



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Arrest/Incident/ Investigation Reports - Homicide Investigation

**CUTOFF:**EOCY

**DESCRIPTION:** Reports of investigations involving homicides. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 95 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21456

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Arrest/Incident/Investigation Reports - All Other

**CUTOFF:**EOCY

**DESCRIPTION:** Reports of arrests, investigations, and incidents of a standard nature. Investigations conducted by the Patrol relating to criminal activities or incidents. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21455

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Audio/Video Recordings - Criminal

**CUTOFF:**End of calendar year of final adjudication of case

**DESCRIPTION:** Recordings of boat stops or other encounters that may be presented to the prosecutor and may include, but is not limited to Boating While Intoxicated or other criminal arrests.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23446

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Audio/Video Recordings - Routine Traffic

**CUTOFF:** End of month in which the recording was created

**DESCRIPTION:** Recordings used for routine boat stops or other encounters that did not result in criminal arrests.

**RETENTION:** Years: 0 Months: 0 Days: 90

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23447

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Case Files

**CUTOFF:** Case is closed

**DESCRIPTION:** Criminal history record information that contains arrest, prosecution, court, sentencing, correction information. These records may be destroyed because of court order, death of subject, or age.

**RETENTION:** Years: 95 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21385

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Cases Lot Assignment Records

**CUTOFF:**EOCY

**DESCRIPTION:** Listing of the sequence numbers of traffic ticket books (in cases) assigned to each troop headquarters (Supreme Court Rule 4.62). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21334

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Confirmation Letters

**CUTOFF:**EOCY

**DESCRIPTION:** Copies of letters sent to law enforcement agencies confirming the UC sequence numbers assigned to that agency for their traffic tickets, which authorizes them to have traffic tickets printed. Paper copy retained for two years, digital copy maintained on-site in support of ongoing agency business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21336

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Court Expungement Orders

**CUTOFF:**EOCY

**DESCRIPTION:** Court orders issued by Missouri courts requiring a traffic offense conviction be expunged or altered.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21329

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Court Orders on Dispositions

**CUTOFF:**EOCY

**DESCRIPTION:** Court orders issued by Missouri Courts requiring a traffic offense disposition be altered. Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business..

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21337

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



### Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Crime Investigation Reports - SHP-325

**CUTOFF:** EOY in which case closed

**DESCRIPTION:** Detailed information regarding criminal law violations and noteworthy incidents that need to be documented. 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. The report may serve as a reference material for court testimony.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21393

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Exceptions - Voids and Documented Missing UC Reports

**CUTOFF:** End of month

**DESCRIPTION:** Uniform traffic tickets issued by troopers, but voided for various reasons (initially issued an improper charge, print on the UC is unreadable, driver located drivers license or insurance card after traffic ticket was being written by trooper). Traffic tickets voided because the sequence numbers were misprinted by the vendor. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21330

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Fatality Analysis Reporting System (FARS)

**CUTOFF:** EOY

**DESCRIPTION:** Copies of accident reports, death certificates, vehicle records, drivers records, emergency medical services reports, blood alcohol content information, and other material related to FARS data entered into the FARS National Highway Traffic Safety Administration fatal accident records system.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21323

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Motor Vehicle Traffic Accident Summary

**CUTOFF:**EOCY

**DESCRIPTION:** Statistical computer printout of the number of traffic accidents reported by each police agency to the central repository for inclusion in the STARS database (count by agency).

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21321

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Number Order Notification Report

**CUTOFF:**EOCY

**DESCRIPTION:** Listing of the sequence numbers for traffic tickets assigned to law enforcement agencies and authorized for printing (Supreme Court Rule 4.62). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business..

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21335

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Patrol Accident Record File

**CUTOFF:**EOCY

**DESCRIPTION:** Copies of basic accident investigation reports prepared by troopers after investigating a motor vehicle crash (43.250 and 43.251 RSMo ). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21320

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Pursuit Reports - Injury, Death, Policy Concern

**CUTOFF:** EOCY

**DESCRIPTION:** Reports documenting information associated with vehicular pursuits, involving members of the Missouri State Highway Patrol.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21431

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Pursuit Reports - Non-Injury

**CUTOFF:** EOCY

**DESCRIPTION:** Reports documenting information associated with vehicular pursuits, involving members of the Missouri State Highway Patrol.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21430

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Reconstruction of Accidents

**CUTOFF:** EOCY

**DESCRIPTION:** Technical narrative of the motor vehicle crash investigation reconstruction report, accident scene diagram, photographic negatives or digital disk, and reconstruction accident investigation related materials (43.250 and 43.251 RSMo). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21322

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Statewide Traffic Accident Record System (STARS) Accident Report File

**CUTOFF:** EOCY

**DESCRIPTION:** Copies of basic accident investigation reports prepared by local law enforcement officers after investigating a motor vehicle crash on public property (43.250 and 43.251 RSMo). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21327

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Traffic Accident Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Reports on traffic safety compendium, emergency service vehicle crash report, holiday report, and deer involvement crash report. Original reports are stored in the Information Systems Division with copies at the Traffic Division.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21324

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Use of Force Reports - Injury, Death, Policy Concerns

**CUTOFF:** EOCY

**DESCRIPTION:** Reports documenting the application of force through the use of various device and methods, including hands-on techniques.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21433

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Patrol Records Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Use of Force Reports - Non-Injury

**CUTOFF:** EOCY

**DESCRIPTION:** Reports documenting the application of force through the use of various device and methods, including hands-on techniques.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21432

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Video tapes - All Major Crimes Including DWI Arrests

**CUTOFF:** EOCY of final adjudication

**DESCRIPTION:** In car video tapes used to record traffic stops, including DWI and criminal arrests.

**RETENTION:** Years: 0 Months: 2 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21416

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Video Tapes - Routine Stops

**CUTOFF:** End of month

**DESCRIPTION:** In car video tapes used to routine record traffic stops.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21417

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007





**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Driver and Vehicle Safety

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Mechanic File

**CUTOFF:**EOCY

**DESCRIPTION:** Mechanics authorized to make inspections. Includes but not limited to current inspector/mechanic application or renewal application.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21343

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Station File

**CUTOFF:**EOSFY

**DESCRIPTION:** Stations authorized to make inspections. Includes but not limited to all station applications and renewals, amendments, sticker requisitions, performance reports records related to the purchase of inspection stickers, inspection state permit fees, and refunds made on inspection stickers that are returned. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21342

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007