



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Accident Record File

**CUTOFF:**EOCY

**DESCRIPTION:** Copies of basic accident investigation reports prepared by officers after investigating a motor vehicle crash compiled pursuant to RSMo 43.250 and 43.251. Contains information describing motor vehicle crashes. The reports include factors contributing to the accident, as well as personal injuries and property damage resulting from the traffic crash. The report may be used as a reference for officers during testimony. Can include reconstruction of accidents which is a technical narrative of the motor vehicle investigation reconstruction report, accident scene diagram, photographic negatives or digital disk, and reconstruction accident investigation related materials.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21508

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Blue Prints

**CUTOFF:**Completion of event

**DESCRIPTION:** Copy, original maintained by the Office of Administration. These are blue prints of buildings that the Capitol Police has jurisdiction over. They are used for planning purposes.

**RETENTION:** Years: 0 Months: 1 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21489

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Charge Code Listing

**CUTOFF:**Codes are updated

**DESCRIPTION:** List of charges that the Capitol Police levies against a suspect. This is a book published for all Missouri police departments.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21504

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Duty Roster/Schedules

**CUTOFF:** EOSFY

**DESCRIPTION:** Document of staff shift assignments.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21483

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Emergency Procedures Manual - Critical Asset Protection Plan

**CUTOFF:** Receipt of new manual

**DESCRIPTION:** Standard operating procedures for the Capitol Police in the event of a major emergency. This manual is issued each year by the Missouri State Emergency Management Agency.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21474

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Equipment Log

**CUTOFF:** WSO

**DESCRIPTION:** Current listing of all equipment issued to every officer. This log is updated every time a different piece of equipment is assigned to or returned from an officer due to an upgrade in equipment, replacing damaged equipment, or officer leaves the department and returns the equipment.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21490

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Equipment Log Supporting Documentation

**CUTOFF:** EOSFY

**DESCRIPTION:** Forms detailing all equipment issued to or returned from an individual officer. These forms are used to updated the equipment log, each time a different piece of equipment is assigned to or returned from an officer due to an upgrade in equipment, replacing damaged equipment, or officer leaves the department and returns the equipment etc. May be destroyed after conclusoin of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21491

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Firearms Qualification Records

**CUTOFF:** Completion of course

**DESCRIPTION:** Sign-in sheet and score of an officer's performance during a live fire exercise conducted under controlled conditions. Records are required as part of Peace Officers Standards Training recertification process.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21481

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Hiring/Promotional Process Files for Uniformed and Civilian Personnel

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of candidate screening for hire/promotion within the Capitol Police. Documentation includes but is not limited to: letter of interest; copy of merit application from OA Personnel; oral board scores; and interview questions asked during the interview process.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21479

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Incident Log

**CUTOFF:**EOCY

**DESCRIPTION:** Log maintained by the communications section detailing all events reported.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21506

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Informational Brochures

**CUTOFF:**EOSFY

**DESCRIPTION:** Educational and informational brochures, such as the Advisor, produced and published by the Capitol Police. A copy will be sent to the Missouri State Archives.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21496

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Intelligence Pass-on Book

**CUTOFF:**EOCY

**DESCRIPTION:** Briefing material or notes about activities or persons that merit the attention of the Capitol Police. Used as the method of updating all officers about upcoming events or recent suspicious activity to be aware of before starting a shift.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21502

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Investigation Reports - No Charges Filed, No Statue of Limitations

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports of investigations and arrests conducted by the Capitol Police relating to criminal activities or incidents. Documentation pertaining to criminal/traffic offenses that are under investigation with no charges being filed. Investigation reports are to be maintained in case charges can be filed at a later date if new evidence is found and charges can be brought if the statute of limitations has not been exceeded based on the provisions of the Missouri Criminal Code RSMo 553.036. The report contains specific information regarding evidence of a crime, the victim, and any suspect information. The report will contain information regarding the details of the investigation and any evidence collected, which could include a voice stress analysis report and audio/video recorded information.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21509

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Investigations - Charges Filed, Conviction of Felony

**CUTOFF:** Case is disposed

**DESCRIPTION:** A case is considered closed when it meets the definition of "disposed" as specified in Rule 8, Office of the States Courts Administrator, which is when the accused is acquitted, the case is dismissed or nolle prosequi, the accused pleads nolo contendere and is sentenced, or the accused is found guilty and is sentenced. The courts will maintain the case file based on the retentions specified for felonies, misdemeanors, or infractions in Court Operating Rule 8.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21485

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Investigations - Charges Filed, Conviction of Misdemeanor/Infraction

**CUTOFF:** Case is disposed

**DESCRIPTION:** A case is considered closed when it meets the definition of "disposed" as specified in Rule 8, Office of the States Courts Administrator, which is when the accused is acquitted, the case is dismissed or nolle prosequi, the accused pleads nolo contendere and is sentenced, or the accused is found guilty and is sentenced. The courts will maintain the case file based on the retentions specified for felonies, misdemeanors, or infractions in Court Operating Rule 8.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21484

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Investigations - Charges Filed, Dismissal/Acquittal

**CUTOFF:** Case is disposed

**DESCRIPTION:** A case is considered closed when it meets the definition of "disposed" as specified in Rule 8, Office of the States Courts Administrator, which is when the accused is acquitted, the case is dismissed or nolle prosequi, the accused pleads nolo contendere and is sentenced, or the accused is found guilty and is sentenced. The courts will maintain the case file based on the retentions specified for felonies, misdemeanors, or infractions in Court Operating Rule 8.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21511

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Investigations Reports - No Charges Filed, Subject to Statue of Limitations

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports of investigations and arrests conducted by the Capitol Police relating to criminal activities or incidents. Documentation pertaining to criminal/traffic offenses that are under investigation with no charges being filed. Investigation reports are to be maintained in case charges can be filed at a later date if new evidence is found and charges can be brought if the statute of limitations has not been exceeded based on the provisions of the Missouri Criminal Code RSMo 553.036. The report contains specific information regarding evidence of a crime, the victim, and any suspect information. The report will contain information regarding the details of the investigation and any evidence collected, which could include a voice stress analysis report and audio/video recorded information.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21510

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Key Inventory

**CUTOFF:** WSO

**DESCRIPTION:** Listing of all keys (traditional tumbler and electronic card) used to access all buildings in the jurisdiction.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21497

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Missouri Capitol Police Policy Manual - History File

**CUTOFF:** WSO

**DESCRIPTION:** Documentation of current policies and procedures, as well as those that have been superseded. Records document the formulation and adoption of policies and procedures as well as those that document the implementation or management of the programs or functions of the Capitol Police. A copy will be sent to the Missouri State Archives.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21476

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Missouri Capitol Police Policy Manual - Working Copies

**CUTOFF:** WSO

**DESCRIPTION:** Copies for all employees that contain current policies and procedures. Records document the formulation and adoption of policies and procedures as well as those that document the implementation or management of the programs or functions of the Capitol Police.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21475

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** News Releases

**CUTOFF:** Release date

**DESCRIPTION:** Copies of all news releases issued by the Capitol Police and sent to media outlets. A copy will be sent to the Missouri State Archives.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21495

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007





**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Payroll Files- Leave Balance Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Copy, original at Missouri Department of Public Safety. Printout that lists all time and leave balances from pay period to pay period for each staff member.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21494

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Payroll Files-Copies of Timesheets

**CUTOFF:** EOSFY

**DESCRIPTION:** Copy, original at Missouri Department of Public Safety. Printout that lists all hours worked, including overtime, by officers and staff. (This is no longer being produced. All this information has been moved into a computer system within the DPS directors office.)

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21492

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Payroll Files-Exception Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Copy, original at Missouri Department of Public Safety. Printout that lists all time and leave keyed into the SAM II financial payroll system for each pay period. (to include additional time worked, time used for sick, vacation, compensatory, military, authorized leave with pay and leave without pay)

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21493

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



### Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Peace Officer Standards and Training (POST) Records

**CUTOFF:** Completion of P.O.S.T. audit

**DESCRIPTION:** Documentation of certification training required of all officers in the Capitol Police Department based on requirements established by the Peace Officers Standards Training Commission per RSMo 590.050.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21482

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Personnel Listing

**CUTOFF:** WSO

**DESCRIPTION:** List of all personnel employed by the Capitol Police.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21480

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Property Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Record used to account for property the Capitol Police has collected or seized. Property is any item or vehicle seized or held by an employee of the Capitol Police for safekeeping, as evidence, or for asset forfeiture due to it being contraband. Evidence may be destroyed or returned to the rightful owner. Contraband is always destroyed.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21488

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Racial Profiling Statistics

**CUTOFF:** EOSFY

**DESCRIPTION:** Record of all traffic stops and the vehicle operators race. This information is used to prepare the report that is sent to the Missouri Attorney General annually.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21501

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Selection Process Files for Uniformed and Civilian Candidates - Hired

**CUTOFF:** EOFY in which hiring process completed

**DESCRIPTION:** Documentation of candidate screening for employment with the Capitol Police. Documentation includes but not limited to: merit application; background and reference checks and notes; and questions asked during the interview process. This information will be transferred to the candidates personnel file.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 21477

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Selection Process Files for Uniformed and Civilian Candidates - Not Hired

**CUTOFF:** EOFY in which hiring process completed

**DESCRIPTION:** Documentation of candidate screening for employment with the Capitol Police. Documentation includes but not limited to: merit application; background and reference checks and notes; and questions asked during the interview process.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21478

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Suspect File

**CUTOFF:** EOSFY

**DESCRIPTION:** File of individuals that merit extra attention by the Capitol Police due to past conduct or known statements made.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21503

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Towed Vehicle Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Documentation of the towing of a vehicle ordered by an officer, the vehicles condition, and the tow company taking the vehicle.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21487

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Uniform Citations (UC)

**CUTOFF:** EOCY

**DESCRIPTION:** Parking tickets issued by officers. The file can include Exception documents such as Voids and Documented Missing Uniform Citation Reports which are Uniform Citations issued by officers, but voided for various reasons (initially issued an improper charge, print on the UC is unreadable, driver located drivers license or insurance card after ticket was being written by officer). Another cause is the sequence numbers on the UC were misprinted by the vendor. Other information may include the Unaccounted for Report Working File which is a listing of the Uniform Citation numbers in a sequence of Uniform Citations that have not been entered into the tracking system.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21505

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Uniform Missouri Incident Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Standardized form used to release information to the public about a pending case. The form specifies what information the Capitol Police are allowed to release to interested parties not directly involved with the case.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21507

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Unsecure Building Report

**CUTOFF:** EOSFY

**DESCRIPTION:** List of buildings to have been found unsecure by officers during their patrol shift. Used for statistical data in reports.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21486

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Vehicle Check Sheet

**CUTOFF:** Life of vehicle

**DESCRIPTION:** Record of officer use of vehicle.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21498

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section:

Division: Missouri Capitol Police

Sub-Section:

**TITLE:** Vehicle File

**CUTOFF:** Life of vehicle

**DESCRIPTION:** File contains vehicle title, current inspection, maintenance information, and disposition.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21499

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Vehicle Log Book

**CUTOFF:** EOSFY

**DESCRIPTION:** Maintained electronically in the Computer Aided Dispatch system which is reproduced via a spreadsheet. This a log of mileage, time of operation, and officer operating the vehicle. May be destroyed after conclusoin of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21500

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007