



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Audio Tapes - Back-up

CUTOFF: End of month

DESCRIPTION: Radio used to record calls at Communications Center.

RETENTION: Years: Months: 1 Days:

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21419

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Audio Tapes - Master

CUTOFF: End of month

DESCRIPTION: Radio used to record calls at Communications Center.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21418

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Breathalyzer File

CUTOFF:EOCY

DESCRIPTION: Form is used to record the monthly maintenance of the Data Master breath testing machines. It may be used as documentation to support a driving while intoxicated case in court proceedings. There is no Missouri Department of Revenue or SHP number for this form. Copies. Original filed with arrest report.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21396

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Breathalyzer Maintenance Record

CUTOFF:EOCY

DESCRIPTION: Checklist for Type 2 officers for completion of monthly maintenance check of Breathalyzer. Used to show equipment operating within Missouri Department of Health guidelines. Originals maintained at Troop, copy sent to Department of Health and Court with DWI paperwork. A Type 2 Officer is an officer certified by the Department of Health to complete maintenance checks on the instrument.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21397

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Breathalyzer Permit Application Form

CUTOFF:EOCY

DESCRIPTION: Used to show officer has completed required training and sufficient number of breath tests on various types of Breathalyzer equipment to qualify as an operator (Type 3) or technician (Type 2). Copy maintained at Troop, original sent to Missouri Department of Health.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21398

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Civilian Personnel Jackets

CUTOFF:EOCY

DESCRIPTION: File detailing work history and performance of civilian employee. Copy. Original at Human Resources Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21406

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Crime Investigation Reports - SHP-325

CUTOFF:EOCY 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: Criminal Case Files - SHP-259

CUTOFF:EOCY

DESCRIPTION: A logbook, which tracks the disposition of criminal cases and the current work status of each case. Officers, supervisors, and staff routinely review cases, and document the updated status by use of this logbook.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21394

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Daily Observation Reports SHP-161J

CUTOFF:EOCY

DESCRIPTION: These forms are used to document a new officer's progression through the Field Training and Evaluation Program. The daily report documents in detail a new officer's overall performance during a routine shift of work and is completed by a Field Training Officer.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21414

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Driver Examination File - Driver Examination Report, SHP-232D

CUTOFF:EOCY

DESCRIPTION: Form is used to report information to the Missouri Department of Revenue on the reason a subject is taking a drivers test and documents the results of the test.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21395

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Fuel and Reciprocity Trip Permits

CUTOFF:EOSFY

DESCRIPTION: Permit for out of state commercial vehicles to travel Missouri Highways. Valid for 72 hours. 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: 21412

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Motor Vehicle Mechanic File

CUTOFF:EOCY

DESCRIPTION: Documents on individual mechanics certified by the Patrol to perform motor vehicle inspections within the state of Missouri. The file contains permits, tests, complaints, and any other document that pertains to the mechanic.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21403

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Motor Vehicle Station File

CUTOFF:EOCY

DESCRIPTION: Documents showing stations that are certified by the Patrol to perform motor vehicle inspections and any complaints or violations that have occurred with the individual station.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21404

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Motor Vehicle Station Index Cards

CUTOFF:EOCY

DESCRIPTION: Signature cards maintained for individuals authorized to order new inspection stickers.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21405

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Personnel Insurance Records

CUTOFF:EOCY

DESCRIPTION: Various forms containing insurance data necessary to process claims. Copy. Originals at General Headquarters.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21409

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Probationary Officer Evaluation Report SHP-171G

CUTOFF:EOCY

DESCRIPTION: The Probationary Evaluation Report is generalized documentation of an officer's performance during the Field Training and Evaluation Program (FTEP) and the remainder of the probationary year, which lasts one year from graduation date. Officers will receive a minimum of 72 Daily Observation Reports and eleven Probationary Evaluation Reports upon successful completion of the probationary period.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21415

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Recovered Car File

CUTOFF:EOCY

DESCRIPTION: A "hit" file listing generated from MULES listing stolen vehicles that have been recovered. Copy. Original at General Headquarters.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21401

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Towed Vehicle Reports

CUTOFF:EOCY

DESCRIPTION: Multi-copy form used to document the towing of a vehicle by an officer and the tow company taking the vehicle. Original kept at Troop with SHP-325 generated.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21402

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Traffic Arrest System Source Document

CUTOFF:EOCY

DESCRIPTION: Uniform Citation arrest records describe the results of the audit of Uniform Citations entered into the Traffic Arrest System (CJ32). The annual audit is of Uniform Citations used by specified officers during the previous calendar year. The information is entered on an SHP-15C. 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: 21392

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Training/Education Certification Report SHP-955

CUTOFF:EOCY

DESCRIPTION: This form is used to record successful completion of Peace Officers Standards Training (POST) Continuing Education; also initial, (re) certification, management rule, and remedial training courses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21413

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Troop Memorandums

CUTOFF:WSO

DESCRIPTION: Written directive concerning a single situation or temporary event, such as a DWI enforcement operation, speed saturation, overtime projects, etc. Original. Copy sent to General Headquarters.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21408

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Troop Special Orders

CUTOFF: WSO

DESCRIPTION: Written directive which affects only one component or function of the Patrol. Original. Copy sent to General Headquarters.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21407

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Uniform Citation Audit System Source Documents

CUTOFF: EOCY

DESCRIPTION: Describes the results of the audit of Uniform Citations entered into the Uniform Citations Audit System (CJ34). The annual audit is of Uniform Citations issued by specified officers during the previous calendar year. This information is documented by the use of a SHP-15C. 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: 21391

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Uniform Citations

CUTOFF: EOCY

DESCRIPTION: Forms used to record arrest data

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21411

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Vehicle Theft File - Stolen Vehicle Reports

CUTOFF:EOCY

DESCRIPTION: Forms and computer entry printout detailing vehicle theft information maintained in a file. Stolen vehicle information stored in Missouri Uniform Law Enforcement System (MULES) until vehicle recovered. All warrants must be validated every three years by the issuing department. These are the hardcopy reports from which the theft information is derived from to be entered into the MULES system.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21400

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: Months: 6 Days:

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21417

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops "A" thru "I"

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Warrants - Arrest Orders for Positive Confirmations

CUTOFF: EOCY

DESCRIPTION: The Patrol accesses warrant and arrest information via the Missouri Uniform Law Enforcement System (MULES). The hits generated by a MULES request are stored in the system. These are MULES printouts pertaining to individual hit confirmations on warrants. The original warrants are maintained by the issuing county.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21399

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Work Schedules and Assignments

CUTOFF: EOCY

DESCRIPTION: Forms used by supervisors to submit proposed work schedules and assignments in a uniform manner.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21410

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007