

Semi-Permanent Records Over Ten Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of records</u>
1	Employee personnel records: Document an employee's work history. Records may include, but are not limited to, employment applications, notices of appointment, training and decertification records, ect.	Before January 1 2016 (10 years after separation)
2	Criminal Case Files: Records related to the prosecution of criminal cases, including citations, police reports, driving records, tape recordings, complaints, subpoenas, motions, judgments, and related records.	10 years

Semi - Permanent Records Over Five Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
1	Recruitment & Selection Records: Document the recruitment and selection of city employees, and contracted service providers such as attorneys, auditors, consultants, etc. Keep unsuccessful applications and all associated records 5 years after the position is filled.	Prior to Jan 1, 2021

Temporary Records Over Three Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
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- 1 Accident Reports: Document traffic accidents investigated by the police department. These reports typically include complete information on all cars and drivers involved in the accident, accident location, damage, cause of accident, date and time, accident diagram, description and weather conditions. Delete files on the Sandpoint Pd server Prior to Jan 1, 2023
- 2 Lost & Found Property Records: Records documenting city receipt and maintenance of lost and found or abandoned property such as money, bicycles and other items not related to a crime. Includes: receipts, inventory lists, disposition information, etc. Prior to Jan 1, 2023
- 3 Animal control records: records documenting animal control actives, often including police reports, logs, list cards, receipts and related records, ect. Prior to Jan 1, 2023
- 4 Impound and abandoned vehicle records: records documenting vehicle impounds by police due to accidents, abandonment, recovered stolen vehicles, vehicle used in commission of a crime, ect. Prior to Jan 1, 2023
- 5 Parking and traffic warning and citations: Police departments' copies of citations and records documenting warnings issued for traffic, motor vehicle and parking offenses, ect. Prior to Jan 1, 2023
- 6 Pawn Broker and second hand dealer reports: Reports submitted to the police department documenting merchandise bought and sold by dealers, ect. Prior to Jan 1, 2023
- 7 Public records request: includes written public records request, city denials of public records request and appeal information, ect. Prior to Jan 1, 2023

Two year after last action or final disposition of appeal

8

Videotapes: Videotapes documenting traffic stops and arrests, as well as surveillance videos of city facilities

Prior to Jan 1, 2023

Permanent: Keep tapes used as request evidence for homicide and serious felony cases permanently.

Temporary:

Transitory:

Keep tapes used as evidence three years after case reaches final disposition. Keep tapes used for internal investigations three years after the investigation ends.

Keep all other tapes 30 days.