

MADISON POLICE DEPARTMENT
Records Retention Schedule - October 2016
City of Madison M03-71

RDA# & Status	Record Series Title and Description	Medium	PII	PII Exempt?	Confidential/Access Restricted	Minimum Retention Disposition/Event	Expires
Functional Area: Administrative							
PD000100 New	State Uniform Crime Report Historical information and statistics to identify and track trends.	Electronic	N	N	No	FIS+20 years Destroy	
PD000007 Amend	Ride Along Waivers Ride along waiver completed by City staff and citizens.	Paper	Y	N	No	FIS+2 years Destroy Confidential	
PD000101 New	General & Standard Operating Procedures Standard operating procedures policy memorandums and manuals.	Electronic	N	N	No	FIS+15 years Destroy	
PD000102 New	Personal Crisis Contact Form Officer's personal contact information to be accessed in the event of an emergency. Forms are completed annually.	Paper	Y	N	Yes Wis. Stat. § 19.36(10)	EVT+0 Destroy Confidential EVT - Superseded/Separated from City employment	
PD000103 New	After Action Report Reported completed after a major incident.	Paper, Electronic	N	N	Yes Wis.Stat. § 48.396, 938.396 Wis.Stat. §19.35(1)(am)(2)(a) Wis. Stat. §19.36(2)	FIS+20 years Destroy Confidential	
PD000104 New	Asset Forfeitures Records related to the federal asset forfeiture program.	Paper, Electronic	N	N	No	FIS+7 years Destroy	
PD000105 New	Trust Based Initiatives Quarterly report of community policing initiatives.	Electronic	N	N	No	EVT+0 Transfer to WHS EVT-Superseded	

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Functional Area: Community Outreach							
PD000201 New	Citizen Academies Curriculum, lesson plans, attendance.	Electronic	Y	N	No	FIS+7 years Destroy Confidential	
PD000202 New	Youth Academies & Explorers 911 Curriculum, lesson plans, attendance, events.	Electronic	Y	N	Yes Wis. Stat. §48.396 & §938.396	FIS+7 years Destroy Confidential	
PD000203 New	Activity Logs and Bulletins Mental Health Officer and Crisis Worker logs and bulletins.	Electronic	Y	N	Yes Wis. Stat. § 146.82 HIPPA-CFR 45 Part 164	FIS+12 years Destroy Confidential	
Functional Area: Drug Unit and Collaboration							
PD000300 New	Confidential Informant File/Log Includes receipts for payment, background info, criminal history, personal information, signed agreement.	Paper, Electronic	Y	N	Yes Wis. Stat. §19.36(8)	FIS+35 years Destroy Confidential	
PD000301 New	Anonymous Tips Form completed and entered into the state's Augmented Criminal Investigations Support System (ACISS).	Paper, Electronic	Y	N	Yes Wis. Stat. §19.36(8)	CR+30 days Destroy Confidential	
PD000302 New	Drug Unit Summary Reports Detailed reports related to investigations and asset forfeitures.	Electronic	Y	N	Yes Wis. Stat. §19.36(8) Wis. Stat. § 48.396, § 938.396	FIS+7 years Destroy Confidential	
PD000303 New	Seized Vehicle File Includes maintenance record, condition report, title of vehicles seized by Task Force. May include suspect information.	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am)	EVT+7 years Destroy Confidential EVT-Disposition	

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PD000304 New	Fleet Vehicle Files (Task Force) Title and maintenance records.	Paper, Electronic	N	N	No	EVT+7 years Destroy EVT-Disposition	
PD000305 New	Task Force Expense Account Expense account documentation for Task Force officers.	Electronic	N	N	No	FIS+4 Destroy	
Functional Area: Internal Investigation Unit							
PD000400 New	Pursuit Review Supervisor review of emergency vehicle operation pursuit.	Electronic	N	Y	Yes Wis. Stat. § 19.35(1)(am)	FIS+40 years Destroy Confidential	
PD000014 Amend	PSIA Records Professional Standards and Internal Affairs (PSIA) complaints and investigative files. May contain the original complaint, evidence, emails, MDC messages, video/audio, disciplinary recommendations and related admin documents.	Electronic	Y	N	Yes Wis Stats. § 19.35(1) Wis. Stat. § 103.13(6)(a) Wis. Stat. § 48.396 Wis. Stat. § 938.396	FIS+40 years Destroy Confidential (WHS Waived)	2025
Functional Area: Investigative Services							
PD000500 New	CIS Daily Bulletin and Briefing Materials Daily bulletin includes individual info discovered and disseminated to the department internal and other law enforcement agencies, daily intelligence. Includes Daily Activity Log	Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am) Wis. Stat. § 48.396 Wis. Stat. § 905.045	FIS+5 years Destroy Confidential	
PD000501 New	Pawn Slips Paper pawn slips completed by pawn shops prior to Leadsonline program.	Paper	Y	N	No	FIS+3 years Destroy Confidential	
PD0000502 New	Daily Arrest Log Log of arrests for MPD and Dane County Jail. May include names of juveniles	Paper	N	N	Yes Wis. Stat. § 48.396	FIS+1 year Destroy Confidential	

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PD000503 New	Crime Analyst Reports Analyzed and/or summarized information disseminated to the department. Includes reports,maps.	Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am) Wis. Stat. § 48.396 Wis. Stat. § 905.045	FIS+5 years Destroy Confidential	
PD000504 New	SIU Candidate Program Files Special Investigations Unit (SIU) records include criminal histories, victim case updates, conviction record, bulletins, summary reports, agent information.	Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am) Wis. Stat. § 48.396 Wis. Stat. § 905.045	FIS+50 years Destroy Confidential	
Functional Area: Personnel & Training							
PD000600 New	MPD Personnel File Includes, but not limited to, pre-employment documentation, application and hiring process tests and paperwork, individual training files. Examples: transcripts, letters of recommendation, test scores and evaluations, attendance/certificates for training.	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(10)	EVT+8 years Destroy Confidential EVT - Separation from City employment	
PD000601 New	Pre-Employment Documentation - Not Hired Application and hiring process tests and paperwork. Examples: transcripts, letters of recommendation, oral board test scores and evaluations.	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(10)	EVT+3 years Destroy Confidential EVT - End of hiring process	
PD000602 New	Department Employee Photo	Electronic	Y	N	No	EVT+0 Destroy Confidential EVT - Superseded	

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PD000603 New	Academy & Inservice Course Files Curriculum and lesson plans, attendance, score sheets, qualifications sheets, required state forms, misc correspondence. Course materials may include video or evidence from case files.	Paper, Electronic	Y	N	Yes Wis.Stat. § 48.396, 938.396 Wis.Stat. §19.35(1)(am)(2)(a) Wis. Stat. §19.36(2)	FIS+20 years Destroy Confidential	
PD000604 New	Field Training Officer Daily assessment log, phase supervisor evaluations, monthly evaluations	Electronic	Y	N	Yes Wis. Stat. § 19.36(10)	EVT+8 years Destroy Confidential EVT - Separation from City employment	
PD000605 New	Field Training Officer - Prior to 2015 Daily assessment log, phase supervisor evaluations, monthly evaluations	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(10)	FIS+50 years Destroy Confidential	
PD000606 New	Specialized Training - Non-MPD Employees Attendance and certificates for training of non-MPD individuals.	Paper, Electronic	Y	N	No	FIS+7 years Destroy Confidential	
PD000607 New	Canine & Mounted Patrol Records related to training, certification, and deployment of Police canines and mounted patrol.	Paper, Electronic	N	N	No	EVT+8 years Destroy EVT - Separation from City employment	
PD000608 New	Annual Promotional Process Resumes, assessment center, projects, promotional academies, curriculum, attendance, test scores.	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(10)	FIS+15 years Destroy Confidential	

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PD000609 New	Closed Position Process Files Closed position, team process, adjunct process - resume, test scores, evaluation scores.	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(10)	EVT+1 year Destroy Confidential EVT - Hired: End of term of selected employee Not Hired: End of selection process	
PD000610 New	Use of Force Form Case number, subject demographic info, description of force used. (Does not include officer information.)	Electronic	N	N	No	FIS+7 years Destroy	
PD000611 New	Firearms & Armory Armory log and department/individually owned firearms inventory to include make, model and serial number.	Electronic	N	N	No	EVT+1 year Destroy EVT - Superseded	
PD000612 New	Less Lethal Weapons Checkout Taser, shotgun, 40 mm checkout list	Electronic	N	N	No	FIS+1 year Destroy	
Functional Area: Property Room							
PD000700 New	Property Room Manuals Directives regarding standard operating procedures and proper packaging of property and evidence.	Electronic	N	N	No	EVT+15 years Destroy EVT-Superseded	
PD000701 New	Property Room Access Entry/exit log for property rooms and facilities.	Paper, Electronic	N	N	No	FIS+7 years Destroy	
PD000702 New	Property Inventory and Audit Forms and reports related to the audit of property disposition. (May contain victim information.)	Paper, Electronic	Y	N	Yes Wis. Stat. § 905.045 Wis. Stat. § 950.04(1v)	FIS+20 years Destroy Confidential	

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Functional Area: Records							
PD000800 New	FBI & DOJ Audits Audit and audit responses for the Criminal Justice Information System (CJIS) Division of the FBI and the Wisconsin Dept of Justice.	Paper, Electronic	Y	N	Yes Wis.Stat. § 48.396, 938.396 Wis.Stat. §19.35(1)(am)(2)(a) Wis. Stat. §19.36(2)	FIS+4 years Destroy Confidential	
PD000801 New	Case Files Includes records related to felony and misdemeanor cases and incidents. Examples:may include reports, crime scene photos, fingerprint cards, citizen complaints, confidential informant info, citations.	Paper, Electronic	Y	N	Yes Wis.Stat. § 48.396, 938.396 Wis.Stat. §19.35(1)(am)(2)(a) Wis. Stat. §19.36(2)	CR+95 years Destroy Confidential	
PD000802 New	Case Files - Unsolved Records related to unsolved homicides, sexual assaults and any criminal case with an unlimited statute of limitations. Examples: may include reports, crime scene photos, fingerprint cards, citizen complaints, confidential informant info, citations, master name record.	Paper, Electronic	Y	N	Yes Wis.Stat. § 48.396, 938.396 Wis.Stat. §19.35(1)(am)(2)(a) Wis. Stat. §19.36(2)	Permanent	
PD000011 Amend	Ordinance Citations Citations and warnings issued. Includes name, address, dob, charge, officer's name, etc.	Paper, Electronic	Y	N	Yes	FIS+7 years Destroy Confidential	
PD000012 Active	Wisconsin Motor Vehicle Accident Report-MV4000 & MV400e Required traffic accident report that is electronically completed and submitted to Wis DOT. Wis Stat 346.70(4), 346.73, 346.70(3)(m)	Electronic	Y	N	No	EVT+0 Destroy confidential (WHS Waived) EVT - Confirmation that Wis DOT received the form and any attachments	

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PD000805 New	Arrest Log Log of arrested individuals. Includes date, name, charge, and the officer's name.		N	N	No	FIS+1 year Destroy	
PD000806 New	Fingerprints - Permits, Employee and Service Employee fingerprint cards and fingerprint cards done for permits or as a service to local businesses as part of a background check.	Paper, Electronic	Y	N	Yes Wis. Stat. § 343.237	EVT+1 day Destroy Confidential EVT- Confirmation of receipt by CIB Crime Information Bureau	
PD000807 New	Parking Tickets & Supplemental Documents Parking tickets, photos, and audio recording. Includes plate and VIN numbers.	Paper, Electronic	N	N	No	FIS+7 years Destroy	
PD000808 New	Citation Review & Modification Documents Parking tickets that are contested. Includes name, driver's license, DOB.	Paper, Electronic	Y	N	Y	FIS+7 years Destroy Confidential	
PD000809 New	Tow & Impound Records Tow Cards, Tow Sheets, Abandoned Vehicle Cards, DOT Owner Responses, Impound Logs, Registered mail receipts, USPS electronic delivery confirmation notices.	Paper, Electronic	Y	N	No	FIS+7 years Destroy Confidential	
PD000013 Active	LEAP Referrals Includes the Law Enforcement Advocate Partnership (LEAP) referral form developed by DAIS and completed by City of Madison Police Officers responding to incidents of domestic abuse. The completed form is transmitted to Domestic Abuse Intervention Services (DAIS) for possible follow up.	Paper, Electronic	Y	N	Yes Wis. Stat. § 905.045 Wis. Stat. § 950.04(lv)(dr)	EVT+0 Destroy Confidential (WHS Waived) EVT - confirmed transmission to DAIS	

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Functional Area: Traffic Section							
PD000900 New	Abandonment Log Log of abandoned vehicles. Includes location, description, plate number and action.	Electronic	N	N	No	FIS+1 year Destroy	
PD000901 New	Laser Logs Laser test results.	Electronic	N	N	No	EVT+7 years Destroy EVT - End of use	
PD000902 New	Complaints Documentation Log of complaints from speeder hotline and complaints from crossing guards. Includes letter sent to vehicle owner.	Paper, Electronic	Y	N	No	FIS+1 year Destroy Confidential	
PD000903 New	Traffic Stop Warning Card MPD Traffic Stop Tracking Form used for traffic violation warnings. Includes violation, race, gender, vehicle search info.	Paper, Electronic	N	N	No	FIS+7 years Destroy	
PD000904 New	Vehicle Photos Photos of plate and partial vehicle to document violations.	Electronic	N	N	No	FIS+ 7 years Destroy	
PD000905 New	Temporary Posting No Parking Checks Log, cards documenting location and action taken.	Paper, Electronic	N	N	No	FIS+7 years Destroy	
PD000906 New	Ticket Review Requests Forms completed by citizens asking for their parking ticket to be reviewed. Includes driver's license number and address.	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am)	FIS+7 years Destroy Confidential	
PD000907 New	Street Use & Parade Permits	Paper, Electronic	N	N	No	FIS+7 years Destroy	

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PD000908 New	Special Events Reports for special event plans, staffing, and follow-up.	Electronic	N	N	No	FIS+7 years Destroy	
PD000909 New	Quarterly Parking & Traffic Activity Reports	Electronic	N	N	No	FIS+7 years Destroy	