

MUNICIPAL RECORDS RETENTION/DISPOSITION SCHEDULE
M7: PUBLIC SAFETY AND EMERGENCY SERVICES RECORDS

(Revised 11/2012)



Connecticut State Library
Office of the Public Records Administrator
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1. **SCOPE:** This schedule lists records common to public safety functions and emergency services performed at the municipal level. It applies to towns, cities, boroughs, districts, and other political subdivisions of the state, as well as certain quasi-public agencies and is used in conjunction with Municipal Records Retention Schedules M1 through M16.
2. **AUTHORITY:** The Office of the Public Records Administrator issues this schedule under the authority granted by §11-8 and §11-8a of the *General Statutes of Connecticut*.
3. **SUPERSEDENCE:** This schedule supersedes *Municipalities' Records Retention Schedule M7: Public Safety and Emergency Services (02/2005)*.
4. **COMMON DEFINITIONS:**

See [Records Management Terms](#) for additional definitions.

- **PUBLIC RECORD:** "Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, Photostatted, photographed or recorded by any other method." [Source: CGS §1-200(5).]
 - **OFFICIAL RECORD COPY:** "Original or official copy of a record that is retained for legal, operational, or historical purposes." Retention requirements only apply to the official record copy. Note: In accordance with CGS §11-8a(c), administrative and fiscal values are included within "operational purposes." [Source: *Glossary of Records and Information Management Terms, 3rd Edition*, ARMA International.]
 - **NON-RECORD:** "Item that is not usually included within the scope of official records." Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. [Source: *Glossary, 3rd ed.*]
 - **RECORDS SERIES:** "A group of related records filed/used together as a unit and evaluated as a unit for retention purposes (e.g., a personnel file consisting of an application, reference letters, benefit forms, etc.)." Records on this schedule are arranged by records series. [Source: *Glossary, 3rd ed.*]
 - **RECORDS CUSTODIAN:** "The individual or organization having possession of and responsibility for the care and control of material." [Source: Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. Chicago, IL: Society of American Archivists, 2005.]
5. **RETENTION PERIODS:** Retention periods listed on this schedule are based on the records' administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements. Please note that any statute or regulation listed in brackets in the "Retention" column indicates the legal citation that mandates the retention period.

In most instances the established period sets the minimum retention requirement; this office strongly recommends applying disposition once the minimum retention period has been met. However, some records have maximum retention periods set by federal or state statutes or regulations and **must** be destroyed at the end of the retention period.

Records of historical value should be preserved for the benefit of historians and other researchers. "Historical" denotes that the municipality may request that a records series be transferred to a local, regional, or state repository approved by the Office of the Public Records Administrator. If a records series has a note that indicates, "May contain historical value," the public agency should contact the State Archives for archival review before requesting disposition of the records. Not all such records will be determined to be archival; conversely, some records without this statement might have archival value.

6. **FORMAT:** Retention periods listed on this schedule apply to the official record copy, whether in paper, electronic, or other format. If records are maintained only in an electronic system, the records custodian must be able to retrieve and interpret the content for the retention period.

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7. **DISPOSITION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-075), which is used to request permission to destroy or transfer records that have met their retention period. The records custodian, the head of municipality, the superintendent of schools (for education records), the State Archivist, and the Public Records Administrator must sign the authorization form *prior* to the destruction or transfer of records. The Office of the Public Records Administrator **cannot** grant continuing approval to destroy records on an ongoing basis. In addition, pursuant to CGS §7-109, “No original document dated prior to the year 1900 shall be destroyed under the provisions of this section without the express written approval of the Public Records Administrator.”

No records may be destroyed if there are pending or active Freedom of Information Act (FOIA) requests; litigations; investigations; audits; or other cases, claims, or actions. It is important to note that if there is a destruction hold placed on records, the retention period does not change and that once the hold is lifted, the records may be destroyed after receipt of the signed *Records Disposition Authorization* (Form RC-075).

An item that does not appear on a schedule may not be destroyed or transferred without permission from the Office of the Public Records Administrator. If an agency cannot identify an appropriate records series on the records schedules for any record or records series, contact the Office of the Public Records Administrator for assistance.

DISPOSITION DUE TO REFORMATTING: In certain circumstances, records custodians may request permission to dispose of original records that have been imaged or microfilmed provided the public agency has submitted a *Certificate of Compliance* in accordance with the State Library’s *Standards for the Use of Imaging Technology for Storage, Retrieval, and Disposition of Public Records* or *Required Minimum Microfilming Standards for Public Records*.

8. **OBSOLETE RECORDS:** Records designated as “OBSOLETE” or “SERIES CLOSED” are no longer created or received in the normal course of business. Records custodians should request approval for the appropriate disposition of any records so designated as soon as the retention period has passed.
9. **AUDIT REQUIREMENTS:** Under the Single Audit Act (31 USC 7501), audit requirements apply to federal, state, and local programs. The Municipal Auditing Act (CGS §7-391 et seq.) also applies. The retention requirement, “___ years, or until audited, whichever is later,” requires further explanation. In most instances “audit” refers to the general agency audit conducted by the State Auditors of Public Accounts or the general town or municipal audit conducted by an outside auditing agency, unless otherwise noted. The specific record itself may or may not have been examined as part of the audit process. The requirement of “until audited” is fulfilled when the official audit report is issued. The auditors may recommend that certain records be corrected. Such records, even when they meet retention requirements, must be retained during the period that any review is pending.
10. **FOIA DISCLOSURE:** This retention schedule governs the retention of records – not the disclosure of records. Refer to CGS §1-200 et seq. or contact the Office of Governmental Accountability, Freedom of Information Commission (FOIC), regarding the disclosure of public records.
11. **RECORDS CREATION REQUIREMENT:** Nothing on this schedule mandates the creation of a record or records series if the agency does not already create or receive it in the normal course of business. However, agencies should be aware of any additional recordkeeping requirements established by state or federal statute or regulation.
12. **ERASED RECORDS:** Pursuant to CGS §§54-142a through 54-142e certain criminal records are subject to erasure and destruction. Erasure is not synonymous with destruction. In essence, erasure means non-disclosure, and this is most effectively accomplished by segregating and sealing the erased record. As a general rule, an erased record should be retained in a segregated and sealed condition, and disposed of in accordance with the applicable provision of the records retention schedule. The only time that this is not the case is where the particular records are subject to destruction per the specific terms of the erasure statutes. In these two instances, the erasure statute trumps the provisions of the records retention schedule, and destruction may occur without a prior disposal authorization request:
1. Pursuant to CGS §54-142a (e)(1), the person charged with the retention and control of an erased record shall cause it to be physically destroyed upon the request of the accused, but not “until three years have elapsed from the date of the final disposition of the criminal case to which such records pertain.” Regarding records of charges that are nolle, note that erasure does not occur until 13 months have lapsed since the entry of the nolle.
 2. Pursuant to CGS §54-142d, a person who has been convicted of an offense that subsequently was decriminalized may petition the court for an order of erasure, and the court, or the records center of the Judicial Department, “shall direct all police and court records and records of the state’s or prosecuting attorney pertaining to such case be physically destroyed.”

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Erasure encompasses only those records which refer to a formal criminal charge; i.e. an arrest and/or prosecution. Erasure does not encompass records and other by-products of law enforcement investigations created prior to a formal criminal charge – i.e. statements, reports, and intelligence. Erasure also does not encompass records generated after the filing of a formal charge, which do not contain a reference to the charge such as mug shots and fingerprints. Lastly, witness statements or other instances of personal knowledge, recollections and memories of events are never subject to erasure.

Other questions concerning erased records are too extensive to be repeated here. Guidance on this subject may be obtained in the manual *Dissemination and Maintenance of Criminal Records*, which may be obtained from the Office of the Chief State’s Attorney.

13. **CASE INVESTIGATION RECORDS:** Case investigation records include, but are not limited to: prisoner property sheets, arrest and booking sheets, tapes and reports, evidence logs, related field notes, property records, witness statements, Connecticut On-Line Law Enforcement Communications Teleprocessing System (COLLECT) print outs, court bond receipts, bond forms and laboratory reports.

SECTIONS

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| A. ADMINISTRATIVE RECORDS | F. FIREARMS / DANGEROUS WEAPONS RECORDS |
| B. ANIMAL CONTROL OFFICER RECORDS | G. HOLDING FACILITIES (LOCK-UPS / JAILS) RECORDS |
| C. CALLS FOR SERVICE RECORDS | H. PUBLIC SAFETY RECORDS |
| D. COURT ISSUED RECORDS | I. PUBLIC SAFETY PERSONNEL RECORDS |
| E. FIRE DEPARTMENT/ FIRE MARSHAL RECORDS | J. VEHICLE LAW ENFORCEMENT RECORDS |

Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
A. ADMINISTRATIVE RECORDS					
M7-010	Accreditation Files	This series documents the accreditation process from accrediting and regulatory bodies. Including but not limited to: data, correspondence, other supporting documentation, reports received from study committees of accreditation associations and suggestions and recommendations concerning organizational structure and administration.	3 years from date accreditation granted, or until next accreditation, whichever is later	Destroy after receipt of signed Form RC-075	In accordance with Commission on Accreditation for Law Enforcement Agencies (CALEA) requirements.
M7-020	Alarm Records – Alarm Response Worksheet / Reports	Consists of worksheets and reports for alarm response when no investigation is necessary.	Current year plus 1 year	Destroy after receipt of signed Form RC-075	See Schedule M3 for billing for false alarm fines.
M7-030	Alarm Records – Alarm System Registrations	Consists of registration forms and other related documents, if any, for both residential and business alarm systems.	1 year after system deactivated or registration renewed	Destroy after receipt of signed Form RC-075	Paper registration form may be retained at the discretion of the department after data entered into system.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-040	Cash Bond Receipts	Consists of receipt books for bonds posted for bail.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	If the receipt is germane to a case, retain for the life of the case file.
(M1-295)	Motor Vehicle Use Reports and Logs	Consists of reports and other information recorded by an individual assigned to a vehicle, including but not limited to an hour by hour location check, miles driven and equipment used.	3 years or until audited, whichever is later	Destroy after receipt of signed Form RC-075	
M7-050	Pawnbrokers / Precious Metal Dealers / Second Hand Dealers – Licenses	Consists of records that document the license application process for a license as a pawnbroker, precious metal dealer or second hand dealer. Junk dealer licenses are also included if issued by a police department.	1 year from date license lapses	Destroy after receipt of signed Form RC-075	Pursuant to CGS §§21-10; 21-11; 21-39; 21-100; the police department or chief executive officer of the political subdivision issues these licenses. Licenses are renewed annually.
M7-060	Pawnbrokers / Precious Metal Dealers / Second Hand Dealers – Weekly Reports	Consists of transaction reports required by statute to be filed by pawnbrokers, precious metal dealers or second hand dealers.	1 year from date of report	Destroy after receipt of signed Form RC-075	Pursuant to CGS §§21-10; 21-11; 21-43 and 21-100. Pawnbrokers and junk dealers file the report with the town clerk in a town; with the chief of police in cities and boroughs; and precious metal dealers file with first selectman or chief of police.
M7-070	Permit Applications, Non-Weapon	Consists of records that document non-weapon permit applications process (e.g., raffles). Including but not limited to: applications, permit reviews or approvals/denials.	1 year from date permit expires	Destroy after receipt of signed Form RC-075	See also M7-270 and M7-310 for permits for blasting and other explosives and fireworks displays respectively. See M7-350 and M7-360 for records related to firearms permits.
M7-080	Public Safety and Fire Prevention Programs	Consists of local promotional materials created for community-oriented programs and initiatives (e.g., identity theft, child seat safety, "Click It or Ticket," underage drinking, and DARE (Drug Awareness Resistance Education)).	2 years	Destroy after receipt of signed Form RC-075	
(M1-245)	Reports, Routine Administrative - Copy	Consists of administrative and interim reports not listed elsewhere and created on a regular basis for submission to a higher administrative body.	2 years from date of report	Destroy after receipt of signed Form RC-075	See M1-240 for annual reports. For grant funded projects, use the retention period required by the grant. May contain historical value – contact State Archivist prior to disposition.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-090	Roll Call Communications	Print outs or other written information distributed for each shift. Often referred to as "briefing sheets."	3 months	Destroy after receipt of signed Form RC-075	
M7-100	Schedules, Staff Assignment	Consists of records that document location or duty assignments for department staff. Including but not limited to: desk schedules, duty rosters, staffing assignments (including logs), and staffing worksheets.	2 years	Destroy after receipt of signed Form RC-075	<i>Work Assignment Change Forms</i> are part of the employee personnel file
B. ANIMAL CONTROL OFFICER RECORDS					
Case investigation files involving animal cruelty, animal attacks, nuisance complaints and other records created by the Animal Control Officer [ACO] should follow the retention periods specified under Section H of this schedule.					
M7-110	Adoption Certificates – Animal Control Officer Copy	Consists of Department of Agriculture (DoAG) form APCPO-3 and any supporting documentation.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	Conn. Agencies Regs. §§22-336-13 through 22-336-30 regarding the operation of dog pounds. CGS §22-380f.
M7-120	Animal Bite Attack Report – Animal Control Officer Copy	Consists of DoAG form A-36 which documents the date and the location of the bite, a narrative description the attack, in the case of a dog bite, the identity of the dog's owner and the dog's identification.	2 years from date of report	Destroy after receipt of signed Form RC-075	If part of a case investigation, retain for the life of the case file.
(M5-060)	Dog License – Animal Control Officer Copy	[OBSOLETE] Duplicate copy from Town Clerk.	1 year, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	Animal Control Officers have access to the Town Clerk's database for the most current licenses. Paper copies of expired licenses should be disposed as soon as possible.
M7-130	Lost and Found Notices – Animal Control Officer	Description of unidentified found or captured domestic animals published in local newspaper by ACO per statute. Any other related documentation.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	CGS §§22-332; 22-332d; 22-333.
M7-140	Monthly Reports, Animal Control Officer	DoAG form A-26. Sworn statement of services rendered by the municipal animal control officer in the performance of official duties during the previous month.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	CGS §§22-334, 22-331 re: appointment.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
C. CALLS FOR SERVICE RECORDS					
Includes Fire Departments, Ambulance, and EMS calls.					
M7-150	Calls for Service	Consists of all calls for service. Including but not limited to: initial incident cards, computer-aided dispatch (CAD) records, and activity records, including blotters (daily record of activities), logs, field interviews, and situation reports.	Current year plus 2 years	Destroy after receipt of signed Form RC-075	Anything printed for evidentiary value should be retained with original case file.
M7-160	Dispatch Logs	Consists of logs or written dispatch cards created during temporary loss of the online dispatch system to documenting radio transmissions, issue event numbers or report numbers.	Current year plus 2 years	Destroy after receipt of signed Form RC-075	CGS §7-101a(d), 7-465.
M7-170	Dispatch Recordings	Including but not limited to: alarm call printer tapes, incoming / outgoing (digital or analog) 911 and routine calls; ANI / ALI (Automatic Number Identifier / Automatic Location Identifier) information; and automated phone dialing (e.g., reverse 911 calls or calls to senior citizens, homebound citizens, and ill residents).	30 days unless notice of pending action has been filed with Town Clerk	Destroy or recycle	CGS §7-101a(d); <i>State v. Cain</i> 223 Conn 731.
M7-180	Mobile Data Transmissions	Including, but not limited to Mobile Data Computer (MDC) Transmissions and Mobile Data Terminal (MDT) Transmissions.	30 days unless notice of pending action has been filed with Town Clerk	Destroy or recycle	CGS §7-101a(d).
M7-190	Patient Care Reports	Medical and treatment information collected or created by first responders.	10 years	Destroy after receipt of signed Form RC-075	If the event resulted from criminal activity, there will be a separate file maintained by law enforcement agencies. Formerly listed as "Ambulance Case Reports."
D. COURT ISSUED RECORDS					
M7-200	Court Abstracts – Criminal	Consists of summaries of court actions concerning criminal cases issued by the court, often referred to as "disposition cards."	Permanent	Retain in Municipality	Note that information available through the court's online system is limited to what is publically releasable which does not include, for example, Nolles or Erasures.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-210	Court Abstracts – Non-criminal	Consists of summaries of court actions concerning non-criminal cases (i.e. driving under suspension, no insurance) issued by the court; often referred to as “disposition cards.”	10 years	Destroy after receipt of signed Form RC-075	
M7-220	Court Orders – Department Copy	Consists of criminal protective orders, civil restraining orders, standing criminal orders, ex parte orders, foreign orders (out of state) and other written legal notifications or rulings from the court.	Retain with case file, if one exists, otherwise retain 1 year past expiration date. If there is no expiration date, retain permanently.	Destroy after receipt of signed Form RC-075	Please consult CGS §51-5c regarding accessing, using and disclosing information that is contained in the automated protective order registry maintained by the Judicial Department. Such information, which the protected person may limit to an extent, is accessible through the COLLECT system maintained by the State Police.
M7-230	Court Transmittals	Consists of log of arrest information submitted to the courts by law enforcement agencies.	Current year plus 1 year	Destroy after receipt of signed Form RC-075	
E. FIRE DEPARTMENT / FIRE MARSHAL RECORDS					
M7-240	Building Files – Fire Marshal	Consists of all documentation related to a specific building. Including but not limited to: Certificate of Occupancy (CO), building fire protection system inspection files; fire lane designations; fire alarm test records; fire drill records; fire extinguisher inspection records; fire valve inspection records; liquor permits for businesses; and elevator inspections.	Life of structure	Destroy after receipt of signed Form RC-075	
M7-250	Building Fire Protection System Inspection Files	Consists of records that document NFPA mandated testing (e.g. sprinkler systems, standpipe and hose systems, and storage tanks).	1 year after the next inspection, test, or maintenance required by the standard [2008 NFPA 25 4.4.5]	Destroy after receipt of signed Form RC-075	A file is open until all problems with the building have been corrected.
M7-260	Connecticut Fire Incident Reporting System (CFIRS) Reports – Department Copy	Consists of statistical information gathered regarding fire, explosion, and other fire emergencies including casualties and reported at least quarterly by the local fire chief or fire marshal to the State Department of Construction Services (DCS) pursuant to CGS §29-303.	2 years from date submitted, if paper copy maintained	Destroy after receipt of signed Form RC-075	DCS maintains this information in CFIRS and submits aggregate data to the National Fire Investigation Reporting System (NFIRS).

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-270	Blasting Permits	Consists of blasting and explosive permits. Including but not limited to: applications for permit, reviews, and authorizations.	3 years from date of permit, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	
M7-280	Fire Alarm Test Records	Consists of copies of fire alarm system test reports submitted to the fire department.	1 year from date of alarm test	Destroy after receipt of signed Form RC-075	See 29 CFR Part 1910.164 for testing requirements of fire detection systems.
(M7-430)	Fire Investigation Records – Death	Consists of case investigation records that involve death.	Permanent	Retain in municipality	If the fire resulted from criminal activity, there will be a separate file maintained by law enforcement agencies.
(M7-450)	Fire Investigation Records – No Death	Consists of case investigation records that do not involve death.	10 years from date of report	Destroy after receipt of signed Form RC-075	
M7-290	Firefighting Equipment Inspections – Mandated	Consists of records that document the ISO and NFPA required inspection of firefighting equipment such as inspection forms, diagnostic reports, maintenance requests, preventive maintenance and repair reports, and test results. Including but not limited to: annual inspections of personal gear, Self Contained Breathing Apparatus [SCBA], pumps, ladders, and inspections of other firefighting equipment.	Until superseded or 3 years, whichever is longer	Destroy after receipt of signed Form RC-075	NFPA 1962 §5.1.3 requires hose inspection records be kept as part of complete inventory record and as part of permanent hose record. NFPA 1951 – Personal protective equipment; NFPA 1404 – SCBA; NFPA 1932 – Ladder testing. See also M7-610 and M7-620 for other public safety equipment inspection records.
M7-300	Firefighting Equipment Inspections – Vehicle	Consists of records that document the ISO and NFPA required inspection of firefighting equipment such as inspection forms, diagnostic reports, maintenance requests, preventive maintenance and repair reports, and test results for all vehicle and firefighting components.	Life of vehicle or upon transfer or change of ownership [NFPA 1911 §4.7.3]	Destroy after receipt of signed Form RC-075	See also M7-610 and M7-620 for other public safety equipment inspection records.
M7-310	Fireworks Display Permits	Consists of permit applications, reviews and authorizations for site locations.	6 months from date of site inspection	Destroy after receipt of signed Form RC-075	

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-320	Hazardous Material Records	Consists of records that document the location and type of hazardous materials, as well as planning documents for incident management. Including but not limited to: chemical storage, hazardous chemical inventory forms, and safety records, Tier II Emergency and Hazardous Chemical inventory reporting forms; SARA (Superfund Amendments and Reauthorization Act) response plans; and Material Safety Data Sheets (MSDS).	Until superseded [29 CFR § 1910.1020 (d) ii (B)]	Destroy after receipt of signed Form RC-075	<p>If the records are germane to a case, retain for the life of the case.</p> <p>If the records are related to an employee exposure, the information must be retained in the personnel file.</p> <p>Pursuant to 29 CFR § 1910.1020 (d)(ii)(B), MSDS and ... records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least 30 years. MSDS must be kept for chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g).</p>
M7-330	Pre-fire Plans	Consists of documentation submitted to or created by the fire department for pre-fire planning. Including but not limited to: building plans, specifications, and site surveys.	Until superseded or life of structure	Destroy after receipt of signed Form RC-075	
F. FIREARMS / DANGEROUS WEAPONS RECORDS					
M7-340	Permits to Carry or Sell Dangerous Weapons	[OBSOLETE] Consists of permits to carry or sell dangerous weapons, as defined in CGS §53-206 and pertaining to weapons permit application process as determined by CGS §29-28.	5 years from date permit expires	Destroy after receipt of signed Form RC-075	<p>PA 99-212 repealed the requirement for permit to carry dangerous weapons and created a prohibition to carry.</p> <p>CGS §53-206.</p> <p>Pursuant to CGS §29-28(d), permits are exempt from disclosure.</p> <p>Pursuant to CGS §29-36g(e), eligibility certificates are exempt from disclosure under FOIA.</p> <p>See note #8 OBSOLETE RECORDS.</p>

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-350	Permits to Carry or Sell Firearms – Denied / Revoked / Withdrawn	Consists of records pertaining to the firearm permit application process as determined by CGS §29-28. Including but not limited to: requests for application, applications, and related correspondence	5 years from date of denial, revocation or withdrawal	Destroy after receipt of signed Form RC-075	See M7-070 for (non-firearm permits)
M7-360	Permits to Carry or Sell Firearms – Issued	Consists of records pertaining to permits to carry or sell firearms as determined by CGS §29-28. Including but not limited to: requests for application, applications, related correspondence and permits.	5 years from date permit expires	Destroy after receipt of signed Form RC-075	Pursuant to CGS §29-28(d), permits are exempt from disclosure. Pursuant to CGS §29-36g(e), eligibility certificates are exempt from disclosure under FOIA. See M7-070 for (non-firearm permits)
M7-370	Purchase Records – Dangerous Weapons	[OBSOLETE] Consists of records that document purchases of dangerous weapons. Including but not limited to: weapon transfers and voluntary registration.	No requirement	Destroy after receipt of signed Form RC-075	PA 99-212 repealed the requirement for reporting sales to local officials. See note #8 OBSOLETE RECORDS.
M7-380	Purchase Records – Firearms	Consists of records that document purchases of firearms. Including but not limited to: firearm transfers and voluntary registration.	5 years	Destroy after receipt of signed Form RC-075	Original is retained permanently by Department of Public Safety, Special Licensing and Firearms Unit.
G. HOLDING FACILITIES (LOCK-UPS / JAILS) RECORDS					
M7-390	Cell Inspection Forms	Consisting of documentation regarding the condition of cells. Including but not limited to: lock alarms, toilets, lighting, water, mattress, general appearance, property, or weapons.	2 years	Destroy after receipt of signed Form RC-075	
M7-400	Prisoner Activities Log	Consists of records that document activities of prisoners. Including but not limited to: check-in / check-out screening forms, person check logs, suicide watch, or medications.	Current year plus 2 years, unless notice of pending action has been filed	Destroy after receipt of signed Form RC-075	See also M1-220 for OSHA required records.
H. PUBLIC SAFETY RECORDS					
Pursuant to CGS §§54-76b through 54-76o, juvenile and youthful offender material is kept separate from adult records, but for the same retention periods. When a case or incident crosses boundaries of a records series, go to the highest retention period.					
(M2-040)	Background Checks – Hired		Duration of employment plus 30 years	Destroy after receipt of signed Form RC-075	
(M2-045)	Background Checks – Not Hired		3 years from date of background check	Destroy after receipt of signed Form RC-075	

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-410	Background Checks – Other	In-house criminal history checks and related materials on third-parties and/or their employees contracted for municipal services.	No requirement	Destroy	
M7-420	Breath Alcohol Test Device Logs	Consists of records that document use and maintenance of breath alcohol test devices. Including but not limited to: operator identity, frequency of accuracy checks, results of each subject’s analysis, and calibration for breathalyzers and intoxilyzers.	2 years from date of last entry [Conn. Agencies Regs. §14-227a-10b(c)(2)(B)]	Destroy after receipt of signed Form RC-075	
M7-430	Case Investigation Records – Death	Consists of case investigation records that involve death. Including but not limited to: fatal accidents (motor vehicle, airplane, boating, and all other accidents), capital felonies, homicides, unsolved missing persons, suicides and unidentified bodies.	Permanent [CGS §54-193(a)]	Retain permanently	Pursuant to CGS §54-193(a), there shall be no limitation of time within which a person may be prosecuted for a capital felony, a class A felony, or a violation of CGS §§53a-54d or 53a-169. See note #12 ERASED RECORDS.
M7-440	Case Investigation Records – Intelligence Files	Consists of records that document case investigations on individuals, groups, or organizations suspected of participating in illegal activities.	Retain until the expiration of the applicable statute of limitations	Destroy after receipt of signed Form RC-075	See CGS §1-216 regarding uncorroborated allegations.
M7-450	Case Investigation Records – No Death	Consists of case investigation records that do not involve death. Including but not limited to: non-fatal accidents (motor vehicle, airplane, boating, and all other accidents), felonies, infractions, misdemeanors, solved missing persons, and stolen motor vehicles or license plates.	10 years from date reported [CGS §7-282]	Destroy after receipt of signed Form RC-075	See note #12 ERASED RECORDS.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-460	Case Investigation Records – Sex Crimes, Convicted	Consists of records that document case investigations of sex crimes other than those against a minor.	Life of offender or release of obligation [CGS §§54-251 to 54-254]	Destroy after receipt of signed Form RC-075	CGS §54-251 pertains to registration of individuals convicted of criminal offense against a minor or a nonviolent sex offense; §54-252 pertains to registration of violent sex offenders; §54-253 pertains to registration of a sex offender in another jurisdiction; §54-252 pertains to registration of person who committed a felony for a sexual purpose. See also M7-470, M7-480, M7-490 for other records related to sex crimes investigations.
M7-470	Case Investigation Records – Sex Crimes, Not Convicted	Consists of records that document case investigations of sex crimes where the defendant was not convicted.	10 years from date reported	Destroy after receipt of signed Form RC-075	See also M7-460, M7-480, M7-490 for other records related to sex crimes investigations
M7-480	Case Investigation Records – Sex Crimes, Unsolved	Consists of records that document case investigations of offenses involving sexual assault when DNA (deoxyribonucleic acid) evidence is available and the victim notified the police or state’s attorney of the crime.	Permanent [CGS §54-193b]	Retain in municipality	Pursuant to CGS §54-193b, there is no statute of limitations for offenses involving sexual assault when DNA (deoxyribonucleic acid) evidence is available and the victim notified the police or state’s attorney of the crime. See also M7-460, M7-470, M7-490 for other records related to sex crimes investigations
M7-490	Case Investigation Records – Sexual Abuse of a Minor	Consists of records that document case investigations of sexual abuse of a minor.	30 years from the date the victim attains the age of majority or within five years from the date the victim notifies any police officer or state’s attorney of the commission of the offense, whichever is earlier (provided the victim notified such police officer or state’s attorney not later than five years after the commission of the offense) [CGS §54-193a]	Destroy after receipt of signed Form RC-075	See also M7-460, M7-470, M7-480 for other records related to sex crimes investigations

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-500	Case Investigation Records – Uncorroborated Allegations	Consists of records that document case investigations of alleged criminal activity that have not been supported by additional and confirming facts or evidence.	15 months after creation [CGS §1-216]	Destroy	Pursuant to CGS §1-216, these records shall be reviewed by the law enforcement agency one year after the record is created. If existence of alleged criminal activity cannot be corroborated within 90 days of the commencement of such review, the law enforcement agency shall destroy the records.
M7-510	Case Investigation Records – Violations, Decriminalized	Consists of records that document case investigations of an offense that was a crime but was later decriminalized by state statute (e.g., possession of less than .5 oz of marijuana pursuant to CGS §21a-267(d)).	10 years from date reported	Destroy after receipt of signed Form RC-075	See note #12 ERASED RECORDS.
M7-520	Criminal History Disclosure Dissemination Files	Consists of criminal history disclosures including date, information disclosed, how or where information obtained, to which agency or person.	1 year from date of disclosure [CGS §54-142h(c)]	Destroy after receipt of signed Form RC-075	Documentation concerning disclosure of information related to specific case investigations is maintained in the case file for the life of the case.
M7-530	Criminal History Record	Consists of conviction information maintained in the COLLECT System pursuant to CGS §54-142g(a). Often referred to as a “rap sheet.”	Permanent	Retain in system	See also M7-520 for documenting the disclosure of criminal histories.
M7-540	Field Notes	Consists of officer notes recorded in the field, regardless of format.	Maintain according to department policy. If field notes are germane to a case, they must become part of the case file.	Destroy after receipt of signed Form RC-075	For additional information see State v. Anonymous (83-FG) 190 Conn. 715, 734, 463 A.2d 533 (1983); State v. Hinton, 196 Conn. 289, 299-300, 493 A.2d 836 (1985); State v. Belle, 215 Conn. 257 - Conn: Supreme Court 1990; State v. Myers, 193 Conn. 457, 470, 479 A.2d 199 (1984).

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-550	Individual Identification Records	Consists of records that document identification of individuals. Including but not limited to: fingerprints; photographs, mug shots, physical descriptors, and recordings.	Life of Case File	Destroy after receipt of signed Form RC-075	See CGS §§29-12 and 29-15 regarding return of fingerprints, pictures, and descriptions. DPS retains for 80 years. For juveniles and subjects judged youthful offender, individual identification records may be disposed of when the subject reaches age 21 provided there are no recurring offenses or transfer to adult court. See note #12 ERASED RECORDS.
M7-560	Infractions / Violations	Consists of active and voided infractions / violations, and receipt slips for motor vehicle violations	3 years from date issued	Destroy after receipt of signed Form RC-075	CGS §51-164p; if there is a case file, retain for life of case. See also M12-055 <i>Violation, Notice of - Director of Health, citations issued.</i>
(M14-060)	Liability Waivers and Assumptions of Risk	Consists of waivers and assumptions of risk for individuals or private organizations participating in State programs or utilizing State property (e.g., ride-a-longs, job shadows, or refusals of medical treatment).	3 years from date of waiver	Destroy after receipt of signed Form RC-075	See also M14-060 <i>Waiver of Responsibility</i>
M7-570	Liquor Law Violation Referrals	Consists of records that document referrals made to the Department of Consumer Protection's Liquor Commission regarding violations.	2 years from date of referral	Destroy after receipt of signed Form RC-075	If referrals are germane to a case, they should be filed with the case file and retained for life of case.
M7-580	Misdemeanor Summons	Consists of issued misdemeanor summons, and receipt slips.	10 years from date issued	Destroy after receipt of signed Form RC-075	Voided misdemeanor summons and receipt slips are returned to Judicial Department. See note #12 ERASED RECORDS.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-590	Occupational Safety and Health Records	Consists of occupational safety and health records. Including but not limited to: annual summaries, OSHA 300 logs, OSHA 301 incident report forms.	5 years after end of year to which record relates [29 CFR §1904.33]	Destroy after receipt of signed Form RC-075	Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA), must annually submit inventory form to the Local Emergency Planning Committee (LERC), State Emergency Response Commission (SERC), and the local fire department. If copy of injury report is placed in individual's personnel file, there is no need to retain log.
M7-600	Property Records	This series documents receipt and disposition of abandoned, found, and lost property.	Current year plus 3 years	Destroy after receipt of signed Form RC-075	See also M7-740 for abandoned or Impounded Vehicles.
M7-610	Public Safety Equipment Inspections – Respirator Fit Test Records	This series documents testing and fitting of respirators (e.g. gas masks and HEPA masks) pursuant to OSHA Respiratory Protection Standard (29 CFR 1910.134). Including but not limited to: written respiratory protection program plans and annual fit test records.	Until next fit test is administered [29 CFR §1910.134(m)(2)(ii)]	Destroy after receipt of signed Form RC-075	Pursuant to 29 CFR 1910.134, (OSHA Respiratory Protection Standard), employers are required to develop and implement a written respiratory protection program. Fit test records shall be retained for respirator users until the next fit test is administered [29 CFR 1910.134(m)(2)(ii)]. Fit test shall be administered annually.
M7-620	Public Safety Equipment Inspections – Routine	This series documents the routine visual inspection of equipment. Includes but not limited to: personal gear, assigned vehicles and other related equipment.	1 year from date of inspection	Destroy after receipt of signed Form RC-075	29 CFR 1910 subpart I for Personal protective Equipment (PPE). See also M7-290 and M7-300 for fire equipment inspection records.
M7-630	Radar Unit Records	This series documents the maintenance, use, and calibration of radar units.	Life of radar unit plus 1 year	Destroy after receipt of signed Form RC-075	Radar unit information regarding individual traffic stops that is retained as part of the case file (i.e. location and time of stop) follows the retention for the case. If radar calibration information regarding individual traffic stops is not indicated on the ticket or kept with the case file then any record covering multiple units will need to be kept until the last radar unit is retired, plus one year.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-640	Recordings, Audio / Video	Consists of audio/video recordings, regardless of format, unless part of another records series. Including but not limited to: cruiser video recording systems, street cameras, or prisoner recordings.	30 days from date of recording, unless notice of pending action has been filed or determined to be evidence in a case	Destroy or recycle	In the event that the recording is determined to be evidence, it must be held pursuant to standard procedures and retention requirements as part of the case file: Motor vehicle cases (non-accident) -- retain through the hearing and court proceedings; Accidents -- retain for the 10 year retention period for accident records. CGS §7-101a(d) See M1-265 for security surveillance tapes; Also see M7-650 for DUI recordings
M7-650	Recordings, Driving Under the Influence (DUI)	Consists of audio / video recordings, regardless of format. Including but not limited to: cruiser video recording systems, street cameras, or prisoner recordings.	2 years from date defendant charged [CGS §14-227i (a)]	Destroy after receipt of signed Form RC-075	A recording related to DUI cases must be retained through the hearing and court proceedings.
M7-660	Warrants	Consists of departmental copy of court issued warrants.	10 years, or until vacated, whichever comes later	Destroy	Official record maintained by Judicial Department.
M7-670	Written Warnings	Consists of warnings issued for non-criminal events (i.e., no accident traffic violations, jay walking, juvenile activities, and illegal fishing).	3 years from date issued	Destroy after receipt of signed Form RC-075	In accordance with the CT Department of Motor Vehicles Law Enforcement Bulletin dated June 12, 2001, towns no longer have to transmit motor vehicle warnings to the DMV with the exception of warnings for operation with defective equipment, failure to properly stop for a school bus, and possession of alcohol by a minor operating a motor vehicle. Retain a copy in the department for the required retention period.
I. PUBLIC SAFETY PERSONNEL RECORDS					
M7-680	Canine Service Records	Includes training records, health records or other records associated with the canine.	5 years after completion of service or resolution of any lawsuit	Destroy after receipt of signed Form RC-075	See M7-720 for handler's training records.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
M7-690	Internal Affairs Investigation Files – Discipline or Action Greater than a Letter of Reprimand or Supervisory Counseling	Consists of records that document internal affairs investigations resulting in discipline. Including, but not limited to psychological evaluations, medical evaluation, additional training, referrals to EAP, and letters of reprimand, suspension or dismissal. Includes Internal Affairs investigations resulting from administrative inquiry or civilian complaints.	Duration of employment plus 30 years	Destroy after receipt of signed Form RC-075	The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements; see <i>Lieberman v. Board of Labor Relations</i> (216 Conn. 253, August 1990).
M7-700	Internal Affairs Investigation Files – No Discipline or Action Greater than a Letter of Reprimand-or Supervisory Counseling -- No Litigation Initiated	Consists of records that document internal affairs investigations resulting in discipline. Including but not limited to: cases which are limited to supervisory counseling and verbal warnings reduced to writing.	5 years from date case closed	Destroy after receipt of signed Form RC-075	The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements; see <i>Lieberman v. Board of Labor Relations</i> (216 Conn. 253, August 1990).
M7-710	Internal Affairs Investigation Files – Unsubstantiated	This series documents internal affairs investigations where complaint is unsubstantiated.	Current year plus 2 years	Destroy after receipt of signed Form RC-075	Be aware of the provisions of the Personal Data Act [CGS §4-193(e)]. See also CGS §1-216. The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements; see <i>Lieberman v. Board of Labor Relations</i> (216 Conn. 253, August 1990).
M7-720	Public Safety Employee Training Records	This series documents the training of public safety employees. Including but not limited to: in-service training, requested schools, Candidate Physical Ability Tests (CPAT) certifications, HAZMAT, OSHA, CONOSHA, and SARA TITLE 3	Duration of employment plus 30 years	Destroy after receipt of signed Form RC-075	Hazardous Material Superfund Amendment and Reauthorization Act [SARA]of 1986. See M2-285 for other training materials.
(M2-260)	Random Drug Test Results – Negative		5 years from date of test	Destroy after receipt of signed Form RC-075	
M7-730	Random Drug Test Results – Positive		Duration of employment plus 30 years	Destroy after receipt of signed Form RC-075	See 49 CFR §382.401.

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Item #	Record Series Title	Description	Minimum Retention	Disposition	Notes
J.	VEHICLE LAW ENFORCEMENT RECORDS				
M7-740	Abandoned / Impounded / Towed Vehicle Records	This series documents the retrieval, storage and disposition of abandoned , impounded or towed vehicles. May include reports, notifications, information cards or sheets, receipts, and related records. Information often includes the make, model, year, color, identification number, tag number, and condition of the vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, name and address of vehicle owner, and other data.	Current year plus 2 years	Destroy after receipt of signed Form RC-075	If records are germane to a case, retain for life of case.
M7-750	License Plate Scan Records – Resulting in Enforcement Action	License plate image and metadata compiled and cross referenced to MDC transmissions.	Retain as part of case file	Destroy after receipt of signed Form RC-075	
M7-760	License Plate Scan Records – Resulting in No Enforcement Action	License plate image and metadata compiled and cross referenced to MDC transmissions.	No requirement	Destroy	
M7-770	Parking Authority Records	This series documents the maintenance and use of parking facilities for parking authorities. Including but not limited to: claim checks, stubs, revenue, and expenditure records.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	
M7-780	Parking Violation Records	This series documents violations related to parking. Including but not limited to: copies of parking tickets and related records not associated with vehicle accidents.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-075	Records related to parking violation appeals are considered general administrative records.
M7-790	Traffic Stop Data	This series documents department collection of traffic stop data recorded pursuant to CGS §54-1m (Alvin W. Penn Racial Profiling Prohibition Act). Data should be submitted to the Chief State’s Attorney and the African-American Affairs Commission.	30 days after information is entered into system or summary submitted to Chief State’s Attorney and African-American Affairs Commission.	Destroy after receipt of signed Form RC-075	Pursuant to CGS §§54-1 0 and 54-1m (b).