



Virtual Meeting Records Commission Agenda June 24, 2021 9:00 AM

➤ **Roll Call**

➤ **Review/Approval of Meeting Minutes from January 21, 2021**

➤ **Police (100)**

100-16-009 "Adult ID Packet"

Change record series title from "Adult ID Packet" to "Adult Arrest Information"

Change description from "Adult arrest information packet, including fingerprint card" to "Adult arrest information, including fingerprint card"

100-92-015 "Arrest Log Book"

Remove record series from retention schedule. This record is no longer created and none exist.

100-16-072 "Cruiser Recordings"

Change record series title from "Cruiser Recordings" to "Cruiser and Body Camera Recordings"

Change retention period from "45 days erase and reuse, provided no action pending" to "6 months provided no action pending"

100-16-120 "Juvenile ID Packet"

Change record series title from "Juvenile ID Packet" to "Juvenile Arrest Information"

Change description from "Juvenile arrest packet, including fingerprint card" to "Juvenile arrest information, including fingerprint card"

100-92-206 "Uniformed Crime Reports"

Change record series title from "Uniformed Crime Reports" to "National Incident-Based Reporting System (NIBRS) Reports"

Add "After Action Reports"

Description – Report generated after debriefing a critical incident or special event

Retention – 5 years

Media type – Paper and/or Digital

Add "Interview and Interrogation Room Recordings"

Retention – In accordance with the statute of limitations of related case
or other disposition

Media type – Digital

➤ **Roundtable**

Next Commission meeting date

➤ **Adjourn**

