



# GENERAL ORDER

## MINOCQUA POLICE DEPARTMENT

**SUBJECT: RETENTION OF RECORDS**

SCOPE: All Department Personnel  
DISTRIBUTION: General Orders Manual

REFERENCE: WI State Statutes: 16.61(7), 19.21(4)(a),  
19.21(4)(b)

NUMBER: 10.05  
ISSUED: 04/23/2020  
EFFECTIVE: 05/03/2020  
 RESCINDS  
 AMENDS  
WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: 10.2.2

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INDEX AS: Records Retention

PURPOSE: The purpose of this General Order is to establish a retention schedule, as well as destruction procedures, for the Minocqua Police Department records.

This General Order consists of the following numbered sections:

- I. DEFINITIONS
- II. POLICY
- III. PROCEDURE

I. DEFINITIONS

- A. Hold: A status ensuring a record may not be destroyed even though the record retention period has concluded.
- B. Indefinite: A term used in records retention schedules to indicate the retention period for certain records cannot be determined and these records must be reviewed periodically to determine whether they can be destroyed.
- C. Record: Information stored on any media that can be retrieved at a later time.

II. POLICY

- A. It is the policy of the Minocqua Police Department that official records shall be retained in accordance with provisions established by Wisconsin Statutes.

III. PROCEDURE

- A. Management of the Records Retention Program.

1. The Chief of Police and/or designee shall be responsible for the retention and disposal of records listed in Section C.

**B. Legal Considerations**

1. WI Statute 19.21(4)(b) requires the preservation of public records for 7 years, unless a shorter period has been set by statute or by the State Public Records Board.
2. WI Statute 19.21(4)(a) requires that prior to the destruction of obsolete public records, a minimum of a 60 days' notice of such destruction shall be given, in writing, to the Wisconsin State Historical Society. The Historical Society may in some instances waive the required statutory notification.
3. Any public record may be kept and preserved by the use of microfilm or other reproductive device. Any photographic reproduction shall be deemed an original record for all purposes if it meets the applicable standards of WI Statute 16.61(7). Once reproduced by photographic reproduction, the original document may be destroyed or otherwise disposed of.

**C. Records Retention Schedule**

<b>TYPE OF RECORD</b>	<b>LOCATION</b>	<b>RETENTION/DISPOSAL SCHEDULE</b>	<b>WI Historical Society Notification Waived</b>
State of Wisconsin Uniform Traffic Citation	Police Department	Current year plus 7 years	Yes
Town of Minocqua Municipal Summonses or Ordinance Citations	Police Department	Current year plus 7 years	Yes
Minocqua Police Department Computer Aided Dispatch (CAD) Reports	Police Department	Current year plus 7 years	Yes
State of Wisconsin Motor Vehicle Accident Reports	Police Department	Current year plus 7 years	Yes
Minocqua Police Department Employment Applications Packets	Police Department	Current year plus 1 year	Yes
Minocqua Police Department Fingerprint Cards and Mug Shots	Police Department	Indefinite but a minimum of 7 years	Yes
Minocqua Police Department Telephone Recordings	Police Department	Current month plus 5 months	Yes
Minocqua Police Department Memos, General Orders, Directives	Police Department	Current year plus 5 years	Yes
Minocqua Police Department In-car and Body Camera Video Recordings	Police Department	Current month plus 5 months	Yes
Minocqua Police Department Interview Recordings. (Audio and/or Video)	Police Department	Current year plus 7 years. May be saved on DVD or on department video server.	Yes
Minocqua Police Department Complaints by Citizens	Police Department	Current year plus 7 years	Yes
Minocqua Police Department Offense, Incident, Arrest Case File Reports	Police Department	Current year plus 10 years. May be saved as PDF files on a DVD or on department main server.	Yes
Minocqua Police Department Parking Citations & Citation Log	Police Department	Current year plus 2 years	Yes
Minocqua Police Department Payroll, time cards, overtime records	Town Clerk	Current year plus 7 years. Saved in payroll software program.	Yes
Minocqua Police Department Daily Work Schedules	Police Department	Current year plus 2 years	Yes
Minocqua Police Department Training Records	Police Department	Current year plus 7 years	Yes

Minocqua Police Department Master Cash Register Receipt Rolls	Police Department	Current year plus 7 years.	Yes
Minocqua Police Department Evidence Records/Photographs	Police Department	Current year plus 10 years	Yes
Minocqua Police Department Employee files	Town Clerk	Current year plus 30 Years. Saved by Town Clerk.	Yes
Minocqua Police Department Evidence	Police Department	Current year plus 10 years	Yes
Minocqua Police Department property Inventory	Police Department	Current year plus 7 years	Yes
Minocqua Police Department Open Records Requests (19.31-19.37)	Police Department	Current year plus 3 years	Yes
Minocqua Police Department Purchase orders, receipts, bill payables, squad repair records/bills	Town Clerk	Saved by Town clerk.	Yes

D. Exceptions to Retention Schedule

1. Any record for which there is reason to believe litigation may be pending should not be destroyed, regardless of whether the retention period has concluded.
2. Such records should be placed on a hold status until all litigation has concluded.

E. Destruction Procedure

1. At least 60 days prior to the planned destruction of public records, written notification of the destruction should be sent to:

Wisconsin State Historical Society  
816 State Street  
Madison, WI 53706

No notification is necessary if a waiver has been made.

2. When the period specified in the records retention policy ends, records meeting the criteria for destruction should be destroyed as soon as practical.

*David J. Jaeger*

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David J. Jaeger  
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 10/19/2018