

Records Retention / Disposition Authorization - Functional

Madison Police Department
City of Madison M03
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Program Description: MADISON POLICE DEPARTMENT
Laws & Requirements: Wis. Stat. § 62.13 - Police and Fire Departments Madison General Ordinance Chapter 5 – Police
Electronic Systems: Law Enforcement Records Management System (LERMS) AIM, IA PRO, Arbitrator, AS400 Parking Module (from AutoCite) Keyscan, Mobile, Sharepoint, Telestaff, TraCS, Access, Mideo, Winscribe. AIMS

Official Records & Copies:

- **Official Record:** A complete, final, and authorized version of a record, often containing an original signature or seal.
- **Working Copies:** Staff may generally destroy rough draft materials that are subsequently finalized and maintained as part of the official record. However, staff should retain significant drafts when needed to document the decision-making process within the official record.
- **Reference or Convenience Copies:** Staff may maintain duplicate or working copies of records described in this schedule for reference and/or convenience purposes. Copies may be retained for as long as needed, but they should not be kept longer than the time specified in the approved RDA for the official record in this schedule. Do not maintain **unnecessary** duplicate copies. When retained for convenience or reference only, copies are considered non-records under Wis. Stat. § 16.61(2). Do **not** send copies to storage or retain them for longer than the retention periods specified for the official copy.





Confidentiality of Records:

Most records are not confidential and are open to public disclosure, however, there are exceptions. This retention schedule will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.



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Name of Agency Program Contact or Records Officer: (Provide Name, Telephone and Email)	
Julie Landrie, 608-266-6068, jlandrie@cityofmadison.com	
Additional Contact name and telephone number/email address	
Leslie Starczewski, 608-266-4454, lstarczewski@cityofmadison.com	

Approval Signatures			
Agency Program Manager 	Date (mm/dd/ccyy) 11/02/2021	Agency Records Office 	Date (mm/dd/ccyy) 11-2-21
Additional Signature 		Additional Signature 	

PUBLIC RECORDS BOARD APPROVAL: Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), Open Records Law, and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist 	Date (mm/dd/ccyy) 12/01/21	PRB Executive Secretary 	Date (mm/dd/ccyy) 12/14/21
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: November 2031

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1. RDA #/Status	2. Record Series Title and Description	3. Record Series Year of Creation	4. Medium for Record Storage	5. PII	6. Registry Exempt	7. Confidential/Access Restricted	8. Essential (opt.)	9. Official Record Location (opt.)	10. Minimum Retention/Disposition/Event
Administrative									
PD000007 Amended	Ride Along Waivers Ride along waiver completed by City staff and residents.	2000	Paper	Y	N	No			FIS+2 years Destroy Confidential
PD000101 Amended	General & Standard Operating Procedures Standard operating procedures policy memorandums and manuals.	1960	Electronic	N		No			FIS+7 years Transfer to WHS
PD000102 Amended	Personal Crisis Contact Forms Employee's personal information to be accessed in the event of an emergency. Forms are completed annually.	2000	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(10)			EVT+1 day Destroy Confidential EVT - Superseded/Separated from City employment
PD000103 Amended	After Action Report Report completed after a major incident.	2000	Paper, Electronic	N		Yes Wis.Stat. § 48.396, 938.396 Wis.Stat. §19.35(1)(am)(2) Wis. Stat. §19.36(2)			FIS+7 years Destroy Confidential
PD000104 Renewal	Asset Forfeitures Records related to the federal asset forfeiture program.	2000	Paper, Electronic	N		No			FIS+7 years Destroy
PD000106 New	Preliminary Incident Reports Reports posted to MPD Website to notify the public of incidents. (Media tab) New: Identified through agency review.	2016	Electronic	Y	N	No			FIS+2 years Destroy Confidential
PD000602 Renewal	Department Employee Photo Photo of employee.	2000	Electronic	Y	N	No			EVT+1 day Destroy Confidential EVT-Superseded
PD000609 Amended	Closed Position Process Files Closed position, team process, adjunct process - resume, test scores, evaluation scores.	2000	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(10)			EVT+4 years Destroy Confidential EVT - End of selection process
PD000612 Renewal	Less Lethal Weapons Checkout Taser, shotgun, 40 mm checkout list.	2000	Electronic	N		No			FIS+1 year Destroy

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Community Outreach									
PD000201 Amended	Community Academies Curriculum, lesson plans, attendance.	2000	Electronic	Y	N	No			FIS+2 years Transfer to WHS
PD000202 Amended	Youth Academies & Explorers 911 Curriculum, lesson plans, attendance, events.	2000	Electronic	Y	N	Yes Wis. Stat. §§ 48.396 & 938.396			FIS+2 years Destroy Confidential
PD000203 Renewal	Activity Logs and Bulletins Mental Health Officer and Crisis Worker logs and bulletins.	2000	Electronic	Y	Y	Yes Wis. Stat. § 146.82 HIPPA-CFR 45 Part 164			FIS+12 years Destroy Confidential
Drug Unit and Collaboration									
PD000300 Amended	Confidential Informant File/Log Includes receipts for payment, background info, criminal history, personal information, signed agreement.	1960	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.36(8) Wis. Stat. § 19.35(1)(am)(2)			FIS+35 years Destroy Confidential
PD000301 Amended	Anonymous Tips Form completed and entered into the state's Augmented Criminal Investigations Support System (ACISS).	2000	Electronic	Y	N	Yes Wis. Stat. § 19.36(8) Wis.Stat. § 19.35(1)(am)(2)			CR+30 days Destroy Confidential
PD000302 Renewal	Drug Unit Summary Reports Detailed reports related to investigations and asset forfeitures.	2000	Electronic	Y	N	Yes Wis. Stat. § 19.36(8) Wis. Stat. § 48.396 Wis. Stat. § 938.396			FIS+7 years Destroy Confidential
PD000303 Renewal	Seized Vehicle File Includes maintenance record, condition report, title of vehicles seized by Task Force. May include suspect information.	2000	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am)			EVT+7 years Destroy Confidential EVT-Vehicle Disposition
PD000304 Renewal	Fleet Vehicle Files (Task Force) Title and maintenance records.	2000	Paper, Electronic	N		No			EVT+7 years Destroy EVT-Vehicle Disposition
PD000305 Amended	Task Force Expense Account Expense account documentation for Task Force officers.	2000	Electronic	N		No			FIS+7 years Destroy

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Internal Investigation Unit									
PD000014 Amended	PSIA Records Professional Standards and Internal Affairs (PSIA) complaints and investigative files. May contain the original complaint, evidence, emails, Mobile Data Computer (MDC) messages, video/audio, disciplinary recommendations and related admin documents. Includes crash and pursuit reviews.	2000	Electronic	Y	N	Yes Wis. Stat. § 19.35(1) Wis. Stat. § 103.13(6)(a) Wis. Stat. § 48.396 Wis. Stat. § 938.396			EVT+8 years Destroy Confidential EVT – Separation from City Employment
PD000400 Amended	Officer Involved Critical Incident/Shooting Review Reviews of officer involved shootings and critical incidents for adherence to internal policy, procedures, regulations, work rules and training and standards.	2000	Electronic	Y	Y	Yes Wis. Stat. § 19.35(1)(am)			EVT+8 years Destroy Confidential EVT – Separation from City Employment
PD000610 Amended	Use of Force Form Case number, subject demographic info, description of force used. (Does not include officer information.)	2000	Electronic	Y	N	Yes Wis. Stat. § 48.396 Wis. Stat. § 938.396 Wis. Stat. § 51.30(4)(a) HIPAA-CFR 45 Part 164			FIS+7 years Destroy Confidential
Investigative Services									
PD000500 Renewal	CIS Daily Bulletin and Briefing Materials Criminal Intelligence Section (CIS) Daily bulletin includes individual info discovered and disseminated to the department internal and other law enforcement agencies, daily intelligence. Includes Daily Activity Log.	2000	Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am) Wis. Stat. § 48.396 Wis. Stat. § 905.045			FIS+5 years Destroy Confidential
PD000501 Amended	Pawn Records Pawn Records are maintained in the Leadsonline application.	2000	Electronic	Y	N	No			FIS+3 years Destroy Confidential

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PD000503 Renewal	Crime Analyst Reports Analyzed and/or summarized information disseminated to the department. Includes reports, maps, etc.	2005	Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am) Wis. Stat. § 48.396 Wis. Stat. § 905.045			FIS+5 years Destroy Confidential
PD000504 Amended	SIU Program Files Special Investigations Unit (SIU) records include criminal histories, victim case updates, conviction record, bulletins, summary reports, agent information.	2000	Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am) Wis. Stat. § 48.396 Wis. Stat. § 905.045			FIS+25 years Destroy Confidential
PD000505 New	Specialized Units Detective bulletins and operation plans. New: Identified through agency review.	2005	Electronic	Y	N	Yes Wis. Stat. § 48.396 Wis. Stat. § 938.396 Wis. Stat. § 19.35(1)(am)2 Wis. Stat. § 51.30(4)(a) HIPAA-CFR 45 Part 164			FIS+5 years Destroy Confidential
Personnel & Training									
PD000600 Renewal	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.	1960	Paper, Electronic	Y	N	Yes Wis. Stat § 19.36(10)			EVT+8 years Destroy Confidential EVT - Separation from City employment
PD000601 Amended	Pre-Employment Documentation - Not Hired Application and hiring process tests and paperwork. Examples: transcripts, letters of recommendation, oral board test scores and evaluations.	1960	Paper, Electronic	Y	N	Yes Wis. Stat § 19.36(10)			EVT+ 4 years Destroy Confidential EVT - End of hiring process

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PD000603 Amended	Academy & Inservice Course Files Curriculum and lesson plans, attendance, required state forms, misc correspondence. Course materials may include video or evidence from case files.	2000	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 Renewal	Field Training Officer Daily assessment log, phase supervisor evaluations, monthly evaluations.	2015	Electronic	Y	N	Yes Wis. Stat § 19.36(10)			EVT+8 years Destroy Confidential EVT - Separation from City employment
PD000605 Renewal	Field Training Officer - Prior to 2015 Daily assessment log, phase supervisor evaluations, monthly evaluations.	2000	Paper, Electronic	Y	N	Yes Wis. Stat § 19.36(10)			FIS+50 years Destroy Confidential
PD000606 Renewal	Specialized Training - Non-MPD Employees Attendance and certificates for training of non-MPD individuals.	2005	Paper, Electronic	Y	N	No			FIS+7 years Destroy Confidential
PD000607 Amended	Canine & Mounted Patrol Records related to training, certification, and deployment of Police canines and mounted patrol.	2000	Paper, Electronic	N		No			FIS+7 years Destroy Confidential
PD000608 Amended	Annual Promotional Process Resumes, assessment center, projects, promotional academies, curriculum, attendance, test scores.	2000	Paper, Electronic	Y	N	Yes Wis. Stat § 19.36(10)			FIS+8 years Destroy Confidential
Property Room									
PD000700 Renewal	Property Room Manuals Directives regarding standard operating procedures and proper packaging of property and evidence.	1960	Electronic	N		No			EVT+15 years Destroy EVT-Superseded
PD000701 Renewal	Property Room Access Entry/exit log for property rooms and facilities.	1960	Paper, Electronic	N		No			FIS+7 years Destroy

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PD000702 Renewal	Property Inventory and Audit Forms and reports related to the audit of property disposition. (May contain victim information.)	1960	Paper, Electronic	Y	N	Yes Wis. Stat. § 905.045 Wis. Stat. § 950.04(1v)			FIS+20 years Destroy Confidential
Records									
PD000011 Renewal	Ordinance Citations Citations and warnings issued. Includes name, address, dob, charge, officer's name, etc.	1960	Paper, Electronic	Y	N	Yes Wis.Stat. §§ 48.396, 938.396			FIS+7 years Destroy Confidential
PD000012 Amended	Wisconsin Motor Vehicle Accident Report-DT4000 & DT4000e Required traffic accident report that is electronically completed and submitted to Wis DOT. Information only: Wis. Stat. §§ 346.70(4), 346.73, 346.70(3)(m)	2000	Electronic	Y	N	No			EVT+1 day Destroy Confidential EVT - Confirmation that WisDOT received the form and any attachments
PD000013 Renewal	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.	2014	Paper, Electronic	Y	N	Yes Wis. Stat. § 905.045 Wis. Stat. § 950.04(1v)(dr)			EVT+1 day Destroy Confidential EVT - confirmed transmission to DAIS
PD000100 Renewal	State Incident Based Report Historical information and statistics to identify and track trends.	2000	Electronic	N		No			FIS+20 years Destroy
PD000611 Renewal	Firearms & Armory Armory log and department/individually owned firearms inventory to include make, model and serial number.	1960	Electronic	N		No			EVT+1 year Destroy EVT - Superseded

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PD000800 Amended	FBI, DOJ & Other Police Records Audits Audit and audit responses for the Criminal Justice Information System (CJIS) Division of the FBI, the Wisconsin Dept of Justice, and other police records audits.	2000	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 Amended	Case Files Includes records related to solved and unsolved cases and incidents with statutes of limitations (e.g., burglary, theft of a motor vehicle, OWI, etc.). May include reports, attachments, crime scene photos, video, audio, phone records, Restorative Justice documents, subject jackets, citations, etc.	1960	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+30 years Destroy Confidential
PD000802 Amended	Case Files - Unlimited Prosecution Records related to solved or unsolved homicides, sexual assaults and any criminal case with an unlimited statute of limitations. May include reports, attachments, crime scene photos, video, audio, phone records, Restorative Justice documents, citations, subject jackets, citations, etc. Permanent: No time limit on prosecutions.	1960	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

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PD000803 New	Officer Involved Critical Incidents (OICI) Cases Records related to OICI cases with the exception of cases investigated by other designated agencies as required by Wis. Stat. §175.47. Includes records related to OICI cases that did not involve a death and records related to OICI cases that involved a death prior to 2015. Post 2015, OICI case records that involved a death are maintained by the investigative agency. New: Previously retained under Case Reports. Permanent: Cases of high public interest.	2000	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
PD000805 Amended	Arrest Log Log of arrested individuals. Includes date, DOB, name, charge, and the officer's name. This includes both adult and juvenile records.	1960	Electronic	Y	N	Yes Wis. Stat. § 48.396 Wis. Stat. § 938.396			FIS+1 year Destroy Confidential
PD000806 Amended	Fingerprints - Permits, Employee and Public Employee fingerprints, fingerprints for permits or for the public.	1960	Paper, Electronic	Y	N	Yes Wis. Stat. § 343.237			EVT+1 day Destroy Confidential EVT- Confirmation of receipt by Crime Information Bureau (CIB)
PD000807 Amended	Parking Tickets & Supplemental Documents Parking tickets, photos, and audio recordings. Includes plate and VIN numbers.	1960	Paper, Electronic	Y	N	No			FIS+7 years Destroy Confidential
PD000808 Renewal	Citation Review & Modification Documents Parking tickets that are contested. Includes name, driver's license, DOB.	1960	Paper, Electronic	Y	N	Y Wis.Stat. §§ 48.396, 938.396			FIS+7 years Destroy Confidential

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PD000809 Amended	Tow & Impound Records Tow Cards, Tow Sheets, Abandoned Vehicle Cards, DOT Owner Responses, Impound Logs, Registered mail receipts, USPS electronic delivery confirmation notices.	2000	Electronic	Y	N	No			FIS+7 years Destroy Confidential
PD000810 Renewal	Automated Vehicle Locator Records related to the AVL function associated with Police vehicle computer operational systems. The data indicates the location of Police vehicles (marked/unmarked) and may be subject to confidentiality laws.	2019	Electronic	N		Yes Wis. Stat. § 19.36(2) Wis. Stat. § 19.35(1)(am)2 Wis. Stat. § 19.35(1)(am)2m Wis. Stat. § 48.396 Wis. Stat. § 938.396			CR+180 days Destroy Confidential
Traffic Section									
PD000900 Renewal	Abandonment Log Log of abandoned vehicles. Includes location, description, plate number and action.	2000	Electronic	N		No			FIS+1 year Destroy
PD000901 Renewal	Laser Logs Laser test results.	2000	Electronic	N		No			EVT+7 years Destroy EVT - End of use
PD000902 Renewal	Complaints Documentation Log of complaints from speeder hotline and complaints from crossing guards. Includes letter sent to vehicle owner.	2000	Paper, Electronic	Y	N	No			FIS+1 year Destroy Confidential
PD000903 Renewal	Traffic Stop Warning Card MPD Traffic Stop Tracking Form used for traffic violation warnings. Includes violation, race, gender, vehicle search information.	2000	Paper, Electronic	N		No			FIS+7 years Destroy
PD000904 Renewal	Vehicle Photos Photos of plate and partial vehicle to document violations.	2000	Electronic	N		No			FIS+7 years Destroy

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PD000905 Renewal	Temporary Posting No Parking Checks Log, cards documenting location and action taken.	2000	Paper, Electronic	N		No			FIS+7 years Destroy
PD000906 Renewal	Ticket Review Requests Forms completed by citizens asking for their parking ticket to be reviewed. Includes driver's license number and address.	2000	Paper, Electronic	Y	N	Yes Wis. Stat. § 19.35(1)(am)			FIS+7 years Destroy Confidential
PD000907 Amended	Street Use & Parade Permits Permits for the public to hold parades and for alternative street use (e.g., block party).	2000	Paper, Electronic	Y	N	No			FIS+7 years Destroy Confidential
PD000908 Renewal	Special Events Reports for special event plans, staffing, and follow-up.	2000	Electronic	N		No			FIS+7 years Destroy
PD000909 Renewal	Quarterly Parking & Traffic Activity Reports Reports related to parking and traffic activity.	2000	Electronic	N		No			FIS+7 years Destroy

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Related Records Series or Statewide General Records Schedules (GRS) Follow the retention provisions specified in applicable approved agency specific retention schedules and Statewide General Records Schedules. <i>Note: information only</i>		
RDA Number	Record Series Title and Description	Notes/Comments
GS000xxx	City of Madison General Record Series	

Closed/Superseded Series <i>Note: information only</i>			
RDA Number	Record Series Title	Status	Notes/Comments
PD000105	Trust Based Initiatives	Closed	Discontinued
PD000502	Daily Arrest Log	Closed	Duplicate of RDA PD000805

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Revision History			
<i>Note: information only</i>			
Revision Date	RDA Number	Record Series Title	Revision Description
1/1/2022	PD000007	Ride Along Waivers	Updated description
1/1/2022	PD000011	Ordinance Citations	Added citation
1/1/2022	PD000012	Wisconsin Motor Vehicle Accident Report-DT4000 &	Updated title and description, changed to EVT+1 day
1/1/2022	PD000013	LEAP Referrals	Changed retention to EVT+1 day
1/1/2022	PD000014	PSIA Records	Changed retention to EVT+8 years
1/1/2022	PD000101	General & Standard Operating Procedures	Changed retention to FIS+7 years; transfer to WHS
1/1/2022	PD000102	Personal Crisis Contact Form	Changed retention to EVT+1 day
1/1/2022	PD000103	After Action Report	Changed retention to FIS+7 years
1/1/2022	PD000201	Community Academies	Changed retention to FIS+2 years; transfer to WHS
1/1/2022	PD000202	Youth Academies& Explorers 911	Changed retention to FIS+2 years
1/1/2022	PD000300	Confidential Informant File/Log	Added citation
1/1/2022	PD000301	Anonymous Tips	Added citation
1/1/2022	PD000305	Task Force Expense Account	Changed retention to FIS+7 years
1/1/2022	PD000400	Pursuit Review	Changed title, description, & retention to EVT+8 years
1/1/2022	PD000501	Pawn Slips	Changed title to Pawn Records; changed description
1/1/2022	PD000504	SIU Candidate	Changed title & retention to FIS+25 years
1/1/2022	PD000601	Pre-Employment Documentation - Not Hired	Changed retention to EVT+4 years
1/1/2022	PD000603	Academy & Inservice Course Files	Updated description
1/1/2022	PD000607	Canine & Mounted Patrol	Changed retention to FIS+7 years
1/1/2022	PD000608	Annual Promotional Process	Changed retention to FIS+8 years
1/1/2022	PD000609	Closed Position Process Files	Changed retention to EVT+4 years
1/1/2022	PD000610	Use of Force Form	Changed disposition to Destroy-Confidential
1/1/2022	PD000800	FBI, DOJ, & Other Police Records Audits	Updated title and description
1/1/2022	PD000801	Case Files	Changed description & retention to CR+30 years
1/1/2022	PD000802	Case Files - Unsolved	Changed title, description
1/1/2022	PD000805	Arrest Log	Updated description, medium, citations, disposition
1/1/2022	PD000806	Fingerprints - Permits, Employee	Changed title and description
1/1/2022	PD000807	Parking Tickets & Supplemental Documents	PII and updated disposition
1/1/2022	PD000808	Citation Review & Modification Documents	Added citation
1/1/2022	PD000809	Tow & Impound Records	Changed to electronic only
1/1/2022	PD000907	Street Use & Parade Permits	PII and updated disposition