Date, Type of services, amount for that service, Deposit date information</p>	USE							
PBS-98-25	<p>Public Safety Quick Link Mappings - Financial Records Payroll - Attendance Sheets Records document the monthly schedule and attendance sheets of the unit. The records duplicate the information maintained in WorkForce Director.</p>	USE							

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PBS-98-28	Public Safety Quick Link Mappings - Financial Records Receipts Daily Deposit Documents of cash and checks. Records may include: receipts for each cash and check transaction (copy for us and the individual), Total daily account receipts	USE FNN-20-12							
PBS-98-29	Public Safety Quick Link Mappings - Financial Records Reimbursements Paperwork tracking personal reimbursements for programming purposes. Records may include: Copies of checks issued for reimbursements, Copies of receipts for monies spent on programming, Reimbursement slips	USE FNN-10-08							
PBS-98-31	Public Safety Quick Link Mappings - Financial Records Requisitions Hard copy order forms for requests for equipment from Police Stores. Information from these forms is then keyed into COMPASS (used to be FISCOL) for processing. Records may include: Requisitions Forms	USE FNN-95-04							
PBS-98-33	Public Safety Quick Link Mappings - Financial Records Time and Payroll Reporting This series allows CSO Sergeant to view CSO's work schedule and time worked, approval of time requested off, approve payroll and create work schedule and shifts. Records may include: work history, payroll history, request for days off, work schedule	USE FNN-80-02							
PBS-98-35	Public Safety Quick Link Mappings - Financial Records Time Cards Help maintain work times for payroll in 24/7 operation.	USE FNN-80-02							

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	Records may include: Time Cards								
PBS-98-36	<p>Public Safety Quick Link Mappings - Financial Records Time Records Handing in paper copy of payroll time cards.</p>	USE FNN-80-02							
PBS-98-37	<p>Public Safety Quick Link Mappings - Financial Records Time Keeping - Employee Attendance Employee's weekly punch cards are maintained, along with their paper time sheets. Employees submit a bi-weekly record of time on the clock, time off and time used. These items are compared to the Work Force Director schedule and also the Supervisor's clip board schedule for a 28 day cycle.</p> <p>Records may include: Supervisor's 28 day paper schedule, Staff paper schedule for off days, Employee Time Sheets, Employee Time Cards</p>	USE FNN-80-02							
PBS-98-39	<p>Public Safety Quick Link Mappings - Financial Records Vending Machine Quarterly Statements Gumball machine used for flower fund.</p> <p>Records may include: Quarterly CCFCU statements, Receipts for candy, Receipts for items purchased</p>	USE FNN-10-04							
PBS-99	<p>Public Safety Quick Link Mapping - Human Resources Records Section Overview This section provides a quick reference to the mapping of Minneapolis Police Department record series that already exist in the Human Resources Section of the City of Minneapolis Retention Schedule.</p> <p>Use the Record Series Number indicated under legal code if you plan to transfer records to the City Records Center. Do not use this quick link mapping to destroy records until you have first verified that the record accurately maps to the record series identified in the Human Resources Section of the City of Minneapolis Retention Schedule.</p>								

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PBS-99-02	Public Safety Quick Link Mapping - Human Resources Records Classification Studies Every position in the City is reviewed every 5 to 6 years. A classification study is compiled and records the classification determination - even if nothing changes with the position. Classification studies can also be requested (at any time) by a department head or supervisor. Changes could include: title changes, upgrades, etc. Copies are forwarded to the HR Generalist in charge of that specific department.	USE HRS-50-02							
PBS-99-03	Public Safety Quick Link Mapping - Human Resources Records Employee Information Sheets Newly hired EEs for MPD are asked to complete the form - giving the department additional information that they feel needs to be tracked. Records may include: Employee Information Sheet	USE HRS-20-06							
PBS-99-05	Public Safety Quick Link Mapping - Human Resources Records Employee Investigation/Issues Files All documentation relating to employee relations issues and/or investigations. Records may include: Cassettes, Copy of Predetermination Letter, Copy of Determination Letter, Notes taken during meeting, Data Practices Advisory, Agenda, Intro - HR Employee	USE HRS-20-06, HRS-30-02							
PBS-99-07	Public Safety Quick Link Mapping - Human Resources Records Inactive Employee Files Microfilm (microfiche) of inactive employee files.	USE HRS-20-02							
PBS-99-09	Public Safety Quick Link Mapping - Human Resources Records Exam Documentation - Brown Folders Brown Folders are used to organize all pieces and steps of a promotional exam or hiring exam.	USE HRS-10-02							

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	<p>Note: Oral exam information for exams for finalists is usually maintained in the department, whereas written and oral tests to narrow eligibe list are usually maintained by Human Resources.</p> <p>Records may include: Candidate List, Eligible List, List of candidates invited to exam, List of candidates not selected for testing, List of rejected candidates, Copies of all letters sent, Applications, Written Exams, Oral Exam Materials, Adverse Impact Reports, Job Announcements</p>								
PBS-99-11	<p>Public Safety Quick Link Mapping - Human Resources Records Hiring Paperwork Records that are created to document applicants and new hires for positions within the Support Services Division.</p> <p>Records may include: Willingness Statements, Interview Response Data, Job descriptions, Interview Schedules, Interview Questions, Office Policies, New hire list of expectations, Dress Code, New hire check list</p>		USE						
	<p>HRS-10-02</p>								
PBS-99-12	<p>Public Safety Quick Link Mapping - Human Resources Records Internship Files Records created to document past interns used by the MPD - PAL program.</p> <p>Records may include: Applications, background information, E mails pertaining to scheduling and coordinating activities, PAL General Information for internship program</p>		USE						
	<p>HRS-20-06</p>								
PBS-99-13	<p>Public Safety Quick Link Mapping - Human Resources Records Medical Records - Employee Records created to document the medical records of staff. The records contain any restrictions, work related and non-work related injury status reports, return to work information, along with FMLA certifications.</p> <p>Records may include: FMLA Certification, Supervisor's First Report of Injury, LOA forms, Emails regarding medical conditions,</p>		USE						
	<p>HRS-40-02</p>								

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	Workman's Comp, Risk Management, Restrictions and Conditions								
PBS-99-15	Public Safety Quick Link Mapping - Human Resources Records Personnel Card Files Personnel cards containing specific employee information. Records may include: Name, DOB, Height/Weight/Sex, Address, Phone Number, Spouse Information, Weapon Information, Date Transferred In, Initial Hire Date, Emergency Contact Information	USE HRS-20-02							
PBS-99-17	Public Safety Quick Link Mapping - Human Resources Records Personnel Files Records created to document employee appraisals, letters of appreciation, pertinent discipline information, etc.	USE HRS-30-02							
PBS-99-19	Public Safety Quick Link Mapping - Human Resources Records Personnel Files - Crime Lab Crime Lab Unit personnel information on past and present employees. Records may include: discipline issues, awards/recognition, performance evaluations	USE HRS-30-02							
PBS-99-21	Public Safety Quick Link Mapping - Human Resources Records Personnel Files Records created to catalog performance/ personnel information pertaining to individual employees. Records may include: Performance evaluations, training records, receipts for activities, thank yous, Emails pertaining to scheduling and programming coordination, invoices, reimbursements, Resumes, Disciplinary records, Employee projects	USE HRS-20-06							
PBS-99-23	Public Safety Quick Link Mapping - Human Resources Records Personnel Files Records created to document employment related or personal information gathered by MPD.	USE HRS-20-06							

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	For a complete description of Personnel Files see the City of Minneapolis Human Resources General Retention Schedule - HRS-20.								
PBS-99-25	Public Safety Quick Link Mapping - Human Resources Records Personnel Files - Supervisor File Records created by the supervisor to document an employee's performance, goals, coaching, discipline, progress and certifications. Records may include: Certifications, Preliminary Appraisals, Annual Appraisals, Memos, Coaching sessions, Disciplinary actions	USE HRS-30-02							
PBS-99-27	Public Safety Quick Link Mapping - Human Resources Records Roster - Employee Contact Information A historical record of MPD employee contact information. Since installation of Work Force Director, the report has not been created.	USE HRS-20-02							

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