



Alexandria Police Department
Directive 3.8



RECORDS MANAGEMENT

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3.8.01 POLICY/PURPOSE

It is the policy of this Department to maintain and dispose of office records and files in a manner that promotes efficiency and complies with legal and regulatory requirements. The purpose of this directive is to establish procedures and responsibilities for retention and disposal of files in the Police Department.

3.8.02 AUTHORITY/BACKGROUND

See Commonwealth of Virginia State Library and Archives General Schedules for a list of applicable files. Authority for this directive originates in Title 2, Chapter 6 of the Alexandria City Code and Title 42.1-76 of the Virginia State Code.

3.8.03 RECORDS MANAGEMENT OFFICER

The Information Services Section maintains all Department records except personnel records, the working files of departmental units, and the records of Intelligence and Internal Investigations. The records manager of the Information Services Section (ISS) will be the Records Management Officer (RMO) for the Police Department.

3.8.04 RECORDS SUBJECT TO THIS DIRECTIVE

- A. Original records, files or documents, whether maintained electronically or in any other form are subject to the regulations governing retention schedules and destruction procedures defined by law and contained in this directive. **Copies of files and documents reproduced for employees must be disposed of properly when they are no longer needed by the employee (See section 3.8.08E).**

3.8.05 RULES/RESPONSIBILITIES

- A. **Personnel Records** – *Personnel and Training maintains a master personnel file on all Department employees. The Department master personnel files are kept in a secure area and access is restricted to those persons legally permitted to review those files.*
- 1. The Division Chief of Personnel and Training or his/her designee is responsible for the maintenance and disposition of all personnel files. The retention and disposition of personnel records will be in accordance with the Library of Virginia Records Retention and Disposition Schedule, General Schedule No. GS-03.*
 - 2. The transfer of personnel files to the City's storage area and destruction of personnel records by the City's records administrator will be coordinated by the Division Chief of Personnel and Training or his/her designee. All transfer lists and necessary state library forms for the destruction of records will be prepared and maintained by the Division Chief of Personnel and Training or his/her designee.*
- B. **Internal Investigations Records** – *The Internal Investigations Unit maintains a master file of all Department internal investigations. The Internal Investigation commander is responsible for the maintenance and disposition of all internal investigation and use of force reports. These files are kept in a secure area and access restricted to those persons legally permitted to review them. The retention and disposition of all internal investigations and use of force reports will be in accordance with the Library of Virginia Records Retention and Disposition Schedule.*
- C. **Intelligence & Homeland Security (IHS) Records**- *The IHS Unit, Investigations Division and the Vice Narcotics Section will each keep their intelligence information secure from unauthorized access. The information will be physically stored in such a manner as to ensure that only those needing access will have it available. This may involve coded access cards, physical locks and or passwords. Each involved unit, Criminal Investigations Section, Vice Narcotics and the IHS Unit, will assign a person who will be responsible for:*
- 1. Retention and protection of intelligence information files.*
 - 2. Recommending reclassifying and purging of information in their respective intelligence files on an ongoing basis.*
 - 3. Reviewing records more than five years old to determine if they are still relevant or if they should be destroyed by shredding or some other appropriate method.*

4. *Completing the necessary state library forms for the destruction of records before any record destruction.*

- D. *With the exception of those records listed in sections 3.8.05A through 3.8.05C above*, the records management officer is responsible for coordinating transfer of records to and from the City's Records Center, and will assist in prompt transfer and disposal of records, as required by schedules, for other divisions or sections in the Department.
1. Division and section commanders are responsible for reviewing the Commonwealth of Virginia State Library and Archives list of applicable "files," located in ISS. If a file is on the list but no Department schedule is on file, a retention schedule must be completed and forwarded to the RMO for approval.
 2. Division and section commanders are responsible for following the records maintenance and disposal schedules pertaining to their sections. They will notify the RMO of any impending transfer or disposal of records and will ensure that the confidentiality of all records under their supervision is maintained at all times.
- E. The security of the information held by the Police Department is a responsibility shared by each employee.

3.8.06	RECORDS MAINTENANCE AND DISPOSAL SCHEDULES	[82.1.2]
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- A. Records maintenance and disposal schedules will be completed for each file of original records maintained in the Police Department. The RMO will maintain the original of these schedules. Each section will maintain a copy of each schedule that pertains to it.
- B. Each schedule will describe files to which it pertains, and will give a retention date for the files or indicate that it will be retained as long as administratively needed. Retention times must be at least as long as required by the state, but may be longer with the RMO's approval.
- C. In the event new files of original documents or records are being established, the division or section commander establishing the files will consult with the RMO to develop a records maintenance and disposal schedule. This schedule will then be forwarded, through channels, to the police chief for approval. The RMO will then forward the approved schedule to the City's records administrator.
- D. Once a schedule has been approved, the retention dates will be followed. However, no original documents, records or files may be destroyed until all applicable procedures described below have been followed.

3.8.07	TRANSFER OF FILES TO RECORDS STORAGE AREA
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- A. When it becomes necessary or desirable to transfer files to the *City's* records storage area, the division or section commander concerned will notify the RMO.

- B. *If requested* the RMO will supply the concerned division or section commander with cardboard containers for the purpose of storing the files.
- C. The division or section commander will prepare a records transfer list, package, and properly label all file containers; *then arrange* to have the containers removed to the City's records storage area. *The division or section commander concerned will provide the RMO with a copy of the records transfer list.*
- D. The RMO will maintain *on file* a list of all containers sent to the City's storage area.
- E. In order to retrieve files from the City's Records Center, the division or section commander concerned will provide the RMO with a list of the files requested. The RMO will have the file(s) removed from the storage area and delivered to the requesting division or section commander. Individual files may be personally retrieved/returned from the City's Records Center by authorized personnel, facilitated by the RMO. Internal Investigations staff is allowed file retrieval without going through the RMO for confidentiality reasons.
- F. When the division or section commander is ready to return a retrieved file, he or she will proceed in the same manner as outlined above (section C) to transfer files to the storage area.

3.8.08 DESTRUCTION OF RECORDS

- A. No records, original documents or files may be destroyed unless specifically authorized in writing by the RMO, the police chief or designee, the City's records administrator and the state archivist.
- B. A division or section commander desiring to destroy records will notify the records management officer by memorandum.
- C. With the assistance of the records management officer, the division or section commander will complete the necessary state library forms requesting permission to destroy the records, documents or files in question.
- D. Prior to delivery of records to be destroyed to the City's records administrator, the records management officer will ensure that the proposed method of destruction is appropriate for the confidentiality of those records. **[82.1.1]**
- E. *Working* copies of sensitive documents that no longer *have any administrative value* will **not** be placed in re-cycle boxes or general wastebaskets for disposal. Employees shall use one of the Department's shredders *or the official shred container* to properly dispose of *these documents, which may include but not limited to the following:*
 - 1. Copies of Police reports and supplements.
 - 2. Copies of FR-300's.
 - 3. Copies of crime bulletins.

4. Copies of criminal intelligence information.
5. Any document classified as "For Law Enforcement Use Only."
6. Any document containing the personal information, i.e., address or telephone number of an employee, crime victim or witness.
7. Copies of *Department of Motor Vehicle* (DMV) records or *Criminal History Records* (CCH).

Give thoughtful consideration to any printed material that you discard in a wastebasket or re-cycle box. If another person were to read it, could that compromise confidentiality or possibly cause someone else embarrassment? If you have any doubt, use a shredder *or the official shred container*.

By Authority Of:

**Earl L. Cook
Chief of Police**