

**Town Of Berlin  
Records Retention and Disposal Schedule**

**Schedule #:** M-213

**Page 1 of 2**

**Department:**

Berlin Police Department

**Division/Type**

Police Department  
Reports Section

Item #	Description	Retention
1	Exchange of information forms	2 years, then destroy
2	MAARS Reports Contains: MSP Form #1, Date/Time/Location of Accidents. Photos, Driver/Vehicle information, Insurance, Accident diagram, witness information	15 years or until having no further administrative or operational value, then destroy
3	Property Sheets Contains: Property/Evidence Forms, description, Chain of Custody Correspondence: certified mail receipts	15 years or until having no further administrative or operational value, then destroy
4	Report Folders Contains: Offense report, photos, supplement reports, witness statements, property/evidence forms, domestic violence forms, district court records, application for statement of charges/arrest warrant, vehicle impound/inventory records	Retain for 15 years after case closed or until having no further investigative or operational value, then destroy

Approved by Department, Agency, or Division Representative

Date: July 10, 2006

Signature: *Arnold R. Downing*

Name: Arnold R. Downing

Title: Chief of Police

Schedule Authorized by State Archivists

Date: 16 Aug 06

Signature: *Edward C. Papenfuss*

Name: Edward C. Papenfuss

<b>Town Of Berlin Records Retention and Disposal Schedule</b>		<b>Schedule #:</b> M-213
		<b>Page 2 of 2</b>
<b>Department:</b> Berlin Police Department		<b>Division/Type</b> Police Department Reports Section
Item #	Description	Retention
Cont. 5	Tow Sheets Contains: Veh/Driver Information, Offense/Reason	1 year, then destroy copy in dispatch file. Original stays in folder (life of folder)
6	Uniform Municipal Infractions Contains: Copy of ticket, receipt of payment, district court notice	2 years or until all audit requirements have been fulfilled, then destroy
7	Warrants Contains: Records unit document services, district court criminal summons on charging document and subpoena	Warrants moved to report folders 1 year after being served or returned (life of folder)