

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2026

Combined Police and Sheriff Record Retention Schedules
Add "Retention Period Begins" to each series
Updated LE 001 and the associated sub-series with new retention periods for resolved incidents and updated to account for statutory changes to statute of limitations

Law Enforcement Records Retention Schedule

See also the [General Records Retention Schedule](#).

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record

- Survey forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical record's medium: paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmfg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 "Electronic Records Management Software Applications Design Criteria Standard":

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;

- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Destroy Securely. See "Destruction of Records" above.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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Note: Any record in this schedule that becomes part of an investigative file/report will assume the retention requirements of the investigative file. Do not destroy records pertinent to active investigations/prosecutions

Incident/Arrest

LE 001

Also Called:

Function:

Content:

Note:

Approval Date:

Incident Report/File

Offense Report; Police Report; Investigative Report; Supplemental Report; Case File; Robbery Photo File; Citations; Tickets; Controlled Substance Test Report; Evidence Sheet

Documents an alleged violation of law or ordinance

Date, time, location, description of incident; who, what, when, where and how of an incident; All investigative materials related to incident

May include Juvenile or other confidential files. Note: if the municipality adopted all, or part, of the Missouri Model Traffic Ordinance, RSMo 300, traffic violations must be maintained for five years; Retentions based on statute of limitations, see RSMo 556.036-037; For non-criminal Death Investigations, see LE 008. For reports deemed to be unfounded/non-criminal after investigation, see LE 009

August 20, 2008; Revised December 21, 2011; Revised August 25, 2026

LE 001.1 Incident Report File--Resolved Class A/Capital Felony

Retention Period Begins: End of Calendar Year of conviction, acquittal, dismissal of charges or nolle prosequi

Minimum Retention: 50 Years

Disposition: Destroy

LE 001.2 Incident Report File--Resolved Felony

Retention Period Begins: End of Calendar Year of conviction, acquittal, dismissal of charges or nolle prosequi

Minimum Retention: 5 Years

Disposition: Destroy

LE 001.3 Incident Report File--Resolved Misdemeanor

Retention Period Begins: End of Calendar Year of conviction, acquittal, dismissal of charges or nolle prosequi

Minimum Retention: 1 Year

Disposition: Destroy

LE 001.4 Incident Report File--Resolved Infraction

Retention Period Begins: End of Calendar Year of conviction, acquittal, dismissal of charges or nolle prosequi

Minimum Retention: 0 Year

Disposition: Destroy

LE 001.5 Incident Report/File--Unresolved Class A Felony

Retention Period Begins: End of Calendar Year

Minimum Retention: Permanent

Disposition: Archive

LE 001.6 Incident Report/File--Unresolved Felony, Other Classes

Retention Period Begins: End of Calendar Year

Minimum Retention: 5 Years

Disposition: Destroy

LE 001.7 Incident Report/File--Unresolved Misdemeanor

Retention Period Begins: End of Calendar Year

Minimum Retention: 1 Year

Disposition: Destroy

LE 001.8 Incident Report/File--Unresolved Infraction

Retention Period Begins: End of Calendar Year

Minimum Retention: 6 Months

Disposition: Destroy

LE 002

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Non-Criminal Incident Report/File

Lost Property, Found Property, False Alarm, Private Property Accident, Civil Situation, Tow sheets, Abandoned Vehicle Tows, Abandoned Vehicle File, Motorist Assist
Documents an incident that is not criminal in nature, but may be a requirement of insurance or other industry

Date, time, location, description of incident; who, what when where and how of an incident;
Evidence Sheet

End of Calendar Year

1 Year

Destroy

August 20, 2008

LE 003

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Accident Report/File - Felony

Crash Report

Documents accident on public property or highway

Date, time, location, description of incident; who, what when where and how of an incident;
Evidence Sheet

End of Calendar Year

7 Years

Destroy

August 20, 2008

LE 003.1

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Accident Report/File - Non-Felony

Crash Report

Documents accident on public property or highway

Date, time, location, description of incident; who, what when where and how of an incident;
Evidence Sheet

End of Calendar Year

5 Years

Destroy

August 20, 2008

LE 004

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Missing Person/Runaway Report - Not found

Juvenile Missing, Juvenile Runaway

Documents report of missing person or runaway

Date, time, location, description of incident; who, what when where and how of an incident

End of Calendar Year

Permanent

Archive

August 25, 2009

LE 004.1*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Missing Person/Runaway Report - Located Safe**

Juvenile Missing, Juvenile Runaway

Documents report of missing person or runaway

Date, time, location, description of incident; who, what when where and how of an incident

End of Calendar Year Resolved

1 Year

Destroy

August 25, 2009

LE 004.2*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Missing Person/Runaway Report - Located Deceased, Not**

Juvenile Missing, Juvenile Runaway

Documents report of missing person or runaway

Date, time, location, description of incident; who, what when where and how of an incident

End of Calendar Year Resolved

1 Year

Destroy

August 25, 2009

LE 004.3*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Missing Person/Runaway Report - Located Deceased**

Juvenile Missing, Juvenile Runaway

Documents report of missing person or runaway

Date, time, location, description of incident; who, what when where and how of an incident

End of Calendar Year Resolved

See Incident Reports

Destroy

August 25, 2009

LE 006*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Arrest Records**

Arrest Log, Arrest Files, Arrest Register, Arrest Register ID, Fingerprints, Booking Sheet, Photo File

Document arrest

Name, d.o.b., Social Security Number, Address, Phone Number, cause of arrest

End of Calendar Year

5 Years

Destroy

Fingerprints, photographs and other biometrics are normally sent to Highway Patrol, Central Repository; if copies are kept locally, they are merely reference; RSMo 43.503

August 25, 2009; Updated July 21, 2023

LE 007*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Audio/Video Recordings**

Car Audio/Video Recording; Booking Surveillance; Surveillance; Body Camera Video; License Plate Reader

Recording of interactions with the public, security footage of police facilities and other video generated in the course of law enforcement operations.

Creation

30 Days--Evaluate*

Destroy

*Managers should extract significant information that may impact criminal or major case investigation prior to deleting video/re-using tape. Extracted video must be retained until administrative/judicial proceedings are complete. This retention does not apply to interrogation videos which are by their nature evidentiary and should be part of the investigative files

August 25, 2009; Revised August 23, 2011; Updated December 1, 2015; Updated June 16, 2016

LE 008*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Death Investigations**

Accidental Deaths; Suicide Investigations

Documents cases of non-criminal death, investigated by law enforcement

Date, time, location, description of incident; All investigative materials related to incident

End of Calendar Year of End of Investigation

50 Years

Destroy

See LE 001 for criminal death investigation

August 24, 2017

LE 009*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Incident Report - Unfounded**

Documents complaints that after investigation do not appear to involve the commission of a crime.

Date, time, location, description of incident; who, what, when, where, and how of an incident

End of Calendar Year of End of Investigation

3 Years

Destroy

August 28, 2024

Operational

LE 101*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Messages/Teletypes**

911 printouts, MULES Messages, Weather Reports

Interdepartmental messages between jurisdictions

Creation

Reference

Destroy

Refer to NCIC Operations Manual and MULES Policy and Procedures Manual for current regulations

August 25, 2009; Revised August 20, 2013

LE 102*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Orders of Protection/Full Orders**

Ex-Parte

Court orders of protection

Destroy

End of Calendar Year of Expiration

Reference

Court keeps original copy 12 years

August 25, 2009

LE 103*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Racial Profiling Statistics**

Documents demographic and procedural information on traffic stops.

Includes: race, age, gender of driver. Reason for stop. Reason and result for any search. Outcome of stop--warning, citation or arrest

End of Calendar Year of Submission to Attorney General

1 Year

Destroy

Required under RSMo 590.650

August 25, 2009

LE 104 **Conceal Carry Permits - Denied**

Also Called:
Function:
Content:
Retention Period Begins: End of Calendar Year of Application
Minimum Retention: 1 Year
Disposition: Destroy
Note:
Approval Date: August 24, 2010; Revised August 25, 2015

LE 104.1 **Conceal Carry Permits Issued**

Also Called:
Function:
Content:
Retention Period Begins: End of Calendar Year of Issue or Renewal
Minimum Retention: 6 Years
Disposition: Destroy
Note:
Approval Date: August 24, 2010; Revised August 25, 2015

LE 105 **Sex Offender Registry**

Also Called:
Function: Track convicted Sex Offenders
Content: Offender Information; Offense Information; Residence Information; Employment Information; Referring Agency
Retention Period Begins: End of Calendar Year
Minimum Retention: 75 Years
Disposition:
Note: Per RSMo 589.400.2 All offenders must register with the chief law enforcement official of the county, or city not within a county. This record is to be maintain locally and at the state level.
Approval Date: August 25, 2009

LE 106 **Felon Registration**

Also Called:
Function: Track paroled felons
Content: Offender Information; Offense Information; Residence Information; Employment Information; Referring Agency
Retention Period Begins: End of Calendar Year Released from Probation/Parole
Minimum Retention: 1 Year
Disposition: Destroy
Note: Per RSMo 217.695; felons are required to submit this form to the Department of Corrections and the chief law enforcement officer of the county or city not within a county
Approval Date: August 25, 2009

LE 107 **Logs**

Also Called: Desk Books, Activity Logs, Car Logs, Daily Logs, Officer Logs, P.M. Appointments, Watchman File-Printout, Commander Book, Holdover Inspection, Complaint Numbers Log, Unsecure Building Report, Standby Book/list/notification, Case Assignment Book, Emergency Calls
Function: Record of daily, weekly or monthly activities
Content: Date, time, activity, car number, Officer DSN
Retention Period Begins: End of Calendar Year + Completion of Audit
Minimum Retention: 5 Years
Disposition: Destroy
Note:
Approval Date: August 25, 2009

LE 108

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year of Court Date

Minimum Retention: 1 Year

Disposition: Destroy

Note:

Approval Date: August 25, 2009

Subpoenas

Order for records or personnel to attend court proceeding

LE 109

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 1 Year

Disposition: Destroy

Note:

Approval Date: August 25, 2009

Information Received - Confidential

Tip line, Crimestoppers, Information received, Intelligence files

Record of information received

LE 110

Also Called:

Function:

Content:

Retention Period Begins: End of Fiscal Year

Minimum Retention: Completion of Audit

Disposition: Destroy

Note:

Approval Date: August 25, 2009

Auction Records

Record of law enforcement sales

LE 111

Also Called:

Function:

Content:

Retention Period Begins: Record of money expended in an investigation--i.e. drug buys

Minimum Retention: May include balance sheets; sign-in/sign-out lists

Disposition: Same as Case File

Note: Destroy

Approval Date:

Special Investigation Fund

Record of money expended in an investigation--i.e. drug buys
May include balance sheets; sign-in/sign-out lists

LE 112

Also Called:

Function:

Content:

Retention Period Begins: Creation

Minimum Retention: 90 days

Disposition: Destroy

Note:

Approval Date: August 25, 2009

VIN Verification

Record of VIN accuracy checks for the Department of Revenue

LE 113

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 2 Years

Disposition: Destroy

Note: See also: GS 001; GS 076

Approval Date: August 25, 2009

Administrative Reports

UCR Reports; MIBRS Reports; Quarterly Stolen Vehicle; Quarterly VIN Reports; Yearly Purge List

LE 114

Also Called:

Function:

Content:

Retention Period Begins: Creation

Minimum Retention: Destroy in Current Area

Disposition: Destroy

Note: These transfer to Circuit Clerk

Approval Date: 2005

Grand Jury Report**LE 115**

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: Completion of Audit

Disposition: Destroy

Note:

Approval Date: 2005

Jury Records

Jury list

LE 116

Also Called:

Function:

Content:

Retention Period Begins: End of Fiscal Year

Minimum Retention: Completion of Audit

Disposition: Destroy

Note: These are primarily financial records

Approval Date: 2005

Extradition Files**LE 117**

Also Called:

Function:

Content: Records documenting the intake and disposition of property acquired in the course of investigations for evidence or safekeeping

Retention Period Begins: May include: Inventory logs, sign-in/sign-out sheets, receipts, destruction orders

Minimum Retention: End of Calendar Year of Final Disposition of Property

Disposition: 5 Years

Note: Destroy

This series is concerned only with documentation in the management of evidences rooms/lockers. Case evidence is not a record for the purposes of record retention and must be managed in accordance with statute, court orders and agency policy. See RSMo 542.301 for the disposition of seized property.

Approval Date: August 28, 2024

Evidence/Property Management

LE 118**Payroll Requisitions**

Also Called:

Function:

Content:

Retention Period Begins: End of Fiscal Year

Minimum Retention: Completion of Audit

Disposition: Destroy

Note:

Approval Date: 2005

LE 119**Notice and Demand for Payment of Dishonored Check**

Also Called:

Function:

Content:

Retention Period Begins: Creation

Minimum Retention: Destroy in Current Area

Disposition: Destroy

Note:

Approval Date: 2005

LE 120**Commissions Issued**

Also Called:

Record of Deputy Sheriff Commissions Issued

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 5 Years

Disposition: Destroy

Note: Personnel records are in county clerk's office; Commissions should be entered into the county court minute book

Approval Date: 2005

LE 121**Gun Acquisition Permit**

Also Called:

Handgun Permit; Concealable Weapon Permit; Gun Permit Log; Gun Permit Index

Function:

Documents eligibility of individual to purchase a handgun

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: Destroy in Current Area

Disposition: Destroy

Note: This record series was made obsolete with the repeal of RSMo 571.090 in 2007

Approval Date: August 2008

LE 122**Permit to Sell Guns**

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: Destroy in Current Area

Disposition: Destroy

Note: This permit is issued by the Federal Government--copy at Sheriff's office is for reference, destroy when no longer useful

Approval Date: August 2008

LE 123*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Expungement Orders**

Court Orders of Expungement

Orders to close arrest records

Retain order as long as the underlying incident file*

Destroy

*See LE 001, if incident reports/arrest records are extant, maintain order until they can be disposed--as an explanation of why information is redacted. If the incident reports/arrest records have met their retention and have been destroyed, thus leaving no trace of the original arrest, then the order may be destroyed.

August 28, 2012

LE 124*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Law Enforcement Animal Records**

Canine Records; Equine Records

Documents ownership, training and deployment of animals by law enforcement, throughout their service

May include, training documentation, certifications, acquisition records, microchip information, use and assignments, and veterinary records

End of Calendar Year of Retirement, Death or Transfer, of Animal

6 Years

Destroy

Records may be subject to legal hold due to use-of-force litigation, do not destroy until any legal proceedings are complete

August 20, 2013

LE 125*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Sex Offender Registry - Source Material**

Registration Forms; Registration File

Source documents for inclusion of individual on/update of Sex Offender Registry

May include: address, vehicle information, photograph

End of Calendar Year

5 Years

Destroy

See Also LE 105 Sex Offender Registry

August 25, 2015

Process**LE 201***Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Warrants - Served**

Bench Warrants; Fugitive Files; Out-of-Jurisdiction Files; Civil Process; Ex Partes; Orders of Protection

End of Calendar Year

Return to Court

August 25, 2009; Revised August 28, 2024

LE 202*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Warrants - not acted upon**

Bench Warrants; Fugitive Files; out-of-jurisdiction files

End of Calendar Year

Until Expired, Vacated or Recalled

Destroy

August 25, 2009; Revised August 28, 2024

LE 203

Also Called:

Function:

Content:

Retention Period Begins: End of Fiscal Year

Minimum Retention: Completion of Audit

Disposition: Destroy

Note:

Approval Date: 2005

Fees

Log of Civil fees for Service; Log of Criminal fees for Service; Record of fees for housing prisoners; Record of fees received from U.S. Marshal for Housing Federal Prisoners; Record of Bonds Collected; Record of Witness Fees Paid; Record of Restitution Collected and Disbursed

LE 204

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: Completion of Audit

Disposition: Destroy

Note:

Approval Date: 2005

Warrant/Subpoena Records

log of warrants; log of subpoenas

LE 205

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 1 Year

Disposition: Destroy

Note:

Approval Date: 2005

Entry Sheets

Warrants entered

LE 206

Also Called:

Function:

Content:

Retention Period Begins: End of Fiscal Year

Minimum Retention: Completion of Audit

Disposition: Destroy

Note:

Approval Date: 2005

Garnishments, Sequestrations, and Executions

Ledger of garnishments and sequestrations served, monies collected and disbursements to the courts; Copies of Garnishments Served with record of money received and disbursed; copies of Sequestrations served; Garnishment and Sequestration ledger; Month end tally of money in escrow, not yet returnable; General Executions from Courts; General Execution Sale
Financial records related to garnishments, sequestrations or executions

Jail

LE 301

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

General Log of Jail Activities

Facility logs and reports that record information, emergency situations, and incidents involving detainees in the facility.

Cell block checks, detainee transport, etc.

End of Calendar Year

5 Years

Destroy

2005; Updated June 16, 2016

LE 302

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Inmate Files

Detainee File, Prisoner File, Inmate Education File, Inmate Medical and Social Services File
Information generated by the jail for use in managing the detainee while in custody

Includes, but is not limited to: intake/booking information, reason for confinement, admission/release dates; initial health and suicide screenings; court generated background information; cash and property receipts; reports of disciplinary actions, grievances, incidents or crimes committed while in custody; detainee requests and resolutions; records of program participation; work assignments; classification records; visitation, phone calls, mail; transfer information; medical incidents*

End of Calendar Year of Release

5 Years

Destroy

*For inmate medical records stored onsite, see--Health District and Hospital Records Retention Schedule, HDH0010 Patient/Client Medical Records; see also, LE 319 Disciplinary Reports

2005; Updated June 16, 2016

LE 302.1

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Inmate Files - Financial Files

Detainee File, Prisoner File, Inmate Education File, Inmate Medical and Social Services File
Information generated by the jail for use in managing the detainee while in custody

Includes, but is not limited to: intake/booking information, reason for confinement, admission/release dates; initial health and suicide screenings; court generated background information; cash and property receipts; reports of disciplinary actions, grievances, incidents or crimes committed while in custody; detainee requests and resolutions; records of program participation; work assignments; classification records; visitation, phone calls, mail; transfer information; medical incidents*

End of Calendar Year of Release

Completion of Audit

Destroy

*For inmate medical records stored onsite, see--Health District and Hospital Records Retention Schedule, HDH0010 Patient/Client Medical Records; see also, LE 319 Disciplinary Reports

2005; Updated June 16, 2016

LE 303

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Jail Record Ledger Book

Inmate Funds; Detainee Funds

Ledger of acquisition of goods sold and other expenses related to the operation of the jail canteen or commissary

Inventories, purchase orders, detainee accounts, transfers to Inmate Prisoner Detainee Security Fund

End of Fiscal Year

Completion of Audit

Destroy

See RSMo 221.102; 488.5026.3

2005; Updated June 16, 2016; Updated August 24, 2016

LE 304*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Jail Visitor Logs**

Record of interactions between detainee and non-jail staff

Log of visitors, notifications of withheld incoming or outgoing mail; list of incoming and outgoing mail

End of Calendar Year

5 Years*

Destroy

*For inmate phone and video conferencing records, see--General Records Retention Schedule, GS 016 Telecommunications Log

2005; Revised August 25, 2015; Updated June 16, 2016

LE 305*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Record of Prisoner Transfer and Housing**

Certificate of Delivery, Extradition, Invoice

Record of financial transfers related to the transportation, housing, and extradition of detainees

End of Fiscal Year

Completion of Audit

Destroy

Formerly: Record of prisoners delivered to state Department of Corrections; RSMo 57.290, 217.718.6, 221.070, 221.105, 221.120, 221.122, 221.160, 221.260, 488.5320, 488.5334, 488.5345, 632.312

2005; Revised August 24, 2016

LE 306*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Daily Prisoner Report**

Detainee Counts

Record of the daily counts of detainees

End of Fiscal Year

1 Year

Destroy

2005; Updated June 16, 2016

LE 307*Also Called:**Function:**Content:**Retention Period Begins:**Minimum Retention:**Disposition:**Note:**Approval Date:***Disciplinary Records**

Documents violations of facility rules by detainees. Rule violations are not considered criminal infractions.

May include: specific rule violated, report of detainee behavior, witness statements, an explanation of the event (who was involved, what transpired, time and location of occurrence), physical evidence and its disposition, immediate action taken (including use of force and pre-hearing detention), reporting staff member, date and time of report.

End of Calendar Year of Release

5 Years

Destroy

August 24, 2016

Internal Affairs

LE 401

Internal Affairs Records-Complaints

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Records documenting complaints that lead to internal investigations

May contain: Written complaint, notes on investigation, final resolution

End of Calendar Year of Separation

1 Year

Destroy

August 24, 2017

LE 402

Internal Affairs Records-Investigations

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Documents internal investigations

Date, time, location, description of incident; reports and other investigative materials related to the incident

End of Calendar Year of End of Investigation

5 Years

Destroy

August 24, 2017

LE 403

Internal Affairs Records-Use of Force

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Documents officer use of force during incidents

May include: date, time, location, number involved, whether or not resulted in arrest, injuries to officer, type of force used, injuries to subject, subject condition, narrative of episode, chain of command review sign-offs

End of Calendar Year of End of Investigation

5 Years

Destroy

August 24, 2017

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