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.

Sheriff 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- Superseded manuals and other directives (maintained outside the office of record).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:

A. 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.

B. 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.

C. 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.

D. 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 its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a 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.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*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/mfmg. 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 Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent 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.

**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
Sheriff Records Retention Schedule

See also the General Records Retention Schedule.

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 record pertinent to active investigation/prosecutions

<table>
<thead>
<tr>
<th>SHF 001 Incident Report/File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called: Offense Report; Police Report; Investigative Report; Supplemental Report; Case File; Robbery Photo File; Citations; Tickets; Controlled Substance Test Report</td>
</tr>
<tr>
<td>Function: Documents an alleged violation of law or ordinance</td>
</tr>
<tr>
<td>Content: Date, time, location, description of incident; who, what, when, where and how of an incident; All investigative materials related to incident; Evidence Sheet</td>
</tr>
<tr>
<td>Retention: If case is filed, retain until final disposition; If no charges are filed: Class A felony, Permanent; Other felony, 3 years; Sex crime involving minor, 30 years after victim reaches 18; Misdemeanor, 1 year; Infraction, 6 months</td>
</tr>
<tr>
<td>Disposition: If Permanent, Archive; all others, Destroy</td>
</tr>
<tr>
<td>Note: Retentions based on statute of limitations, see RSMo 556.036-03; For non-criminal Death Investigations, see SHF 048 Death Investigations</td>
</tr>
<tr>
<td>Approval Date: August 25, 2009; Revised December 21, 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHF 002 Non-Criminal Incident Report/File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called: Lost Property, Found Property, False Alarm, Private Property Accident, Civil Situation, Tow sheets, Abandoned Vehicle Tows, Motorist Assist</td>
</tr>
<tr>
<td>Function: Documents an incident that is not criminal in nature, but may be a requirement of insurance or other industry</td>
</tr>
<tr>
<td>Content: Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet</td>
</tr>
<tr>
<td>Retention: 1 Year</td>
</tr>
<tr>
<td>Disposition: Destroy</td>
</tr>
<tr>
<td>Approval Date: August 20, 2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHF 003 Accident Report/File</th>
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</thead>
<tbody>
<tr>
<td>Also Called: Crash Report</td>
</tr>
<tr>
<td>Function: Documents accident on public property or highway</td>
</tr>
<tr>
<td>Content: Date, time, location, description of incident; who, what when where and how of an incident; Evidence Sheet</td>
</tr>
<tr>
<td>Retention: 7 Years--felony case; 5 Years all others</td>
</tr>
<tr>
<td>Disposition: Destroy</td>
</tr>
<tr>
<td>Approval Date: August 20, 2008</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>SHF 004 Missing Person/Runaway Report</th>
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</thead>
<tbody>
<tr>
<td>Also Called: Juvenile Missing, Juvenile Runaway</td>
</tr>
<tr>
<td>Function: Documents report of missing person or runaway</td>
</tr>
<tr>
<td>Content: Date, time, location, description of incident; who, what when where and how of an incident; Person not found, Permanent; Person located safe, 1 Year; Person located deceased, not suspicious, 1 Year; Person located deceased, suspicious, retain until resolved</td>
</tr>
<tr>
<td>Retention:</td>
</tr>
<tr>
<td>Disposition: Destroy</td>
</tr>
<tr>
<td>Approval Date: August 25, 2009</td>
</tr>
</tbody>
</table>
**SHF 005**

**Messages/Teletypes**

- Also Called: 911 printouts, MULES Messages, Weather Reports
- Function: Interdepartmental messages between jurisdictions
- Content:
- Retention: Reference
- Disposition: Destroy
- Note: Refer to NCIC Operations Manual and MULES Policy and Procedures Manual for current regulations
- Approval Date: August 25, 2009; Revised August 20, 2013

**SHF 006**

**Arrest Records**

- Also Called: Arrest Log, Arrest Files, Arrest Register, Arrest Register ID, Fingerprints, Booking Sheet
- Function: Document arrest
- Content: Name, d.o.b., Social Security Number, Address, Phone Number, cause of arrest
- Retention: 5 Years
- Disposition: Destroy Securely
- Note: Fingerprints are normally sent to Highway Patrol Central Repository; if copies are kept locally, they are merely reference
- Approval Date: August 25, 2009

**SHF 007**

**Orders of Protection/Full Orders**

- Also Called: Ex-Parte
- Function: Court orders of protection
- Content:
- Retention: Reference
- Disposition: Destroy
- Note: Court keeps original copy 12 years
- Approval Date: August 20, 2008

**SHF 008**

**Racial Profiling Statistics**

- Function:
- Content:
- Retention: 1 Year after submission to the Attorney General
- Disposition: Destroy
- Note:
- Approval Date: August 25, 2009

**SHF 009**

**Audio/Video Recordings**

- Also Called: Car Audio/Video recording; Booking Surveillance; Surveillance; Body Camera video; License Plate Reader
- Function:
- Content:
- Retention: 30 Days--Evaluate*
- Disposition:
- Note: *Managers should extract significant information that may impact criminal or major case investigation prior to deleting video/re-using the 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—See SHF 001
- Approval Date: August 25, 2009; Revised August 23, 2011; Updated December 1, 2015; Updated June 16, 2016

**SHF 010**

**Outstanding Warrants**

- Also Called: Bench Warrants; Fugitive Files; out-of-jurisdiction files
- Function:
- Content:
- Retention: Class A Felony, 75 years; Class B Felony, 3 years; Misdemeanor, 1 year
- Disposition: Destroy
SHF 011
Conceal Carry Permits

Also Called:
Function:
Retention:
Retention Change:
Disposition:
Note:
Approval Date:

May destroy immediately if recalled by the court
August 20, 2008

6 Years from issue or Renewal; Denied applications, 1 year

Destroy

August 24, 2010; Revised August 25, 2015

SHF 012
General Log of Jail Activities

Also Called:
Function:
Content:
Retention:
Dispotion:
Note:
Approval Date:

Facility logs and reports that record information, emergency situations, and incidents involving detainees in the facility.
Cell block checks, detainee transport, etc.
5 Years
Destroy

2005; Updated June 16, 2016

SHF 013
Inmate File

Also Called:
Function:
Content:
Retention:
Dispotion:
Note:
Approval Date:

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
5 Years after release; financial files, COA
Destroy

2005; Updated June 16, 2016

SHF 014
Jail Record Ledger Book

Also Called:
Function:
Content:
Retention:
Dispotion:
Note:
Approval Date:

Inmate 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
Completion of Audit
Destroy

See RSMo 221.102; 488.5026.3
2005; Updated June 16, 2016

SHF 015
Jail Visitor Logs

Also Called:
Function:
Content:
Retention:
Dispotion:
Note:
Approval Date:

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
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
SHF 016

**Record of Prisoner Transfer and Housing**

Certificate of Delivery, Extradition, Invoice

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

Completion of Audit

Formerly: Record of Prisoners Delivered to 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

Approval Date: 2005; Revised August 24, 2016

SHF 017

**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

Completion of Audit

Destroy

Approval Date: 2005

SHF 018

**Daily Prisoner Report**

Detainee Counts

Record of the daily counts of detainees

1 Year

Destroy

Approval Date: 2005; Updated June 16, 2016

SHF 019

**Jury Records**

Jury list

Completion of Audit

Destroy

Approval Date: 2005

SHF 020

**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

Completion of Audit

Destroy

Approval Date: 2005
**SHF 021**  
Warrant/Subpoena Records  
log of warrants; log of subpoenas  
date received, date served, by whom  
Completion of Audit  
Destroy  
Approval Date: 2005

**SHF 022**  
Entry Sheets  
Warrants entered  
1 Year  
Destroy  
Approval Date: 2005

**SHF 023**  
Sex Offender Registry  
Missouri Offender Registry  
75 Years  
Destroy Securely  
Per RSMo 589.400.2 and RSMo 589.410, this record is maintained at, both, the state and local level. See also SHF 043 Sex Offender Registry—Source Material  
Approval Date: August 25, 2009

**SHF 024**  
Felon Registration  
Record of Parolees in jurisdiction  
Offender information; offense; address; employment information; referring agency  
Until released from probation/parole  
Destroy Securely  
Per RSMo 217.695 this record is maintained by the Department of Corrections and the Chief Law Enforcement officer of the county/city not within a county  
Approval Date: August 25, 2009

**SHF 025**  
Logs  
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  
Record of daily, weekly or monthly activities  
Date, time, activity, care number, officer DSN  
5 years or completion of audit  
Destroy  
Approval Date: August 25, 2009

**SHF 026**  
Subpoenas  
Order for Sheriff records or personnel to attend court proceedings  
1 year from court date  
Destroy  
Approval Date: August 25, 2009
SHF 027
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Information Received, Confidential**
Tip line; CrimeStoppers; Information Received; Intelligence Files; Preliminary Complaint
Record of information received

1 year
If information proves pertinent to an investigation, then it becomes part of the investigative file and assumes that retention
August 25, 2009

SHF 028
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Sheriff’s Sale Records**
General Execution Sale; Surplus Property Sale; Partition Sale
Completion of Audit
Destroy
August 25, 2009

SHF 029
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Special Investigative Fund**
Record of money expended in an investigation--i.e. drug buys
May include balance sheets; sign-in/sing-out lists
Same as Case File
Destroy after audit
August 25, 2009

SHF 030
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**VIN Verification**
Record of VIN accuracy checks for the Department of Revenue

90 days
Destroy
August 25, 2009

SHF 031
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Sheriff Administrative Reports**
UCR Reports; MIBRS Reports; Quarterly Stolen Vehicle; Quarterly VIN Reports; Yearly Purge List

2 years
Destroy
See also: GS 001; GS 076
August 25, 2009

SHF 032
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

**Internal Affairs Records**
Documents internal investigations

See SHF 045-047
Destroy Securely
August 25, 2009; Revised August 24, 2017
<table>
<thead>
<tr>
<th>SHF 033</th>
<th>Grand Jury Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>Destroy in Current Area</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Destroy</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>These transfer to the circuit clerk</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>2005</td>
</tr>
<tr>
<td><strong>Approval Date:</strong></td>
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<table>
<thead>
<tr>
<th>SHF 034</th>
<th>Extradition Files</th>
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<tr>
<td><strong>Also Called:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>Completion of Audit</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Destroy</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>These are primarily financial records</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>2005</td>
</tr>
<tr>
<td><strong>Approval Date:</strong></td>
<td></td>
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<table>
<thead>
<tr>
<th>SHF 036</th>
<th>Payroll Requisitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Function:</strong></td>
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<tr>
<td><strong>Content:</strong></td>
<td>Completion of Audit</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Destroy</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>2005</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
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<td><strong>Approval Date:</strong></td>
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<table>
<thead>
<tr>
<th>SHF 037</th>
<th>Notice and Demand for Payment of Dishonored Check</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>Destroy in Current Area</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Destroy</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>2005</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
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<tr>
<td><strong>Approval Date:</strong></td>
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<table>
<thead>
<tr>
<th>SHF 038</th>
<th>Commissions Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td>Record of Deputy Sheriff Commissions Issued</td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>5 years</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Destroy</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>Personnel records are in county clerk's office; Commissions should be entered into the County Court minute book</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>2005</td>
</tr>
<tr>
<td><strong>Approval Date:</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SHF 039</th>
<th>Gun Acquisition Permit</th>
</tr>
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<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td>Handgun Permit; Concealable Weapon Permit; Gun Permit Log; Gun Permit Index</td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>Documents eligibility of individual to purchase a handgun</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Destroy in Current Area</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>Destroy</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>This record series was made obsolete with the repeal of RSMo 571.090 in 2007</td>
</tr>
<tr>
<td><strong>Approval Date:</strong></td>
<td>August 2008</td>
</tr>
</tbody>
</table>
SHF 040
Permit to Sell Guns
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note: Destroy in Current Area 
Destroy  
This permit is issued by the Federal Government--copy at Sheriff's office is for reference, destroy when it is no longer useful 
August 2008

SHF 041
Expungement Orders
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:*See SHF 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

SHF 042
Law Enforcement Animal Records
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date: August 20, 2013

SHF 043
Sex Offender Registry--Source Material
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note: See Also SHF 023 Sex Offender Registry
Approval Date: August 25, 2015

SHF 044
Disciplinary Records
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date: August 24, 2016
SHF 045
Also Called: Internal Affairs Records--Complaints
Function: Records documenting complaints that lead to internal investigations
Content: May contain: Written complaint, notes on investigation, final resolution
Retention: 1 Year after date of Separation
Disposition: Destroy Securely
Note: Approval Date: August 24, 2017

SHF 046
Also Called: Internal Affairs Records--Investigation File
Function: Documents internal investigations
Content: Date, time, location, description of incident; reports and other investigative materials related to the incident
Retention: 5 Years from end of investigation
Disposition: Destroy Securely
Note: Approval Date: August 24, 2017

SHF 047
Also Called: Internal Affairs Records--Use of Force Reports
Function: Documents officer use of force during incidents
Content: 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
Retention: 5 Years from end of investigation
Disposition: Destroy Securely
Note: Approval Date: August 24, 2017

SHF 048
Also Called: Death Investigations
Function: Accidental Deaths; Suicide Investigations
Content: Documents cases of non-criminal death, investigated by law enforcement
Retention: Date, time, location, description of incident; All investigative materials related to incident
Retention Change: 50 Years
Disposition: Destroy
Note: Approval Date: August 24, 2017