

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

**NC1-79-85-1**

DATE RECEIVED

**3/24/86**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

**TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

**Department Of The Interior**

2. MAJOR SUBDIVISION

**National Parks Service**

3. MINOR SUBDIVISION

**United States Park Police**

4. NAME OF PERSON WITH WHOM TO CONFER

**Lt. Donald M. Burg  
Commander, Information Mgt. Section**

5. TELEPHONE EXT.

**426-6620**

DATE

**8-27-86**

ARCHIVIST OF THE UNITED STATES

*Frank S. Burke*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☐ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<b>3/20/86</b>	<i>Warren S. Dade</i> <b>Warren S. Dade</b>	<b>Records Management Officer</b>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p align="center"><b>SEE ATTACHED SCHEDULE</b></p> <p align="center">All changes to this proposed schedule have been approved by:</p> <p> <i>Carmelita S. Ryan</i>    <u>5/16/86</u>    <i>Warren S. Dade</i>    <u>5/16/86</u>  NARA appraiser    Date    Agency representative    Date </p>		

(198 items)

*Copy to Agency, 8-29-86  
encl. Copy to NCF, NNF & NNA 9-2-86*

Item No.	Description of Item
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OFFICE OF THE CHIEF OF POLICE

A-01

CORRESPONDENCE LOG BOOK: Contains Index entrees concerning Congressional inquiries and correspondence routed for action.

Retain in Dept.: Three years after last entry, then destroy

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Item No.	Description of Item
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**DISTRICTS, SUBSTATIONS AND FIELD OFFICES**

- B-01**      **COLLATERAL RECEIPTS: (Pink Copy)**  
Retain in Dept.: Current year plus one, then destroy
- B-02**      **COLLATERAL OUT LOG:** Records of the transfer of monies from the unit to the clerk of the court.  
Retain in Dept.: One year after last entry, then destroy
- B-03**      **CASH COLLATERAL LOG:** Log signed each change of relief by desk personnel denoting status of cash collaterals.  
Retain in Dept.: Three years, or until audited, then destroy
- B-04**      **RECEIPTS FROM THE CLERK OF THE COURT:** Receipts and computer printouts acknowledging monies turned over to the clerk of the court.  
Retain in Dept.: Three years, or until audited, then destroy
- B-05**      **CASE INCIDENT REPORTS (Pink Copy):** Substation copy for local use.  
Retain in Dept.: Until No Longer Needed, then destroy
- B-06**      **VIOLATION NOTICE TRANSMITTALS:** Sending office copy of log sheet transmitting violation notices issued by officers. Sent to central violations bureau.  
Retain in Dept.: Six months, then destroy
- B-07**      **RADIO/VEHICLE ISSUE LOG:** Record of equipment issued to officers and patrol units on a daily basis.  
Retain in Dept.: One year after last entry, then destroy
- B-08**      **DETENTION LOG:** Indicates the length of time that detained subjects were held in a particular cell block and safety checks made during that period.  
Retain in Dept.: Two years after last entry, then destroy

Item No.

Description of Item

- B-09**      **VIOLATION NOTICE CHECK-OUT LOG:** Record of violation pads issued to individual officers.
- Retain in Dept.: One year after last entry, then destroy
- B-10**      **RADAR ISSUE LOG:** Record of radar units issued to a particular officer or unit on a given day.
- Retain in Dept.: One year after last entry, then destroy
- B-11**      **RADIO INVENTORY LOG:** Listing of radios assigned to unit.
- Retain in Dept.: Until new listing issued, then destroy
- B-12**      **EQUIPMENT LOG:** Lists flares, fire extinguishers, and similar expendable property issued to patrol units.
- Retain in Dept.: One year after last entry, then destroy
- B-13**      **LOG BOOKS - BEAT CRUISERS:** Contains beat information, lookouts, prisoner transports, activities, notes, etc.
- Retain in Dept.: Two years after last entry, then destroy
- B-14**      **LOG BOOK - VEHICLE MAINTENANCE:** Indicates the maintenance performed on the vehicle. Remains with the vehicle when reassigned.
- Retain in Dept.: Destroy when vehicle is surveyed
- B-15**      **DAMAGE TO POLICE VEHICLE LOG:** A substation log of damage noted on police vehicles.
- Retain in Dept.: One year after last entry, then destroy
- B-16**      **CITATION RELEASE FILE:** Contains copies of reports concerning arrestees released in accordance with the Force citation release program.
- Retain in Dept.: Two years , then destroy

Item No.	Description of Item
B-17	<p><b>POLICE REGULATIONS LOG:</b> Log used for control of police regulation violation notices issued.</p> <p>Retain in Dept.: One year after last entry, then destroy</p>
B-18	<p><b>CODE OF FEDERAL REGULATIONS (Pink Copy)</b></p> <p>Retain in Dept.: One year If no indication of forfeit, then return to officer.</p>
B-19	<p><b>SHOTGUN LOG:</b> Checkout log for shotguns.</p> <p>Retain in Dept.: One year after last entry, then destroy</p>
B-20	<p><b>PERMIT FILE:</b> Copies of Permits issued by Park Service.</p> <p>Retain in Dept.: Until permit has expired, then destroy</p>
B-21	<p><b>CUSTODY PROPERTY LOG:</b> Indicates property turned in at the substation and transferred to the Property Section.</p> <p>Retain in Dept.: Six months, then destroy</p>
B-22	<p><b>SUBSTATION-FIELD OFFICE POLICY MANUAL:</b> Contains substation and unit policy and procedures.</p> <p>Retain in Dept.: Retain content documents until superseded or rescinded, then destroy</p>
B-23	<p><b>BREATHALYZER LOG:</b> Contains simulator and defendant test results.</p> <p>Retain in Dept.: One year after last entry.</p> <p>Retain in FRC: Five years, then destroy</p>
B-24	<p><b>BREATHALYZER MAINTENANCE LOG:</b> Contains information concerning the maintenance of each breathalyzer unit.</p> <p>Retain in Dept.: One year after last entry.</p> <p>Retain in FRC: Five years, then destroy</p>

Item No.	Description of Item
B-25	<p><b>VENDOR WARNING FILE:</b> Contains copies of warnings issued to violators of vending regulations.</p> <p>Retain in Dept.: Current year plus one, then destroy</p>
B-26	<p><b>COURT CASE JACKET FILES:</b> Contains copies of reports for CFR and traffic cases, for officer testimony use.</p> <p>Retain in Dept.: Until case disposed, then destroy</p>
B-27	<p><b>COPIES OF THE COMPLAINT LOG:</b> Copies of the log prepared in Communications.</p> <p>Retain in Dept.: Until no longer needed, then destroy</p>
B-28	<p><b>COPIES OF THE MASTER DETAIL:</b> Copy of the Force or Field office Master Detail.</p> <p>Retain in Dept.: Until no longer needed, then destroy</p>
B-29	<p><b>CANINE (K-9) FILE:</b> Contains acquisition and retirement information, medical treatment, performance evaluations and other pertinent documents relating to police dogs.</p> <p>Retain in Dept.: One year after dog is released from the Dept., then destroy</p>
B-30	<p><b>HORSE FILE:</b> Contains acquisition and retirement information, medical treatment, performance evaluations and other pertinent documents relating to police horses.</p> <p>Retain in Dept.: One year after death of animal, then destroy</p>
B-31	<p><b>SUBJECT INDEX REFERENCE LIBRARY - NYFO and SFFO:</b> Contains copies of information pertaining to topics of special interest to the Field Offices.</p> <p>Retain in Dept.: Until no longer needed, then destroy</p>
B-32	<p><b>COURT CALENDAR FILE - (NYFO):</b> Contains court dates, defendants, and dispositions</p> <p>Retain in Dept.: Three years, then destroy</p>

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Item No.	Description of Item
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**CRIMINAL INVESTIGATIONS BRANCH**

- C-01**      **MASTER NAME (COLON) FILE:** Name card file to cross-reference complainants, subjects, offenses, and locations of selected cases.
- Retain in Dept.: Until entered in computer, then destroy
- C-02**      **CASE ASSIGNMENT LOG BOOK:** Contains records of offenses and detectives assigned to the case.
- Retain in Dept.: 15 years after last entry, then destroy
- C-03**      **JUVENILE ASSIGNMENT LOG BOOK:** Contains records of offenses and detectives assigned to the case.
- Retain in Dept.: 15 years after last entry, then destroy
- C-04**      **JUVENILE NAME FILE:** Names of juvenile defendants.
- Retain in Dept.: Until the juvenile reaches 18th birthday, then destroy. If the case is adjudicated with the equivalent to not guilty, destroy immediately, unless under appeal or tried as an adult.
- C-05**      **NATURAL DEATH CASE JACKETS:** Contains investigative reports.
- Retain in Dept.: Five years.
- Retain in F.R.C.: Ten years, then destroy
- C-06**      **CLOSED HOMICIDE CASE JACKETS:** Contains investigative reports.
- Retain in Dept.: Three years.
- Retain in F.R.C.: Seventy two years, then destroy

Item No.	Description of Item
C-07	<p><b>OPEN HOMICIDE CASE JACKETS:</b> Contains investigative reports.</p> <p>Retain in Dept.: Five years.</p> <p>Retain in F.R.C.: Seventy years, then destroy</p>
C-08	<p><b>ROBBERY CASE JACKETS:</b> Contains investigative reports.</p> <p>Retain in Dept.: Five years.</p> <p>Retain in F.R.C.: Seventy years, then destroy</p>
C-09	<p><b>SEX OFFENSES CASE JACKETS:</b> Contains investigative reports.</p> <p>Retain in Dept.: Five years.</p> <p>Retain in F.R.C.: Seventy years, then destroy</p>
C-10	<p><b>BURGLARY CASE JACKETS:</b> Contains investigative reports.</p> <p>Retain in Dept.: Five years.</p> <p>Retain in F.R.C.: Ten years, then destroy</p>
C-11	<p><b>JUVENILE CASE JACKETS:</b> Contains investigative reports.</p> <p>Retain in Dept.: Until the juvenile reaches 18th birthday, then destroy. If the case is adjudicated with the equivalent to not guilty, destroy immediately, unless under appeal or tried as an adult.</p>
C-12	<p><b>AGGRAVATED ASSAULT CASE JACKETS:</b> Contains investigative reports.</p> <p>Retain in Dept.: Five years.</p> <p>Retain in F.R.C.: Ten years, then destroy</p>



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Item No.	Description of Item
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C-13	CASE JACKET FILES - GENERAL: Contains investigative reports on other types of offenses not specifically mentioned
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Retain in Dept.: Five years.

Retain in F.R.C.: Ten years, then destroy

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Item No.	Description of Item
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**IDENTIFICATION UNIT**

- D-01 FINGERPRINT FILES:** Contains fingerprint cards, five finger files, and other related documents.
- Retain in Dept.: Five years
- Retain in F.R.C.: Thirty years, then destroy
- D-02 MASTER ARREST CARDS:** Contains information on persons arrested by the Force and processed by ID Unit.
- Retain in Dept.: Thirty years
- Retain in F.R.C.: Forty years, then destroy
- D-03 LATENT FINGERPRINT FILE:** Contains fingerprints removed at crime scenes.
- Retain in Dept.: Ten years, then destroy

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Item No.	Description of Item
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**CLINIC\_LIAISON\_OFFICE**

- E-01      **CLINIC LOG BOOK:** Contains records of sworn members reporting to clinic.  
  
Retain in Dept.: Ten years after last entry, then destroy
- E-02      **PRESCRIPTION LOG BOOK:** Contains records of prescriptions processed by the U.S.P.P. Liaison Officer.  
  
Retain in Dept.: Two years after last entry, then destroy
- E-03      **MASTER SICK LEAVE STATUS RECORD:** Contains records of sick leave used by each sworn member.  
  
Retain in Dept.: Until member separates, then retire to Metropolitan Police Department, Police and Fire Clinic Medical Records Folder.
- E-04      **SICK LEAVE CERTIFICATE ( USPP FORM # 4 ):** Records of members reporting sick. Green copy retained at clinic.  
  
Retain in Dept.: Until information is recorded on the Master Sick Leave Status Record (E-03), then destroy
- E-05      **METROPOLITAN POLICE DEPT.(M.P.D.) PRESCRIPTION FORM (PD-316) THIRD COPY:** Form used by doctors to prescribe medication to sworn members.  
  
Retain in Dept.: Six months, then destroy
- E-07      **CLINIC DATA RECORD - M.P.D.FORM (PD-320):** Contains a record of sworn members visits to the clinic, time in and out, and dispositions.  
  
Retain in Dept.: Six months, then destroy
- E-08      **CLINIC REFERRAL FORM - M.P.D.FORM (BOS # 3) PINK COPY:** Form used to refer members to outside medical facilities or doctors for treatment.  
  
Retain in Dept.: Two years, then destroy

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Item No.	Description of Item
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**TRAINING BRANCH**

- F-01 FIREARM TRAINING MASTER FILE:** Contains records of an individual's firearm training.
- Retain in Dept.: Five years after member is separated, then destroy
- F-02 RECRUIT OFFICERS INDIVIDUAL ACADEMIC TRAINING FILE:** Contains dates, grades, and subject matter studied by each recruit.
- Retain in Dept.: Five years after member is separated, then destroy
- F-03 EMPLOYEE TRAINING FILE:** Contains information concerning all training received by sworn and civilian employees.
- Retain in Dept.: Five years after member is separated, then destroy

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Item No.	Description of Item
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**PERSONNEL SECTION**

- G-01**      **PROMOTION EXAMINATION FILES:** Contains records and documents generated during the promotional examination process by the Promotion Board.
- Retain in Dept.: Two years, destroy upon approval of the Chairman of the then current Promotion Board.
- G-02**      **APPLICANT FOLDERS:** Contains documents, forms, and related material generated during the police recruit hiring cycle.
- A. SELECTED APPLICANTS:**
- Retain in Dept.: One year after the successful completion of their probationary period, then destroy
- B. NON-SELECTED APPLICANTS:**
- Retain in Dept.: Until applicants 31st birthday, then destroy
- G-03**      **ACTIVE EMPLOYEE FOLDERS:** Contains copies of documents, forms, and related material necessary for the routine administration of position and personnel management functions.
- Retain in Dept.: Until members separates, then treat as in G-04.
- G-04**      **FORMER EMPLOYEE FOLDERS:** Contains copies of forms, documents, and related material concerning individual former officers of the Dept.
- A. DISABILITY RETIREMENT:**
- Retain in Dept.: Until 50th birthday, then destroy
- B. OPTIONAL RETIREMENT:**
- Retain in Dept.: Until one year after retirement, then destroy
- C. SEPARATION OTHER THAN RETIREMENT:**
- Retain in Dept.: Until 31st birthday, then destroy

Item No.	Description of Item
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**COMMUNICATIONS SECTION****H-01 RADIO MAGNETIC TAPES:**

Retain in Dept.: Two years, then erase and reuse

**H-02 TELEPHONE MAGNETIC TAPES:**

Retain in Dept.: Six months, then erase and reuse

**H-03 IMPOUND AUTO LOG BOOK:**

Retain in Dept.: Two years, then destroy

**H-04 OUTGOING TELETYPE MESSAGES:**

Retain in Dept.: Two years, then destroy

**H-05 INCOMING TELETYPE MESSAGES:** Messages that can be matched with the original outgoing message, are filed with the original teletype message (See H-4). All Others:

Retain in Dept.: Ninety days, then destroy

**H-06 REQUEST FOR REVIEW OF MAGNETIC TAPES:**

Retain in Dept.: One year, then destroy

**H-07 REQUEST FOR TRANSCRIPTS OR CASSETTES OF MAGNETIC TAPES:**

Retain in Dept.: One year, then destroy

**H-08 REQUEST FOR SECURITY AND POLICE VEHICLE KEYS:**

Retain in Dept.: One year, then destroy

**H-09 REQUEST FOR REPLACEMENT OF WEAPONS:**

Retain in Dept.: One year, then destroy

**H-10 REQUEST FOR TEMPORARY LOAN OF COMMUNICATIONS EQUIPMENT:**

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Item No.	Description of Item
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Retain in Dept.: One year, then destroy

H-11      **RADIO/PAGER EQUIPMENT CARD FILE:** Contains information on equipment maintenance, assignment, and the individual who picked up equipment at the radio shop.

Retain in Dept.: One year after equipment is surveyed, then destroy

H-12      **PAGER UTILIZATION LOG BOOK:**

Retain in Dept.: Six months after last entry, then destroy

H-13      **PROPERTY LOG BOOK:** Contains information on property that temporarily maintained in the communications safe, when received, transferred, and who received the property.

Retain in Dept.: Six months after last entry, then destroy

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Item No.	Description of Item
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**PROPERTY AND EQUIPMENT SECTION**

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| I-01 | <b>TYPEWRITER SERVICE HISTORY FILE:</b> Contains records of each typewriters service history.<br><br>Retain in Dept.: Six months after equipment is surveyed, then destroy   |
| I-02 | <b>GUN RECORD CARD FILE:</b> Contains history listings on individual weapon assignments.<br><br>Retain in Dept.: Until member is separated, then destroy   |
| I-03 | <b>CLOTHING AND EQUIPMENT RECORD FILE:</b> Contains individual clothing and equipment records, property receipts, etc.<br><br>Retain in Dept.: One year after member is separated, then destroy                            |
| I-04 | <b>CLOTHING AND EQUIPMENT INVENTORY CONTROL FILE:</b> Contains records concerning the running inventory of clothing and equipment.<br><br>Retain in Dept.: Four years, then destroy  |
| I-05 | <b>PROPERTY RECORD FILE:</b> Contains records listing property owned by Force by acquisition.<br><br>Retain in Dept.: Three years after equipment is surveyed, then destroy  |
| I-06 | <b>BADGE RECORD FILE:</b> Contains numerical listing of police and guard breast badges issued.<br><br>Retain in Dept.: Until computer listing generated, then destroy  |
| I-07 | <b>REQUEST FOR SUPPLIES AND SERVICES FILE:</b> Contains documents concerning all requests for issue or turn-in of property, submitted to the Property Office.<br><br>Retain in Dept.: Until no longer needed, then destroy |



Item No.	Description of Item
I-08	<b>REQUISITION FILE:</b> Contains records concerning requisitions processed through the Property Office.  Retain in Dept.: Two years, then destroy
I-09	<b>PURCHASE ORDER FILES:</b> Contains records concerning purchase orders processed through the Property Office.  Retain in Dept.: Two years, then destroy
I-10	<b>UNIFORM AND EQUIPMENT BOARD FILES:</b> Contains records concerning all matters related to uniform and equipment improvement.  Retain in Dept.: Three years, then destroy
I-11	<b>UTILITY UNIFORM AUTHORIZATION FILE:</b> Contains authorization for units to wear the utility uniform.  Retain in Dept.: Three years, then destroy
I-12	<b>CLOTHING AND EQUIPMENT RECEIPT FILE:</b> Contains copies of receipts for lost or damaged clothing and equipment.  Retain in Dept.: Three years, then destroy
I-13	<b>HISTORY OF ALL FIREARMS:</b> Contains information concerning repairs, blueing, general maintenance, etc. for each weapon.  Retain in Dept.: One year after equipment is surveyed, then destroy

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Item No.	Description of Item
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**INFORMATION MANAGEMENT SECTION****RECORDS UNIT**

J-01	<b>CRIMINAL HOMICIDES/DEATHS:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventy two years, then destroy
J-02	<b>RAPE - FORCEABLE/ATTEMPTED:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventy two years, then destroy
J-03	<b>ROBBERY:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventy two years, then destroy
J-04	<b>ASSAULTS:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventy two years, then destroy
J-05	<b>BURGLARY:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventy two years, then destroy
J-06	<b>LARCENY:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventy two years, then destroy
J-07	<b>AUTO THEFT &amp; UNAUTHORIZED USE:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventy two years, then destroy

Item No.	Description of Item
J-08	<p><b>ARSON:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventy two years, then destroy</p>
J-09	<p><b>DISASTERS:</b> Reports of natural or man-made disasters.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventy two years, then destroy</p>
J-10	<p><b>SUICIDES:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventy two years, then destroy</p>
J-11	<p><b>FORGERY &amp; COUNTERFEITING:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventeen years, then destroy</p>
J-12	<p><b>FRAUD:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventeen years, then destroy</p>
J-13	<p><b>EMBEZZLEMENT:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventeen years, then destroy</p>
J-14	<p><b>STOLEN PROPERTY:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventeen years, then destroy</p>

Item No.

Description of Item

J-15      **VANDALISM:** Reports of a minor criminal nature.  
Retain in Dept.: Three years  
Retain in F.R.C.: Ten years, then destroy

J-16      **WEAPONS:** Reports of a criminal nature.  
Retain in Dept.: Three years  
Retain in F.R.C.: Thirty seven years, then destroy

J-17      **SEX OFFENSES:** Reports of a criminal nature.  
Retain in Dept.: Three years  
Retain in F.R.C.: Thirty seven years, then destroy

J-18      **NARCOTIC & DRUG LAWS:** Reports of a criminal nature.  
Retain in Dept.: Three years  
Retain in F.R.C.: Thirty seven years, then destroy

J-19      **GAMBLING:** Reports of a minor criminal nature.  
Retain in Dept.: Three years  
Retain in F.R.C.: Ten years, then destroy

J-20      **OFFENSES AGAINST FAMILY AND CHILDREN:** Reports of a criminal nature.  
Retain in Dept.: Three years  
Retain in F.R.C.: Seventeen years, then destroy

J-21      **DRIVING UNDER THE INFLUENCE:** Reports of a criminal nature.  
Retain in Dept.: Three years  
Retain in F.R.C.: Seventeen years, then destroy

Item No.	Description of Item
J-22	<p><b>LIQUOR LAW VIOLATIONS:</b> Reports of a minor criminal nature</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seven years, then destroy</p>
J-23	<p><b>THREATS:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventeen years, then destroy</p>
J-24	<p><b>TRESPASSING:</b> Reports of a minor criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seven years, then destroy</p>
J-25	<p><b>DISORDERLY CONDUCT:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seven years, then destroy</p>
J-26	<p><b>MOTOR VEHICLE ACCIDENTS:</b></p> <p><b>A. NON-FATAL ACCIDENT REPORTS.</b></p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seven years, then destroy</p> <p><b>B. FATAL ACCIDENT REPORTS.</b></p> <p>Retain in Dept.: Five years</p> <p>Retain in F.R.C.: Fifteen years, then destroy</p>
J-27	<p><b>KIDNAPPING:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventy two years, then destroy</p>

Item No.	Description of Item
J-28	<b>BRIBERY:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventeen years, then destroy
J-29	<b>BOND JUMPING:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventeen years, then destroy
J-30	<b>POSSESSION OF IMPLEMENTS OF A CRIME:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventeen years, then destroy
J-31	<b>FALSE REPORTS:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventeen years, then destroy
J-32	<b>FUGITIVE FROM JUSTICE:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventeen years, then destroy
J-33	<b>IMPERSONATING A POLICE OFFICE:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventeen years, then destroy
J-34	<b>INCITING TO RIOT:</b> Reports of a criminal nature. Retain in Dept.: Three years Retain in F.R.C.: Seventeen years, then destroy

Item No.	Description of Item
J-35	<p><b>TAMPERING WITH AUTO:</b> Reports of a criminal nature.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Seventeen years, then destroy</p>
J-36	<p><b>STOLEN AUTO RECOVERED:</b> Reports of a criminal nature not involving arrests.</p> <p>Retain in Dept.: Three years</p> <p>Retain in F.R.C.: Ten years, then destroy</p>
J-37	<p><b>DRUNKENNESS:</b> Reports Non-criminal in nature.</p> <p>Retain in Dept.: Two years, then destroy</p>
J-38	<p><b>VAGRANCY:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Two years, then destroy</p>
J-39	<p><b>TRUANTS:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Two years, then destroy</p>
J-40	<p><b>SOLICITING:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Two years, then destroy</p>
J-41	<p><b>FEDERAL LANDS:</b> Washing, polishing, or repairing autos in the park, no fishing or hunting, short cuts and metal detectors. Reports minor in nature.</p> <p>Retain in Dept.: Two years, then destroy</p>
J-42	<p><b>DUMPING:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Two years, then destroy</p>
J-43	<p><b>UNLEASHED DOG:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Two years, then destroy</p>

Item No.	Description of Item
J-44	<p>U.F.O.: Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-45	<p>MENTAL OBSERVATION: Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-46	<p>SUSPICIOUS PERSONS: Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-47	<p>VIOLATION OF ROAD AND DRIVING LAWS: Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-48	<p>PARKING VIOLATIONS: Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-49	<p>TRAFFIC AND MOTOR VEHICLE LAWS: Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-50	<p>ABANDONED AND IMPOUNDED AUTOS: Non-criminal and not involved in a Fatal Motor Vehicle Accident. Criminal cases have impound report filed under offense classification of the criminal report.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>



Item No.	Description of Item
J-51	<p><b>ANIMAL AND WILDLIFE:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-52	<p><b>ASSIST TO CITIZEN:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-53	<p><b>SEARCH AND RESCUE:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-54	<p><b>ASSIST OTHER DEPARTMENT:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-55	<p><b>BOMB THREAT CASES:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-56	<p><b>UNSECURED INSTALLATION/FALSE ALARM:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>
J-57	<p><b>DAMAGE TO GOVERNMENT PROPERTY - NON-MALICIOUS:</b> Reports Non-criminal or minor in nature.</p> <p>Retain in Dept.: Current year plus two years, then destroy</p>

Item No.

Description of Item

J-58

**FIRES:** Reports Non-criminal or minor in nature.Retain in Dept.: Current year plus two years, then  
destroy

J-59

**HAZARDOUS CONDITIONS:** Reports Non-criminal or minor  
in nature.Retain in Dept.: Current year plus two years, then  
destroy

J-60

**ATHLETIC COMPLAINTS:** Reports Non-criminal or minor  
in nature.Retain in Dept.: Current year plus two years, then  
destroy

J-61

**PARK MAINTENANCE NEEDED:** Reports Non-criminal or minor  
in nature.Retain in Dept.: Current year plus two years, then  
destroy

J-62

**PERSONS MISSING/FOUND:** Reports Non-criminal or minor  
in nature.Retain in Dept.: Current year plus two years, then  
destroy

J-63

**ESCORTS/OCCASIONS:** Reports Non-criminal or minor  
in nature.Retain in Dept.: Current year plus two years, then  
destroy

Item No.	Description of Item
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**J-64 PROPERTY LOST/FOUND****A. PROPERTY FOUND: Non-criminal in nature.**

Retain in Dept.: Current year plus two years, then  
destroy

**B. PROPERTY REPORTED LOST: Non-criminal in nature.**

Retain in Dept.: Current year plus six years, then  
destroy

**J-65 SICK/INJURED PERSONS:****A. SICK PERSONS:**

Retain in Dept.: Current year plus two years, then  
destroy

**B. INJURED PERSONS:**

Retain in Dept.: Current year plus six years, then  
destroy

**J-66 COMPUTER HITS:****A. HITS WITH NO ARREST:**

Retain in Dept.: Current year plus two years, then  
destroy

**B. HITS WITH ARREST:**

Retain in Dept.: Three years

Retain in F.R.C.: Seven years, then destroy

**J-67 RADIO LOG: Log prepared by Force radio dispatcher  
indicating the number of the vehicle or portable radio  
and the time the unit started and ended the tour of duty.**

Retain in Dept.: Six months, then destroy

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Item No.	Description of Item
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- J-68**      **REPORT OF SIGNAL ZEROS AND PRESIDENTIAL SECURITY:**  
Reports pertaining to Force participation in security arrangements and escorts involving the President of the United States.
- Retain in Dept.: Current year plus two years, then destroy
- J-69**      **FIELD COMMANDER SHIFT SUMMARY REPORT:** Daily reports submitted by the field commander, containing changes in details, leave granted and criminal activity during the relief.
- Retain in Dept.: One Year, then destroy
- J-70**      **RADIO STATUS CARDS:** Cards prepared by the dispatcher indicating the traffic stops, installation checks, radio calls answered by the unit, and times in and out of
- Retain in Dept.: Five days or until no longer needed, then destroy
- J-71**      **INJURED FORCE MEMBERS (USPP FORM#5):** Reports of injured force members on and off duty, including all supplemental reports.
- Retain in Dept.: Until member is separated plus 10 years, then destroy
- J-72**      **SPECIAL EVENT ORDERS:** Contains general and logistical information about a special event.
- Retain in Dept.: Current year plus three years, then destroy
- J-73**      **MEMORANDUMS TO THE FORCE:**
- Retain in Dept.: Until rescinded or obsolete, then destroy
- J-74**      **COMPLAINT LOG:** Case numbers assigned by communications for case incidents.
- Retain in Dept.: Current year plus ten years
- Retain in F.R.C.: Fifty years, then destroy

Item No.

Description of Item

- J-75      **SPECIAL ORDERS:**
- Retain in Dept.: Current year plus two years, then destroy
- J-76      **MASTER DETAILS:** Names and daily assignments of officers and civilians.
- Retain in Dept.: Current year plus two years, then destroy
- J-77      **REQUEST FOR PUBLIC INFORMATION:** Requests for information from police reports by the public, and other agencies (FOIA).
- Retain in Dept.: Current year plus two years, then destroy
- J-78      **MOTOR VEHICLE ACCIDENT LOG:** A Sequential listing of motor vehicle accidents in the National Park Service areas patrolled by the U.S. Park Police.
- Retain in Dept.: Current year plus six years, then destroy
- J-79      **OFFICIAL RECEIPTS FOLDER:** Contains information of money received for motor vehicle accident and police reports.
- Retain in Dept.: Current year plus two years, then destroy
- J-80      **ARREST BOOKS (15X17X5):**
- Retain in Dept.: Three years  
*Seventy two years, then destroy.*
- Retain in F.R.C.: ~~Permanently, at the National Archives, Historical Section.~~
- J-81      **WEEKLY BULLETINS:** Information to the Force on training information, deaths, announcements, orders of the day, and general information.
- Retain in Dept.: Current year plus two years, then destroy

Item No.	Description of Item
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J-82

**NEGATIVES:** Negatives are of those pictures taken by Force members of accident scenes, crime scenes, injured persons and property, etc..

Retain in Dept.: Current year plus four years, then destroy. Negatives of criminal cases will be offered to the Criminal Investigations Branch, to be placed in their case jackets. Fatal motor vehicle accident negatives are filed with the accident folder (See J-26).

*No Part K*

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Item No.	Description of Item
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**OFFICE OF INSPECTORIAL SERVICES**

- L-01 ADMINISTRATIVE, PERSONNEL, AND INVESTIGATIVE REPORTS:**  
Reports of investigations conducted by or processed by the Office of Internal Affairs.
- Retain in Dept.: Five years
- Retain in F.R.C.: Thirty years, then destroy
- L-02 PHOTO FILE:** Contains current photos of Police officers.
- Retain in Dept.: Three years after member separates, then destroy
- L-03 NAME CARD FILE:** Contains index of all administrative and personnel investigations conducted or processed by the Office of Internal Affairs.
- Retain in Dept.: Three years after member separates, then destroy
- L-04 INTERNAL AFFAIRS UNIT (I.A.U.) NUMBER LOG BOOK:** Contains I.A.U. number of administrative, personnel, and investigations conducted by or processed by I.A.U..
- Retain in Dept.: Ten years after last entry, then destroy
- L-05 COPIES OF REPORTS INVOLVING USE OF DEFENSIVE WEAPONS:**
- Retain in Dept.: Five years, then destroy

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Item No.	Description of Item
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**FORCE SAFETY OFFICE**

**M-01**      **THIRD PARTY CLAIMS:** Contains DI-134's, motor vehicle accident reports, damage estimates, and other supporting documents to support the government claim.

Retain in Dept.: One year after claim is settled,  
then destroy

**M-02**      **DI-134:** Report of an accident/incident. Contains information concerning accident or injury of visitors and employees.

Retain in Dept.: Three years, then destroy



Item No.	Description of Item
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**OFFICE OF PLANNING AND DEVELOPMENT****N-01 GENERAL ORDER MASTER FILE:**

Retain in Dept.: Permanent *th*, Offer to NARS when no longer needed for administrative use.  
Arranged in General Order # order.

**N-02 TRANSMITTAL MASTER FILE:**

Retain in Dept.: Five years, then destroy

**N-03 CIRCULAR MASTER FILE:**

Retain in Dept.: Five years, then destroy