

FORMS RETENTION SCHEDULE - Numerical Listing

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
11.110	Registered Envelope Receipt (for Bail Bond Money)	File (Misc. Receipt Book)	3/14	11.1	N
11.143	Chicago Police - Operations Calendar	Does Not Apply	Annual		Y
11.155	Chicago Police Department Inter-Office	1 year until no longer useful	9/03	11.88	Y
11.165	Emergency Medication Plan - Household Information Form	Does Not Apply	5/10		Y
11.169	Personnel Jacket File Certification Card	Until filled	8/05	11.7	Y
11.178	Routing Slip	Does Not Apply	6/14		Y
11.193	City Of Chicago Employee Ethics Training Administrator's Evaluation Form	Does Not Apply - Retained by Chicago Board of Ethics	4/07		Y
11.194	City Of Chicago Employee Ethics Training Employee Evaluation Form	Does Not Apply - Retained by Chicago Board of Ethics	4/07		Y
11.195	City of Chicago Hiring Plan Contact Letter	Pending	6/15		Y
11.200	Notice Of Exception To Eligible Users List - City Of Chicago Employee Ethics Training	Does Not Apply - Retained by Chicago Board of Ethics	2/09		Y
11.377	Tactical Response Report	3 yrs. unless litigation	8/16	11.122	Y
11.379	Taser Non-Field Deployment Report	2 years	3/12		Y
11.380	General Offense Case Report	See: Case Report File	8/96		N
11.383	Victim Information Notice	None	12/17		Y
11.385	Victim Complainant Signature	Pending	7/03		Y
11.386	Police Shooting Checklist	3 yrs. unless pending litigation	10/15	11.123	Y
11.387	First Amendment Investigations Unit Log	Pending	8/03		N
11.390	Police Parole Compliance Missing Log	5 years	3/12	22.192	Y
11.406	Hospitalization Case Report	See: Case Report File	1/04		N
11.407	Missing/Found Person Case Report	File (Case Report) Open Cases -Perm. Cleared Cases-1 year Pink-60 days Open Cases - Permanent Cleared Cases - 1 year 60 days (pink copy) 60 days	11/90	49.1	N
11.408	Lost & Found Case Report	See: Case Report File	4/84	100.28	N
11.409	Recovered Vehicle Supplementary Report	File (Case Report)	4/84		N
11.411-A & B	Supplementary Report	File (Case Report) (pink copy) 60 days	2/12	11.10	N
11.412	Vehicle Theft Case Report	See: Case Report File (copies) 1 year	9/03	36.13	N
11.413	Vehicle Tow Report	(white) 1 year (pink) 60 days (pink) 60 days 15.4	3/15	88.2	N
11.414	Vice Case Report	See: Case Report File	8/96	43.100	N
11.415	Worthless Document Case Report	See: Case Report File	5/00		N
11.417	Case Report Transfer List	(pink) Until yellow returned (white & yellow) 1 period	8/14	11.82	N
11.419	Miscellaneous Incident Exception Report	1 year	7/72	15.1	Y
11.420	Arrest Report	(orig) 2 yrs.Ident, 6 yrs Rec. Storage;non-stat.-perm juv-legal age +1 yr. (buff) perm (blue) 6 mos(pink&gldn. rod) destroy if release w/o charg.or6mo	3/02	49.5	N
11.424	Approval For Ride-Along For City Of Chicago Employees	1 year after expiration	8/17		Y

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11.425	Approval for Ride-Along For Persons Not Employed By The City Of Chicago	1 year after expiration	8/17	121.15	Y
11.426	Search Warrant Log	2 yrs. from last entry	11/96	11.95	Y
11.429	Notice Of Violation Of Business Solicitation On The Public Way	Does Not Apply	3/12		Y
11.430	Arrest Information	Permanent	11/72	11.13	N
11.432	Arrestee Control Sheet	(copy) 6 months or no longer useful	2/06		Y
11.433	Mass Arrest Card	None	1/12		Y
11.435	Specialized Transportation Voucher	7 years	8/17	11.89	Y
11.436	Domestic Violence Liaison Officer Monthly Report	2 years	2/18		Y
11.439	CHRIS Case Problem	2 years	11/99	11.105	Y
11.440	First Amendment Worksheet	10 years	10/03	11.124	Y
11.441	Law Enforcement Report of Conviction	Does Not Apply	6/93		Y
11.442	Request for Non-Suit Personal Service Citation	(yellow) 5 years (pink) per Dept. Notice	8/16	11.102	N
11.443	Domestic Incident Notice	Does Not Apply	1/15		Y
11.446	Sr. Citizens'-Disabled Persons' Emergency I.D. Program	Until no longer useful	1/07	11.17	Y
11.452	Towed Vehicle Disposition	1 year	10/14	88.2	Y
11.454	Dying Declaration	File (Case Rep.)	3/01	11.19	Y
11.455	Supervisor's Management Log	3 periods	2/16	11.21	Y
11.457	Vehicle/Equipment Inspection Report	3 months	2/17	11.22	Y
11.458	Unit Inspection Report	1 yr.	11/07	50.17	Y
11.460	Suspect Person/Suspect Vehicle (card)	Until no longer useful	11/88	11.23	N
11.461	Information Report	(Without Sex Offender Information) 1 yr. & no longer useful (With Sex Offender Information) 15 yrs. (First Amendment Information) 10 years	3/12	12.06	Y
11.463	Material Submitted for Use in the Daily Bulletin	5 years	3/12	49.13	Y
11.464	Announcements For The Daily Bulletin	5 years	1/14		Y
11.466	Special Event Evaluation Report First Amendment Information	60 days/no longer useful 10 days	9/17	12.12	Y
11.468	LEGAL NOTICE for City of Chicago Municipal and State Violations Animal Seizure	Pending	4/15		Y
11.475	Vehicle Relocation Report	13 periods	11/79	11.26	Y
11.476	Police Notice - Accident	Does Not Apply	6/00		N
11.478	Public/Private Parking Complaint	Attach (White - Original) to appropriate violation, (Yellow) copy given to complainant	12/13	11.27	N
11.479	Relocated Vehicle Release	13 periods	11/79	11.28	Y
11.480	Required Warnings to be Given Prior to Interrogation	Does Not Apply	11/87		N
11.483	Consent to Search	Permanent	5/07	11.29	Y
11.484	Miscellaneous Incident Reporting Table	Does Not Apply	2/13		Y
11.490	Administrative Message	orig. 1 year	2/18	78.34	Y
11.491	Request to Review/Hold Recording Tapes	1 year after release	10/92	78.25	Y
11.492	Cancellation/Administrative Release of the Administrative Notice of Ordinance Violation (ANOV)	6 months	10/14	11.97	Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
11.495	Administrative Citation Control Sheet	6 months	11/01	11.113	Y
11.496	Citation Control Sheet	Upon issuance of Dept. Notice (no less than 6 mos.)	1/17	15.9	Y
11.496	Citation Control Sheet (For Ordinance Complaints)	6 months after last entry	1/17	15.9	Y
11.497	Administrative Notice of Ordinance Violation (ANOV)	3 years	1/06	11.98	N
11.497-S	Possession of Cannabis (MCC 7-24-099) ANOV Mail-In Option	NO RETENTION	7/12		N
11.498	Transfer Listing for MCC Administrative Notice of Ordinance Violation (ANOV)	(white, yellow, pink) 6 months after last entry	12/99	11.99	N
11.499	Request for Administrative Release of Violation Notice	Canary: 5 yrs., pink: per Dept. Notice	4/13	11.32	N
11.500-A	Personal Property Envelope (Plastic bag) Size 7.5 x 12.5	Destroy after use	1/90	11.33	N
11.500-B	Personal Property Envelope (Plastic bag) Size 15 x 22.5	Destroy after use	1/90	11.33	N
11.502	Personal Property Form (yellow - book)	5 years after last entry	3/14	93.8	N
11.505	Leg Iron Control Sheet	6 months	8/02	11.125	Y
11.509	Consent To Search Data Sheet	Pending	5/07		Y
11.511	Evidence (plastic bag)	Destroy upon disposition of property	10/96	11.35	Y
11.512	Deceased Remains Transportation Report	5 years (White Copy), Case Report File (Goldenrod Copy)	4/04		N
11.516	Detention Report	3 years	6/14	93.10	Y
11.521	Report of Strip Search (original)	Permanent	5/16	3.5	Y
11.523	Guidelines for Arrestee Screening and Monitoring	Does Not Apply	5/13		Y
11.524	Arrestee Medical Clearance Report	3 years	6/82	11.38	Y
11.525	Inner Evidence Bag	Destroy upon disposition of property	11/14	11.35	N
11.551	Court Complaint Transmittal (pink) (gold)	Automated in the CLEAR system	9/03	11.40	Y
11.552	Court Appearance Information	Does not apply	3/15		N
11.554	Court Notification/Sworn Member	Destroy after compliance	11/89	11.41	Y
11.560	Notification of Court Absence	1 period after filled	4/02	11.45	N
11.562	Court Citing Date Card For The Case Assignment Category Entitled "Misdemeanor & City Ordinances"	Does Not Apply	Annual		Y
11.564	Nonconsensual Blood Draw Request	Attach to CPD-22.118 Alcohol/Drug Influence Report - 10 years	6/12	28.18	Y
11.566	Administrative Notice of Ordinance Violation Hearing Date/Hearing Time Change(s)	Pending	7/12		Y
11.567	Business Closed by Order of Superintendent of Police Notice & Sticker	None	6/15		Y
11.573	Attorney/711 Visitation Notification	Pending	10/16		Y
11.574	Domestic Incident Notice (Braille Version) Log	Does Not Apply	12/09		Y
11.575	Juvenile - Attorney/711 Visitation Notification	Pending	5/17		Y
11.600	Personnel Card	Retain in member's unit; File (Personnel Jkt.) after termination	3/85	11.48	N
11.601	Unit Personnel Desk Reference	Until no longer useful	5/74	11.49	N

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11.602 (A,B,S)	Time & Attendance Record (Time & Transfer Record)	2 yrs.after last entry in unit + 5 yrs Records Storage + 5 yrs. Records Storage. If terminated while card in unit transfer to Pers. Jkt., Pers. Div.	each yr.	11.50	N
11.605	Attendance & Assignment Record (original)	7 years & audit (1 period unit, balance Records Storage)	6/91	66.1	N
11.605	Attendance & Assignment Record (Unit Copy)	6 periods	6/91	11.51	N
11.608	Overtime/Compensatory Time Report	2 years	1/12	16.14	N
11.609	Furlough Selection/Absence Summary	Until return from furlough	3/12	47.10	Y
11.610	Annual Furlough Application - Exempt Personnel	Until return from furlough	11/11	39.12	Y
11.611	Personnel Change Notice	3 years	8/14	66.17	Y
11.612	Personnel Action Request (pink - orig.)	File (Personnel) or 1 yr. or depending on type of action (green) Until white returned (white) 1 yr. duration of leave. If excused w/o pay retain 3	10/95	11.52	N
11.613	Personnel Index	Until transferred	9/88	11.53	N
11.620	Honorable Mention Award	Not Applicable (Note: CPD- 11.620 is not imprinted on this form)	3/05		N
11.626	Summary of Honorable Mention Awards	6 periods	3/04	40.3	Y
11.627	Summary of Complimentary Letters	6 periods	11/10	11.59	Y
11.628	Summary of Certificate of Recognition	6 periods	2/95	11.86	Y
11.629	Watch Selection Request	1 year	3/12	11.83	Y
11.634	Vacation Request - Civilian	Pending	11/10		Y
11.639	Out of Grade Work Authorization	2 1/2 years	9/05	11.63	Y
11.641	Voluntary Special Employment Work Report	2 years	1/87	11.64	Y
11.642	Grievance Report	5 years after arbitration or settlement, (Unit copy) 1 year after satisfied	2/11	63.4	N
11.646	Acting in a Higher Rated Position (Civilian)	2 1/2 years	4/02	11.66	Y
11.647	Request for Change of Job Assignment	6 mos. after end of yr.	9/10	11.67	Y
11.658	Request for Use of Department Owned Locker	Personnel Jacket	2/13		Y
11.660	Period Strength Report	14 periods	4/84	11.69	Y
11.661	Civilian Vacancy Status Report	1 year	7/90	11.70	Y
11.665	Behavioral Intervention System Counseling Record	1 year	11/10	11.71	Y
11.666	Counseling Session Report	1 year from last incident	4/98	11.84	Y
11.667	Stress Management Training Application	1 year	3/06	11.90	Y
11.675	Tour of Duty Exchange Report	Pending	10/12		Y
11.677	Bureau of Patrol Day Off Group Selection Request	Pending	12/14		Y
11.702	Certifying Statement	Pending	10/13		Y
11.704	Inquiry Request Worksheet	2 years	8/00	11.106	Y
11.706	P.B. & P.A. Member's Grievance Report	(white copy) 5 yrs. (yellow copy) 1 yr. after settlement	12/03		N
11.707	Equal Employment Opportunity Complaint	3 years after settlement, (Copy 1 & 2) 5 years after investigation	4/10	11.107	Y

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11.708	Release of Liability	1 year	10/00	11.108	Y
11.709	Notice To Volunteer Participants In The Chicago Police Department/Cellular One Partnership Program	Does Not Apply	10/00		Y
11.714-A	Notification to Consular Officers of Arrests or Detentions Mandatory Reporting Country	If arrested - Permanent, Not arrested - 5 years Not Arrested - 5 yrs.	12/12	11.119	Y
11.714-B	Notification to Consular Officers of Arrests or Detentions Non-Mandatory Reporting Country	If arrested - Permanent, Not arrested - 5 years Not arrested - 5 yrs.	12/12	11.120	Y
11.717	Forms Retention Schedule	NONE	4/11		Y
11.718	Department Records Index	Does Not Apply	2/92		N
11.719	City Claims Notification	7 mos.	3/12	11.127	Y
11.720	Safe School Plan Information Sheet	1 year	1/18	11.114	Y
11.802	Repair/Service Request -Public Safety Headquarters Building	1 year	11/17	11.110	Y
11.803	Event Notification Form	3 months	7/01	11.111	Y
11.804-C	Major Incident Notification Index	Permanent Data Base	10/04		N
11.805-C	Major Incident Notification Detail	Permanent Data Base	10/04		N
11.806-C	Major Incident Media Notification List	Permanent Data Base	10/04		N
11.807-C	Major Incident Notification Patrol Summary Report	Permanent Data Base	10/04		N
11.811	Chicago Police Officer's Guide to Domestic Violence Incidents	Not Applicable	1/15		Y
11.812	Domestic Violence Assessment	Pending	1/16		Y
11.813	Pawnbroker Hold/Release Order	Pending	1/15		N
11.840	Military Leave of Absence	Pending	11/14		Y
11.850	Department Wide Weekend Deployment	Pending	5/14		N
11.900	Photo/Live Lineup Advisory Form	Pending	2/15		Y
11.903	Equipment Transaction Receipt - Deployment Operations Center	Pending	9/17		N
11.904	Application for Use of Chicago Police Department Facility	Pending	12/11		Y
11.905	Headquarters Parking Registration	Pending	11/17		Y
11.907	Command Staff Vacation Carryover Request	Pending	6/10		N
11.909	Bail Bond Manual	Does Not Apply	10/10		Y
11.910	Investigatory Stop Report	Pending	7/17		Y
11.912	Investigatory Stop Receipt	Not applicable	6/16		Y
11.914	Investigatory Stop Report Deficiency Notification	Pending	7/16		Y
11.916	Investigatory Stop Report Oversight Observation Report	Pending	12/16		Y
11.917	Investigatory Stop Audit Report	Pending	2/18		Y
11.920	Unit Commanding Officer Transition Checklist	Pending	9/15		Y
11.921	Public Safety Investigation Instructions	Not Applicable	9/17		Y
11.940, A & B	Notice For Free Legal Services (Poster)	Does Not Apply	2/17		Y
11.941	Pest Sighting Control Sheet		4/17		Y
11.950,-A-F	Notice of Rights of Persons Under Arrest (Poster)	Does Not Apply	2/17		Y
11.955	No Firearms Beyond This Point (Poster)	Does Not Apply	10/17		N
11.960	Force Options Model (Poster)	Does Not Apply	11/17		Y
11.970	CATA Swiping Procedures (Poster)	Does Not Apply	10/17		N

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12.104	Intra-Departmental Routing	Purge when attached material is destroyed	8/92	2.2	N
12.106	Intra-Departmental Memo/Admin. Asst.	1 year	12/15	2.3	N
12.111	Correspondence Log	13 months	3/99	2.5	N
12.113	Intra-Departmental Memo	1 year	12/17	2.6	Y
12.120	Biographical Index	Until no longer useful	8/80	2.7	N
12.121	Form Letter To Accompany Subpoena	Does Not Apply	3/03		Y
12.124	Thirty Day Administrative Duty Assignment For Firearm Discharge Incidents Checklist	Pending	2/18		Y
12.125	Cannabis Field Test Affidavit	Pending	3/14		N
12.126	Notification to ANOV Respondent of Negative Cannabis Test	NO RETENTION	7/12		Y
12.127	Cannabis Flowchart	NO RETENTION	2/15		N
12.131	Police Record Request to the Office of Legal Affairs	30 days after conclusion of litigation	2/15	2.11	N
12.132	CPD Certification of Record Search	Pending	5/16		Y
12.133	Receipt for Original Chicago Police Department Records	Pending	5/16		Y
12.139	Notice to Process Server	Pending	7/14		N
12.140	Gang Audit Questionnaire	Pending	7/13		Y
12.145	Subpoena Request Guidelines	Does Not Apply	5/14		Y
12.150	Retirement Letter of Recognition Request	PENDING	9/13		Y
12.151	Notice if Hearing before the Review Board Pursuant to E05-6-01	Pending	8/14		Y
12.152	Review Board Process - Voting Member Determination	Pending	8/14		Y
12.153	Review Board Determination Notice	Pending	8/14		Y
12.154	Determination in the Appeal of the Review Board Decision	Pending	8/14		Y
12.155	Information Regarding Personal Property Seized by the CPD	Not Applicable	9/14		Y
12.156	Information Regarding Vehicles Seized or Impounded by the CPD	Not Applicable	9/14		Y
12.157	Information Regarding Money Seized by the CPD	Not Applicable	9/14		Y
12.158	Notice of Forfeiture Preliminary Review Hearing	Not Applicable	1/18		Y
15.104	Task Record	File (Task) or 7 yrs. Index-permanent	10/17	55.6	Y
15.112	Review Record	File (Task, Sugg., etc.)	1/18	56.4	Y
15.135	Forms Numbering Record	Permanent	12/71	56.6	N
15.136	Form History	Permanent	3/80	56.7	N
15.140	Request for Letter of Support	1 year	1/98	56.15	Y
15.141	Grant Proposal Concept	1 year	1/98	56.16	Y
15.142	BAS Service Request Results Report	Pending	3/08		N
15.153	Task History	File in Task File Permanent	10/17		Y
15.271	Request to Discontinue CPD Form	File (Form History)	5/09		Y
15.272	Request for New CPD Form	File (Form History)	5/09	56.9	Y
15.273	Request for Revised CPD Form	File (Form History)	5/09	56.14	Y
15.274	Request to Automate an Existing CPD Form	File (Form History)	5/09		Y
15.275	Memo on New or Revised CPD Form	File (Form History)	7/09		N

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15.276	Memo - Forms Section	File (Form History)	7/09		N
15.512	L.E.A.D.S. Certification Transmittal Listing	Pending	4/05		N
15.516	Illinois Traffic Stop Statistical Study Sticker	Sicker on the back of the (White) copy (Traffic Stop Statistical Study Copy) of the Personal Service Citation	12/11		N
15.518	Crisis Intervention Team Application	Pending	7/17		Y
15.520	Mental Health - Crisis Intervention Report	Pending	7/17		Y
15.523	Quick Tips For Desk Personnel Safe Haven Relinquishment	Does Not Apply	5/10		Y
15.524	Cindy Bischof Law/G P S Monitoring For Violation Of Order Of Protection	Does Not Apply	5/10		Y
15.525	Uniform and Personal Equipment Field Testing Acceptance	Pending	2/14		N
15.530	Uniform Configurations Poster	Not Applicable	5/14		Y
15.532	CALEA Task Record	Permanent- Task File	5/15		Y
15.534	CALEA Observation Standards Checklist	Pending	4/16		N
15.535	CALEA Analysis	File (Task) or 7 years	5/15	55.6	Y
15.540	Haircut & Grooming Standards Poster - Male	Not Applicable	9/15		Y
15.541	Haircut & Grooming Standards Poster - Female	Not Applicable	9/15		Y
20.003	Extreme Weather Report Results	Pending	3/12		Y
20.006	Confidentiality Policy Force Review Unit	Pending	9/17		Y
20.007	Request for Time Extension Force Review Unit	Pending	9/17		Y
20.010	Operation Protect Youth Program - Daily Activity Report	Pending	7/12		Y
20.021	Weekly Assignment Schedule/ Det. Services	1 year	6/09	13.5	Y
21.101	Contact Information Card	1 year	8/06	15.6	N
21.102	Juvenile Contact Information Card	1 year	8/06	22.178	N
21.103	Traffic Stop Statistical Study - Driver Information Card	Pending	12/11		N
21.111	Open & Vacant Building Checklist	1 year	6/08	22.162	Y
21.113	UUV Felony Charges Card	Does Not Apply	4/00		N
21.116	Infraction Report	1 year unless litigation	6/12	14.10	Y
21.122	Cruelty/Illegal Animal Fighting ILCS Quick Reference Guide	Does Not Apply	6/13		N
21.125	Language Identification Card	Does Not Apply	6/16		Y
21.126	Language Assistance Notice	Does Not Apply	9/08		Y
21.127	Supervisor's Guide to Order of Protection Short Form Notification	Does Not Apply	12/10		Y
21.129	Short Form Notification (Illinois Attorney General)	N/A	3/13		N
21.130	Body Worn Camera Video Audit Report	Pending	10/17		Y
21.180	Labor Controversy Interview Report	5 years	9/97	22.12	Y
21.181	Vehicle Theft Questions (Card)	Not Applicable	2/13		N
21.185	Log of Persons Referred to the Narcotics Arrest Diversion Pilot Program - 011 District	Pending			Y
21.200	Bail Bond Cash Envelope & Receipt	Attach Bail Bond Cash Receipt to CPD-21.920 (Cash Bail Transmittal) for 2 periods	11/12	22.88	N
21.204	Covert Vehicle Log	1 year	10/00	22.163	Y

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21.206	Covert Vehicle Control Sheet	1 year	7/07	22.172	Y
21.208	City Service Request	3 mos.	1/09	121.25	Y
21.220	Beat Community Meeting Log	1 year	3/12	22.153	Y
21.224	Intra-Departmental Support Service Request	Retain pink, white, yellow copies 1 year	4/09	22.154	Y
21.227	Meeting Notification	1 year	1/09	22.174	Y
21.228	District Meeting Sign in Sheet	1 year	12/09	22.175	Y
21.230	Authorization for Photographic Use	Pending	10/08		Y
21.231	District Level Strategy	Pending	4/16		Y
21.234	Court Advocacy Subcommittee Report	Pending	1/09		Y
21.235	Community Concern Sheet	Pending	10/09		Y
21.240	Court Advocate's Report	Pending	4/14		Y
21.241	Community Organizer's Daily Activity Report	Pending	7/14		Y
21.242	Kubota Control Sheet	Pending	7/14		Y
21.243	X-CAT Field Test Narcotic Kit Log	3 years	9/15		Y
21.244	X-CAT Field Test Narcotic Kit List	Pending	12/15		Y
21.300	Daily Mission Record	1 year	6/96	22.15	Y
21.305	Voluntary Special Employment Supervisor's Field Log	6 periods; CHA/CDB Grant Records: 3 years	5/01	16.15	Y
21.307	Bicycle Repair/Maintenance Request	3 years	4/13	22.164	Y
21.308	Bicycle Helmet Control Card	1 year after replaced, Inventory No. File - Perm.	3/15	22.165	N
21.309	Watch Commander's Log - Special Functions Group	6 months	8/09		Y
21.311	Illinois Law Enforcement Alarm System Log	Pending	1/16		Y
21.312	Bicycle/Equipment Inspection Report	Pending	5/08		Y
21.318	Officers Daily Activity Log	Pending	4/15		Y
21.318	Violence Reduction Initiative Officer Daily Activity Log	Pending	7/13		N
21.319	Noise Flash Diversionary Device Control Sheet	Pending	11/14		Y
21.320	Sergeants Mission Activity Log	Pending	4/15		Y
21.322	Bicycle Patrol Certification Course/Skills & Drills Evaluation	Pending	3/15		Y
21.328	B.O.P. Daily Assignment Activity Log	Pending	3/13		Y
21.330	Helicopter Flight Data Tracker	Pending	11/16		Y
21.331	Helicopter Radio Assignments and Events	Pending	11/16		Y
21.332	Helicopter Secondary Mission Sheet	Pending	11/16		Y
21.333	Helicopter Homeland Security Mission Sheet	Pending	11/16		Y
21.355	Offenses with Possible Upgrades from Misdemeanor to Felony (Palm Card)	Not Applicable	5/11		N
21.360	C.T.A. Voluntary Special Employment Program/Daily Assignment Activity Report	6 months	1/05	22.24	Y
21.365	Public Transportation Safety & Protective Measures card	Does Not Apply	3/12		N
21.372	"Hot Spot" Designation Application	Pending	9/17		Y
21.373	Gang/Narcotic-Related Loitering Hot Spot Dispersal Request for Event Number Denial Form	Pending	5/10		Y
21.404	Canine Physical Evaluation	Lifetime of Canine	9/03		Y
21.409	Waiver of Liability (Non-Chicago Police)	6 periods	8/08	22.54	Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
21.410	Waiver of Liability/Trained Dog Retired to Officer/Handler (Gift)	1 year	11/04	22.55	Y
21.410-A	Waiver of Liability/Trained Dog Retired to Officer/Handler (Sale)	1 year	11/04	22.55	Y
21.418	Explosive Training Record	1 year	9/95	22.131	Y
21.419	Kennel Boarding Record	1 years	11/13	22.136	Y
21.421	Dog Bite Incident Report	5 years	8/93	22.141	Y
21.423	Report of Canine Medical Treatment	2 years	4/13	22.169	Y
21.424-A	Department Canine Assignment Acknowledgement Form - Narcotics	Canine Service Life of Dog	12/01	22.179	N
21.427	Contract for Retired Horse	Pending	4/04		Y
21.428	Contract for Purchase of a Horse	Life of horse	4/04	22.62	Y
21.429	Donor's Agreement/Mounted Unit	Life of horse	4/04	22.63	Y
21.430	Contract for Trade of Horse	Life of horse	4/04	22.64	Y
21.431	Daily Assignment Record/Mounted Unit	1 period	11/05	22.65	Y
21.437	Canine Use Report	Pending	10/04		N
21.438	Safe Harbor Intervention Patrol (SHIP)	1 year	6/14	22.170	Y
21.442	Marine Safety Inspection/Activity Report	7 years	7/89	22.69	Y
21.443	Warning to Water Craft Operator	Does Not Apply	6/00		N
21.444	Dive Report	3 years	4/98	22.133	Y
21.445	Dive Log	1 year	4/92	22.134	Y
21.446	Marine Unit Courtesy Flyer	Does Not Apply	2/15		N
21.447	Marine Unit Service Voucher	5 years	8/09	22.147	N
21.449	Watercraft Report of Sound Level Meas.	1 year	7/97	22.159	N
21.450	Daily Activity Report- Special Functions Division	6 periods	5/91	22.21A	Y
21.456	Boat Accident Investigation Report	Pending	2/05		N
21.458	Marine Unit Equipment Repair Record	Pending	11/05		N
21.459	Marine Unit Information Card	Does Not Apply	1/06		N
21.460	Daily Watch Assignment Record/ Airport Law Enforcement	1 year	6/01	22.177	Y
21.461	Daily Engineering Boat Check	2 years	3/06		Y
21.462	Boat Maintenance Work Order	1 year	3/06		Y
21.464	LRAD Message Log	2 years	5/12		Y
21.465	LRAD Non-Pre-Recorded Message	2 years	5/12		Y
21.466	Chicago Police Cook County Sheriff Police Helicopter Task Force Flyer	Not Applicable	3/14		N
21.467	Chicago Police Cook County Sheriff Police Helicopter Task Force Palm Card	Not Applicable	3/14		N
21.468	Chicago Police Marine Unit emergency Medical Report	Pending	11/14		N
21.470	Canine Field Activity Log	Lifetime of Canine	10/14		Y
21.471	Canine Training Log - Explosive	Lifetime of Canine	3/16		Y
21.474	Canine Training Log	Lifetime of Canine	3/13		Y
21.558	Medical Continuing Education Form	Not Applicable	1/15		Y
21.559	Daily Automated External Defibrillator (AED) Inspection Checklist	Pending	12/14		Y
21.600	Court Log	5 years	9/14-C	14.7	Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
21.602	Court Section Report to Commanding Officer	(Copies 2 & 3) 6 periods (Original) 5 years	3/12	14.2	Y
21.606	Court Log- Narcotics Court	Court Section 5 years Forensic Ser. 1 period	4/02	14.3	Y
21.607C	Daily Court Notification Report	Pending	Daily		Y
21.608C	Summary Report of Court Notifications	Pending	Varies		Y
21.610	Court Attendance Telephone Log	2 years	9/14-C	22.75	Y
21.611	Phone Notif. Received-Off. Unable to Appear	1 year	6/88	22.76	Y
21.616	Exceptional Response Plan (ERP) Checklist	Pending	8/14		Y
21.618	CPD Member Appearance Report - Grand Jury / Branch 66	1 year	9/15		Y
21.626	Chicago Cruising Zones Ordinance-Written Notice	TSS Cards	8/04		Y
21.627	Seizure Notice	Does Not Apply	1/06		N
21.636	Seatbelt Enforcement Zone Activity Report	2 years	3/04	22.193	Y
21.640	Sobriety Safety Check Point Log	10 years	2/03	22.184	Y
21.641	Sobriety Safety Check Activity Report	10 years	2/03	22.185	Y
21.642	Sobriety Safety Check Results Log	10 years	2/03	22.186	Y
21.643	Site Selection Authorization for Use of Private Property	10 years	2/03	22.187	Y
21.644	Sobriety Safety Check Pre-Event Notification Form	10 years	2/03	22.188	Y
21.645	Sobriety Safety Check Post-Event Notification Form	10 years	2/03	22.189	Y
21.646	Sobriety Safety Check Post-Event Website Posting	10 years	3/10	22.190	Y
21.647	Sobriety Safety Check Post-Event News Release	10 years	3/03	22.183	Y
21.651	Watch Complement & Field Assignments Report	3 periods	2/85	14.4	Y
21.700	Domestic Violence Referral	1 year	12/93		
21.705	Release of Liability/Youth Explorer Program	1 year	1/01	22.171	Y
21.707	Application for District Advisory Committee and Subcommittee Membership/Officer positions, Beat Faci	Pending	1/10		Y
21.708	District Commander's Interview Form	Pending	1/10		Y
21.709	District Bus Request	Pending	6/17		Y
21.710	District DAC Funds Request	2 years	1/16		Y
21.714	Community Relations Division Funds Request	Pending	6/17		Y
21.716	Tresspass Affidavit Program Enrollment Form	Permanent	12/14		Y
21.717	Trespass Affidavit Program Authorization List	Permanent	12/14		Y
21.718	Criminal Trespass Affidavit	Permanent	12/14		Y
21.719	CART Funds Request	2 years	1/16		Y
21.825	School Crossing Evaluation	(orig.) 6 periods (copies 2 & 3)	7/12	22.79	Y
21.826	Surveillance of Crossing Guards	1 period	5/12	22.80	Y
21.827	Daily Activity Report - "Students First" Safe Passage Program	Pending	10/06		Y
21.837	Senior Citizen Assistance Card	Does Not Apply	2/14		Y
21.838	Senior/Disabled at Risk Checklist	Does Not Apply	6/06		Y
21.904	Weekly Activity Report/District Tactical Teams (unit copy)	3 months	3/85	16.13	N
21.905	Domestic Violence Bail Bond Attachment Special Conditions	1 year	3/94	22.142	Y
21.906	Business Organization Location Record	Until no longer useful	6/13	22.83	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
21.912	Property Room Log	1 month after property transferred	11/92	22.140	Y
21.913	Radio Receipt	1 period	11/99	22.85	N
21.916	Watch Incident Log	6 periods	2/16	22.86	Y
21.919	Personal Equipment Log	4 periods	11/17	50.1	Y
21.920	Cash Bail Transmittal (Binder)	Current period + 1 period	12/15	22.88	N
21.931	District Assignment Schedule-Foot Routes, Furlough & Miscellaneous	6 periods	12/81	22.97	Y
21.938	District School Visitation Report	Pending	4/90		Y
21.947	Watch Commander's Record-Period Performance Activity	5 years	5/89	22.108	Y
21.953	Daily Activity Report /Park District Patrol	60 Days	11/17	22.143	Y
21.957	Fixed Remote Surveillance POD Video Retrieval Request	Pending	6/04		Y
21.958	Observation Van Deployment / Video Retrieval Request	Pending	5/05		Y
21.959	Observation Van Worksheet Log	Pending	5/05		Y
21.963	Informational Checkpoint Incident Report	Pending	8/04		Y
21.964	Tour of Duty Report	Pending	6/05		Y
21.965	POD Placement Request	Pending	10/05		Y
21.966	POD Camera Information	Pending	10/05		Y
21.967	Camera POD / Image Retrieval Investigative Report	Pending	10/05		Y
21.970	LIDAR Speed Detection Log	Pending	2/13		Y
21.971	Arrestee and Property Transport Manifest	Pending	9/07		Y
21.972	Arrestee Property Log	Pending	9/07		Y
21.973	Murder/Shooting Notification	Pending	2/13		Y
21.974	Lockup Facility Weekly Inspection Report	Pending	7/16		Y
21.975	Daily Prisoner Log Record	2 years	3/16		N
22.101	Daily Activity Report, Traffic	60 days	5/92	26.3	Y
22.103	Daily Activity Report, Traffic Enforcement	60 days	1/99	28.17	Y
22.110	Illinois Traffic Crash Report (File)	8 yrs. (2 yrs. unit, 6 yrs. Records Storage) Fatal Hit & Run - Perm. (copies) 6 mos.	10/03	100.38	N
22.111	Driver's Crash Statement (copy)	File (Traffic Crash) 7 yrs.	5/01	23.7	Y
22.112	Witness' Crash Statement	File (Traffic Crash) (copy) 7 years	5/01	23.7	Y
22.114	Additional Witness Information-Personal Service Citation	None	2/03		Y
22.118	Alcohol/Drug Influence Report	10 years	12/14	28.18	N
22.119	Field Sobriety Instruction Booklet	10 years	6/12	28.19	N
22.121	DUI Case Management File Folder	10 years	11/07	28.20	N
22.122	Driver Information Exchange Card	None	10/15		Y
22.802	Transfer Listing for Personal Service Citations	(white) 5 years (yellow) Upon issuance of Dept. Notice (no less than 6 mos.) (pink) until yellow returned	8/14	30.16	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
22.803	Transfer Listing for "Violation Notices"	(white) 1 yr. & after audit (yellow) Upon issuance of Dept. Notice (no less than 6 mos.) (pink) until yellow returned	8/01	30.17	N
22.805	Transfer List-Canceled Unused Citation (s)	1 year	7/15	27.19	Y
22.807	Transfer Listing for "False Burglar Alarm" Citations	(yellow) 1 year (pink) 1 yr. after yellow copy received	8/98	22.146	N
22.808	Transfer Listing For Civil Violation Complaints	Pending	1/17		Y
22.908	Notification of Rescheduled Traffic Court or Civil Law Case	1 Year	9/17	30.28	Y
22.909	Transmittal Listing/DUI Evidentiary Report	(orig.) 1 year, (copy 2) until copy 3 received, (copy 3) 1 year	6/12	28.21	N
22.911	Court Citing Date Card - Traffic	Does Not Apply	Annual		Y
22.918	Court Notification Log/Absentee & Late Arrivals	1 year	7/95	28.1	Y
22.951	Department Vehicle Traffic Crash or Damage Report	(Original) 7years, (copy 2) 5 years, (Copy 3) 5 years, (Copy 4) 1 year	10/01	25.6	N
22.958	Traffic Pursuit Report	2 years	4/03	21.5	Y
22.959	Traffic Pursuit Supplemental Report	2 years	10/08		Y
22.960	Traffic Pursuit Report Continuation Sheet	2 years	4/03		Y
23.100	Vehicle Assignment Log	6 periods	11/83	50.1	Y
23.121	Investigative File Inventory	File (Investigative)	9/89	38.10	Y
23.122	General Progress Report	File (investigative)	2/83	38.11	Y
23.124	Investigative File Control	File (Investigative)	1/83	38.12	N
23.177	H/BIT Sniper Program Record	1 year after date of last entry	11/89	38.53	N
23.179	Chicago Police Detective's Guide to Domestic Violence	Does Not Apply	7/01		N
23.180	Felony Minute Sheet	File (Case)	6/94		Y
23.181	Request for Latent Fingerprint Comparison	7 yrs.; non-statutory	6/05	38.24	N
23.185	Detective Division CAPS Information Notice	Invest. Case File	4/00	38.49	Y
23.186	Defendant Hold Notification	Pending	10/14		Y
23.187	Request For Temporary Release Of Inmate	Pending	10/14		Y
23.188	Contact Analysis Report/Detective Division	3 years, if pending litigation 3 years case closed	4/02	38.54	Y
23.189	Receipt Advancement of Funds Report	3 yrs., if litigation pending -3yrs. after case closed	4/02	38.55	Y
23.190	Reliability/Advancement of Funds Report	3 yrs. If litigation pending 3 yrs. after case closed	4/02	38.56	Y
23.191	Probable Cause Statement & Judicial Determination	Pending	10/08		Y
23.192	Detective Division Arrestee Form	Pending	12/03		Y
23.195	Evidence Transmittal	Pending	6/05		Y
23.196	Request for Evidence from ERPS	Pending	3/06		Y
23.197	Cease Examination	Pending	6/05		Y
23.198	Polygraph Unit DVD/Video	Pending	8/05		N
23.199	Digital Recording of DVD/Digital Video Tape/Cassette Receipt	Pending	8/05		N
23.204	Consent to Collect Biological Samples for Elimination Purposes	Pending	8/08		Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
23.205	Criminal Registration Receipt	(White copy) C.R. unit 7 years (Pink copy) Finance - 7 years	4/06	38.48	N
23.206	School/Playground/Daycare Zone Violation Not.	Permanent	4/15	38.52	Y
23.210	Gun Offender Registration Notification - (For External Agency Use)	Pending	4/13		Y
23.213	Registration Fee Waiver Application	Pending	11/12		Y
23.214	Gun Offender Registration - CPD Notification	Pending	4/13		N
23.216	Chicago Gun Offender Registration	Pending	4/13		N
23.217	Registration as a Person Lacking a Fixed Residence	Pending	7/15		Y
23.217	Registration as a Person Lacking a Fixed Residence	Permanent (Criminal Registration File)	9/14		N
23.218	Criminal Registrants Notification of Requirements	Pending	7/15		N
23.220	Application/Bureau of Detectives	Pending	1/12		Y
23.223	Sex Offender Community Notification Letter	Does Not Apply - No retention	1/17		Y
23.224	Certified Declaration - Sex Offender	Pending	4/		N
23.225	Certified Declaration - MVOAY	Pending	4/17		N
23.226	Certified Declaration - Gun Offender	Pending	4/17		N
23.227	Certified Declaration - Arsonist	Pending	5/17		N
23.255	Bomb Threat Card	Does Not Apply	2/14		N
23.256	Bomb Threats	None	2/05		N
23.262	Polygraph Examiner Tracking Sheet	5 years	1/16		Y
23.263	Peer Review Polygraph Score Sheet	Investigative Case File	1/16		Y
23.264	Specific Issue Polygraph Score Sheet	Investigative Case File	1/16		Y
23.401	Homicide Data Sheet	Permanent	9/91	33.11	N
23.404	Sexual Assault Incident Notice	Does Not Apply	4/18		Y
23.406	Homicide Case Folder	Pending	6/17		Y
23.407	Sworn Weapon Discharge Incident Folder	Pending	6/17		Y
23.410	Victim Notification of Sexual Assault Evidence	Pending	2/18		Y
23.470	Murder Analysis Report	25 years	9/91	33.6	N
23.482	Report of Detective Assignments	6 periods	2/88	38.33	Y
23.871	Daily Arrest Record	1 year	12/87	38.37	Y
23.971	DOC Analyst Field Data Report	Pending	3/09		Y
23.988	Receipt of Allegation	1 year	1/01	38.50	Y
24.108	Child Care Referral/Placement Report	1 year after reaching legal age	8/11	49.10	N
24.110	Juvenile Minutes Sheet	80th birthday or death	8/11	49.6	Y
24.111	Curfew Violation Report	6 periods 1 year (if court filing, transfer to juv. jacket)	10/16	49.18	N
24.112	Transmittal/Curfew Violation-School Absentee	1 period	9/13	53.3	Y
24.116	School Absentee Report	Until end of school term (June)	3/17	15.2	N
24.118	Child Abuse Hotline Notification	Current year + 2 yrs.	8/17	53.4	Y
24.127	Springfield Hotline Log	current year + 2 years	8/17		N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
24.132	IDCFS Hotline Action Request	2 months (current month and prior month)	8/17		N
24.136	Formal Station Adjustment	White copy 8 years pink copy 6 months	8/11	53.38	Y
24.137	Informal Station Adjustment	1 year	8/11	53.39	Y
24.138	Risk Assessment	2 years - Identification 6 years Record Storage Non-Statutory - Permanent Juvenile-Legal age + 1 year	6/02	53.40	Y
24.139	Notice of Guidelines to Participant Agency Outreach Workers	Does not apply	11/00		Y
24.143	Monthly Referral Summary Report-Community Network Officer	3 years	7/02	49.20	Y
24.144	Request To Initiate The AMBER Alert Notification Plan	Pending	10/14		Y
24.146	Proof of Service by Mail	Pending	6/13		Y
24.147	Conditions of Station Adjustment Notification and Agreement	Original - Permanent, Copies -1 year	7/17		N
24.148	Notice of Noncompliance with the Conditions of Station Adjustment	Original - Permanent, Copies -1 year	7/16		N
24.149	Juvenile Court Compliance Calendar Case Folder	Pending	9/16		N
24.402	Community Risk information Sheet	3 months	3/18		Y
24.403	Processing Detective Outreach Form	3 months	3/18		Y
24.404	Help Us Keep Kids Away from Crime in Your Area brochure	3 months from date returned	3/18		Y
24.443	Community Volunteer Check List (JISC)	Pending	11/04		N
24.444	Community Volunteer Confidentiality Form (JISC)	Pending	11/04		N
24.445	Conferencing Check List (JISC)	Pending	11/04		N
24.449	Offender Intake Form (JISC)	Pending	11/04		N
24.450	Victim Intake Form (JISC)	Pending	04/05		N
24.451	Victim/Offender Sign-In Sheet (JISC)	Pending	04/05		N
24.452	Volunteer Sign-In Sheet (JISC)	Pending	11/04		N
24.453	Offender Conference Letter (JISC)	Pending	11/04		N
24.454	Victim Conference Letter (JISC)	Pending	11/04		N
24.455	Conferencing Guidelines/Conferencing Agreement Form (JISC)	Pending	11/04		N
24.456	Conferencing Agreement (JISC)	Pending	11/04		N
24.458	CPD Arrest On/Around Chicago Public School Property	Pending	4/14		Y
24.460	Peer Jury Program Juror Application	2 years after termination of service	4/14	53.43	Y
24.461	Peer Jury Confidentiality Oath	2 years after termination of service	4/14	53.44	Y
24.462	Peer Jury Program Parent/Guardian Consent	2 years after termination of service	4/14	53.45	Y
24.463	Peer Jury Program Audit Coordinator/Assistant/Moderator Application	1 year after termination of service	4/14	53.46	Y
24.464	Peer Jury Program Work Assignment and Placement	Until juvenile reaches legal age	4/14	53.47	Y
24.465	Peer Jury Program Offender Performance Release	Until juvenile reaches legal age	4/14	53.48	Y
24.467	Peer Jury Program Victim Notification Letter	2 years after termination of service	4/14	53.50	Y
24.468	Peer Jury Program Juvenile Victim Notification Letter	2 years after termination of service	4/14	53.51	Y
24.469	Peer Jury Court Activity Sheet	Pending	4/14		Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
24.470	Peer Jury Program Notice of Non-compliance	Pending	4/14		Y
24.472	Peer Jury Manual	Not Applicable	9/14		Y
24.483	Juvenile Record Inquiry	1 period	8/11	53.25	N
24.505	Unidentified Found Person Control	7 years	8/11	53.31	N
24.506	Missing Persons Daily Telephone Log	30 days	10/07	53.32	Y
24.510	Missing, Lost or Incapacitated Person Case Control	1 yr . After cleared 7 yrs. if not cleared. (buff copy) 30 days	11/14	53.33	N
24.511	Immediate Action Investigation/Tender Age Missing	File (Case Report)	8/11		N
24.512	Missing Persons Control	Open Cases - Permanent Cleared Cases - 1yr.	4/08	51.2	N
24.514	Return Notification/Missing Person	1 period	1/90	51.4	N
24.517	Request for Publication of Photographs	File (Case Report)	8/11		Y
24.518	Daily Log of Juveniles Taken Into Custody	Current month + 1 yr.	8/14	53.34	Y
31.102	Daily Activity Report, Hot Desk	1 period	12/74	98.8	N
31.106-A	Daily Activity Report - Central Warrant Unit	1 period	2/00	97.1	Y
31.112	Individual Work Report/Auto Desk	2 periods	5/78	97.3	N
31.230	Field Inquiry	8 days	7/74	88.1	N
31.231	Request for Certified Copy of Driver's Record	Destroy after court date	10/01	97.8	N
31.232	Lost or Stolen License Index	1 year	11/78	98.24	N
31.233	Recovered Firearm Information	Gun Reg. Orig. - 3 yrs. (copy) Field Inquiry - 30 days	9/95	97.70	N
31.236	Repossessed Vehicle Card	3 days	9/00	98.11	N
31.245	Notification of Private Tow	6 periods	3/76	98.27	Y
31.351	LEADS Request	2 years	2/79	98.31	Y
31.352	LEADS Message Log	6 periods	3/71	98.14	Y
31.408	Application for Authority to Dispose of Local Records	Permanent	2/04	97.17	Y
31.409	Records Disposal Certificate	Permanent	2/04	97.18	Y
31.420	Application for Police Certificate	6 periods	10/15	100.34	Y
31.509	Freedom of Information Request	Permanent	12/09	97.23	Y
31.551	Police Records Inquiry (cherry)	Until report is returned to file	4/10	97.50	N
31.553	Police Records/Non-Department Inquiry	1 year	3/72	97.52	N
31.554	Out of File Indicator	Until filled	3/71	97.52	N
31.557	City of Chicago Firearms Registration Letter	Does Not Apply	4/02		N
31.560	Gun Recovery Information	1 year	10/73	100.24	N
31.562	Firearms Registration	Permanent	10/15	102.1	N
31.563	Affidavit of Employment	W./Gun Registration.	10/13	97.56	Y
31.571	Bicycle Registration Card	5 years after expiration of registration	1/15	100.19	N
31.579	Gun Registration Change of Information	Pending	10/13		Y
31.601	Records Storage Label	Until material is destroyed	10/99	97.28	N
31.609	Cash Receipt for Subpoenaed Records	2 years	8/07	97.30	N
31.610	Firearms Disposition	1 year	10/13	97.72	N
31.614	Status of Firearm	Permanent	3/93	102.6	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
31.621	Firearms Registration Letter	Does Not Apply	3/11		Y
31.625	Monthly Activity Report - Records Processing Section	1 year	2/01	103.5	N
31.631	Records Processing Section Doc. Pouch Receipt	(Orig.) Records Proc. 1 period (Yellow) Records Proc. 2 periods. (Pink) Dist/Unit-Until yellow received in unit	4/16	97.71	N
31.660	Transfer List-Traffic Crash Reports	(white) 1 period (yellow) 2 periods (blue) until yellow rec'd	4/16	15.8	Y
31.661	Transfer Listing for Ordinance Complaints	(white) 3 periods (yellow) 3 periods (pink) Until yellow returned	7/04	21.1	N
31.662	Cancellation of Ordinance Complaint	6 months	11/14	97.35	Y
31.678	Audit Sheet of Missing Reports	7 years	5/13	103.15	Y
31.700	Daily Activity Report, Identification Section	1 period	1/88	101.16	Y
31.702	Period Work Schedule	6 periods	7/74	97.39	N
31.707	Redline Notification	Pending	10/17		Y
31.714	Expunged Record (file card)	Permanent	10/09	97.42	N
31.813	Fingerprint Card - Adult	1 year after subject's death/when subject becomes 80 years	8/98	101.13	N
31.813	Fingerprint Card - Juvenile	1 year after 17th birthday	8/98	97.60	N
31.814	Palm print Card	1 yr. after 80th birthday or death	10/71	97.61	N
31.853	Fingerprint Examination Report	(Original)-Case Report File; (Copy) 7 years non-statutory, if statutory-permanent retention	1/00	97.64	Y
31.855	Latent Print Evidence Envelope	7 years; non-statutory permanent	6/96	97.65	N
31.856	Latent Print Examination Report	Pending	4/09		Y
31.857	Case Documentation Worksheet	Pending	3/15		Y
31.858	AFIS Documentation Worksheet	Pending	3/15		Y
31.859	Case Checklist	Pending	3/15		Y
31.860	Reviewer Case Checklist	Pending	3/15		Y
31.904	Request for Identification Records	6 periods	12/12	101.29	Y
31.911	Request for Multiple Identification Records	6 periods	5/02	97.75	Y
31.951	Request for Identification Photos	6 periods	6/07	90.1	Y
32.103	P.D.T. Service Request	1 year	2/03	79.40	Y
32.508	Radio Dispatch Set/Vehicle Information	72 hours after relocation of vehicle, Auto Desk (wanted vehicle) after case report received	9/04	78.1	N
32.521	Unlisted Telephone Information Request	6 periods	6/14	78.12	N
32.524	Alternate Response Call Screening Volume	6 months	7/97	78.31	Y
32.604	Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction	Pending	2/18		Y
32.622	Daily Activity Report-Alternate Response Program Call Back Volume	6 months	7/97	79.33	Y
32.623	Weekly Summary - Alternate Response Section	1 year	9/96	79.34	Y
32.700	Telephone Bill Record	7 yrs. & after audit	11/98	77.2	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
32.703	Telephone Bill Record-Cellular Phones	7 yrs. & after audit	4/99	79.27	N
32.704	Telephone Repair Request	Until Job Complete	3/87	79.28	N
32.706	A/V Repair Request	2 years	1/01	79.37	N
32.707	Fax Machine Repair Request	6 months	8/00	79.38	N
32.708	Request to Reset Voicemail	Pending	3/05		Y
33.100	Request for Analysis/Receipt for Exhibit	3 yrs.; non-statutory permanent	11/10	114.10	N
33.101	Evidence Envelope	Destroy upon disposition of property	9/85	114.4	N
33.111	Latent Prints Envelope	Does Not Apply	6/05		N
33.113	Major Crime Scene Report	Pending	8/04		Y
33.117	Request for Records - Forensic Services Div.	7 years	10/99	114.37	Y
33.119	Firearms Evidence Label	Does Not Apply	12/03		N
33.310	Evidence Label - Large Size	Does Not Apply	5/96		N
33.310-A	Evidence Label - Small Size	Does Not Apply	3/17		N
33.316	Crime Scene Worksheet	7 years; non-statutory permanent	3/03	114.10	N
33.335	Narcotic Evidence Log & Transmittal	5 years (copy) 1 year	7/13	108.8	Y
33.367	Consent to Collect Biological Samples	File (Case)	6/99	114.38	Y
33.404	Firearms Evidence Envelope	Destroy all disposition of firearm	6/07	114.22	N
33.407	Pellet Envelope	File (Prop. Inventory)	3/89	114.24	N
33.500	Polygraph Case Review	7 years	2/16	105.1	Y
33.501	Polygraph Examiner's Worksheet	7 years	2/16	105.1	Y
33.503	Polygraph Subject's Consent	7 years	2/16	105.1	Y
33.503-A	Polygraph Subject Consent	7 years	2/16	105.1	Y
33.701	Crime Lab Negative Envelope	7 years; non-statutory permanent	12/88	114.26	N
33.713	Request for Evidence Identification Photographs	7 yrs.; non-statutory: permanent	8/07	110.2	Y
33.715	Photo Identification Card	Destroy after use	1/85	114.29	N
33.716	Photography Team Activity Report	1 year	9/03	114.30	Y
33.802	Daily Activity Report-Crime Scene Processing Section	1 period	1/86	114.32	Y
33.807	Palmprint Elimination Card	1yr. After 80th birthday or death	5/16	114.34	N
33.817	Notification to Victim - Forensic Services	Does Not Apply	8/14		N
34.303	Motor Vehicle Inventory Report	(White and Yellow copies) 1 year after disposition (yellow)	12/10	89.2	N
34.312	Daily Vehicle Activity Report	1 period	8/71	88.6	Y
34.314	Request for Advice of Lien Holder	1 year	6/91	88.2	N
34.317	Owners Release Authorization	2 years	10/71	88.2	N
34.320	Monthly Activity Report-Auto Pounds Section	2 years	2/04	89.4	N
34.325	Receipt for Impounded Vehicle (copies 2 & 3)	2 yrs. after disposition & audit	4/04	85.11	N
34.326	Discrepancy Report	2 years	12/79	88.2	N
34.329	Request for Confidential Check	1 year	4/91	89.6	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
34.331	Transfer List/Cash Receipts-Motor Vehicle Inventories	1 period	1/80	88.4	Y
34.334	Post-Tow Hearing Request & Report	1 yr. after disposition	6/83	89.7	Y
34.339	Notification-Stolen Vehicle Recovered Message	1 yr. after disposition	4/94	89.9	N
34.341	Cash Transmittal Envelope (Plastic bag)	Does Not Apply	1/90		N
34.342	Request to Impound Vehicle by Police	1 year	05/14	87.22	Y
34.343	Notice of Intent to Impound Vehicle	Does Not Apply	05/14		Y
34.347	Vehicle Impoundment/Seizure Report	Pending	2/17		N
34.429	Monthly Activity Report-Central Detention	2 years	4/95	93.4	N
34.430	Monthly Summary Report	2 years	3/88	93.5	N
34.431	Daily Activity Report-Prisoner Transfer Van	1 year	3/95	93.6	Y
34.432	Central Detention Log	1 year unit, 9 years Records Storage	4/97	93.7	N
34.441	Checklist of Required Court Documents for Prisoner Transfer to Cook County Sheriff Personnel	None	6/13		Y
34.500	Recovered Property Disposition Tracer	File (Prop. Inv.)	3/02	87.1	N
34.502	Request for Confiscated Property	File (Property Inventory)	3/14	31.3	Y
34.510	Evidence Tag (red & manila)	Same as property to which attached	10/76	86.13	N
34.511-A	Court Order Releasing Property	File (Prop. Inv.)	4/88	87.3	Y
34.511-B	Court Order/Disposal of Property	File (Prop. Inv.)	11/75	87.4	Y
34.511-C	Court Order	File (Prop. Inv.)	7/78	87.5	Y
34.512	Court Order to Impound Evidence	File (Prop. Inv.)	8/71	87.6	Y
34.520	Evidence & Recovered Property Envelope	Same as enclosed property	10/82	87.9	N
34.520-A	Evidence & Recovered Property Envelope - Narcotics	Same as enclosed property	10/82	87.10	N
34.520-B	Evidence & Recovered Property Envelope - Firearms	Same as enclosed property	10/82	87.11	N
34.523	Property Inventory - File	(white/buff) 5 yrs. after disposition (1 yr. unit, 4 yrs. Record Storage) (canary) one yr. after last entry	1/98	87.13	N
34.523 Part 4-A	Notice to Property Owner	Does Not Apply	9/14		Y
34.549	Auction Sales Record	7 years if Audit	6/75	86.9	Y
34.553	Currency Disposition Record/Partial Turnover	File (Prop. Inv.)	8/76	86.3	Y
34.554	Property Release Order	(white) File (Prop. Inv.) (blue) 1 yr. after last entry	11/01	85.12	N
34.557	Property Receipt/A.S.A. or Law Enforcement Agency	File (Prop. Inv.)	10/02	87.20	Y
34.559-A	Evidence Property Envelope (Plastic bag) Size 7 x 12	Pending	NA		N
34.559-B	Evidence Property Envelope (Plastic bag) Size 15 x 20	Pending	NA		N
34.559-C	Evidence Property Envelope (Plastic bag) Size 18 x 36	Pending	NA		N
34.560	Biohazard Label	Does Not Apply	3/94		N
34.562	Evidence and Recovered Property Section (ERPS) Inspection Sheet	2 years	9/16		Y
34.570	If You Are Arrested With Personal Property (Poster)	Does Not Apply	3/14		N
34.601	Ordinance Complaint Delivery Receipt	2 years	3/82	95.1	N
34.602	Inventory Control Card	1 year after item is disposed of	4/14	47.16	N
34.603	Storeroom Delivery Memo	6 periods	8/71	80.38	N
34.604	Gas Mask Control Card	1 year after masks returned	2/04	95.9	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
34.605	Helmet Control Card	Name File-1 year after replaced; Inv. No. file-permanent	9/10	94.7	N
34.611	Vehicle Equipment Issued Log	Permanent (copy 2) 6 periods	2/73	34.17	Y
34.612	Firearms Inventory Control	Life of firearm + 1 year	9/15	94.5	N
34.613	Lockup Keepers Monthly Food Record	3 years	4/12	94.4	N
34.614	Request for Purchase of Supplies	2 yrs.	11/91	94.22	Y
34.618	Daily Activity Report/E & S Trucks	6 months	9/97	95.10	Y
34.622	Material Requisition	2 Years	1/11	18.4	Y
34.653	Bond Money Transmittal Receipt	1 year	11/15	92.3	Y
34.654	Property Transmittal	1 year	10/14	92.1	Y
34.655	Latent Fingerprint Lift Transmittal	1 year	3/04	95.7	Y
34.660	C.P.D. Radio/P.D.T. Repair Request	Pending	9/10		N
34.705	Reproduction & Graphic Arts Service Requisition	5 years	5/17	90.3	Y
40.102	Contact Analysis Record / B.I.S.	7 years	7/11	33.16	N
41.105	Observation or Surveillance Report	File (Case)	1/11	47.7	Y
41.111	Report Control	Permanent	7/80	48.7	Y
41.114	Film Record/Intelligence	Permanent	9/90	47.20	N
41.115	Photo Lab Equipment Control	Until filled	9/90	48.8	N
41.117	Film/Photo/Video Processing Request	1 year	3/90	48.9	N
41.118	Crime Prevention Data	60 days after verified	6/90	47.24	N
41.119	Monitor's Intercept Log	10 years, Non-Statutory-permanent	8/99	48.25	N
41.120	Custody of Intercepted Recordings	10 yrs., Non-statutory	8/99	48.26	N
41.121	Telephone Card O.C.D.	10 years, Non-Statutory-permanent	8/99	48.27	N
41.124	Evidence Recovery Log	Pending	9/08		N
41.303	Organized Crime Division Arrestee Form	Pending	7/07		Y
41.304	Tactical Plan/Raid Preparation List	Pending	8/16		Y
41.305	Identification Index	Until no longer useful	4/90	48.10	N
41.307	Social Media Covert Identity Authorization (SMCID)	Pending	5/16		N
41.308	Narcotics Saturation Daily Activity Sheet	Pending	8/16		Y
41.367	CD/DVD Envelope	1 year after conclusion of case	10/14		N
41.505	Gang Vehicle Index	10 years	8/81	18.17	N
41.506	Report of Investigation	Unit Major Case is closed	2/09	48.24	N
41.507	Notification to Assistant State's Attorney Assigned to Central Bond Court	Pending	4/08		Y
41.551	Disclaimer of Ownership & Knowledge of Ownership	Case Report File pending court disposition	5/14		Y
41.552	Asset Forfeiture Investigation Report	3 years/until check received	3/92	48.15	N
41.700	Daily Prisoner Log	2 years	3/92	48.16	Y
41.701	Visitor's Sign-In Log	2 years	3/92	48.17	Y
41.703	Search Warrant Data	1 year	4/84	18.7	Y
41.704	Confidential IL Driver's License Request	5 years after exp. Of license.	7/07	48.23	Y
41.709	Daily Assignment Status Report	2 years	3/92	48.19	N

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41.714	Operation Pinpoint Request	Pending	4/10		Y
41.720	Currency Inventory Bag (CIB) (Plastic bag)	Pending	6/11		N
41.720-A	Currency Inventory Bag (CIB) Receipt (Plastic)	Pending	6/11		N
42.501	Daily Inspection Report	2 years	2/09	57.9	Y
42.502	Beat Community Meeting Evaluation - Inspection Division	Pending	6/17		Y
42.503	Irregularity Report	(all copies) 2 years	4/10	58.1	Y
42.505	Extended-Hours Use of Department Vehicle	Pending	3/15		Y
42.510	Inspection Report (all copies)	2 yrs	7/11	12.7	Y
43.100	Vice Complaint	(white) 5 yrs. til 3 yrs. Record Storage(yellow)1 year (pink/gold) 1 per. after case close (yellow) 1 year (pink & gold) a period after case closed	4/89	44.5	N
43.210	Cigarette License Record	1 year after expiration of license	5/80	44.1	N
43.214	License Control/Location (Liquor)	15 years	12/71	46.3	N
43.404	Contact Analysis Report (unit copy)	7 years 3 years after case closed	3/85	39.72	Y
43.407	Cooperating Individual Use Log	Discretion of the Unit Cmdr.	9/92	46.4	N
43.408	Confidential Informant Agreement	Discretion of the Unit Cmdr.	4/16	46.5	N
43.409	Reliability/Advancement of Funds Request	Discretion of the Unit Cmdr.	4/16	46.6	N
43.410	Confidential Informant Request	Discretion of the Unit Cmdr.	4/16	46.7	N
43.411	Evidence of Purchase/Official Advance Funds	7 years & audit	2/96	45.4	N
43.412	Cash Receipt-Withdrawal/Official Advance Funds- Notice of Debit	7 years & after audit	7/17	45.4	N
43.415	B.O.C. Field Assignment Form	1 year after completion of assignment	9/16	39.80	Y
43.416	Search Request	2 years	11/82	39.6	N
43.420	Surveillance Report Log	File (Orig. Crime Case)	4/91	45.2	N
43.423	Raid Activity Summary	3 years	9/81	45.1	N
43.427	Radio/Charger Sign Out Record	1 year	3/00	45.11	N
43.430	Gang & Narcotics-Related Loitering Dispersal Procedures card	None	9/12		N
43.700	Individual Information History	1 year + Close of business/expiration. of license	10/01	43.7	N
43.707	S.A.M. Minor Application	Pending	10/03		Y
43.708	S.A.M. Interview Letter	Pending	10/03		Y
43.709	S.A.M. Program Participant Request	3 periods	10/03		Y
44.101	Reprimand	File (Complaint. Reg.)	8/16	10.1	Y
44.102	Suspension Notification	File (Complaint. Reg.)	8/16	8.24	Y
44.103	Request for Interview/Statement/Report	6 periods	9/17	10.2	Y
44.104	Criminal Rights/Notification of Charges Allegation	File (C.R.)	9/17	10.3	Y
44.105	Administrative Proceeding Rights/Notification of Charges/Allegations	File (C.R.) File (Drug Test)	8/16	10.4	Y
44.106	Waiver of Counsel/Request to Secure Counsel	File (Complaint. Reg. or Drug)	8/16	10.5	Y

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44.108	Investigator's Checklist	Until investigation complete (non-record)	8/16		Y
44.112	Summary Report	(orig.) File (Complaint. Reg.) (copies) Until no longer useful	9/17	10.7	Y
44.112-A	Summary Report Digest	(orig.) Complaint. Reg.) (copies) Until no longer useful	9/17	10.8	Y
44.113	Command Channel Review	File (C.R.)	9/17	8.27	Y
44.113-A	Command Channel Review-Sustained Log Number Investigation	File (C.R.)	9/17	8.27	Y
44.114	Request for Time Extension	File (Complaint. Reg.)	9/17	10.9	Y
44.115	Notification of Charges/Allegations	File (Complaint. Reg.)	8/16	10.10	Y
44.117	Consent by Patient to Disclosure of Information	File (C.R.)	4/12	10.12	Y
44.126	Sworn Affidavit For Log Number Investigation	Pending	8/16		Y
44.127	Sworn Affidavit For Log Number Investigation (Electronically Recorded Statement)	Pending	8/16		Y
44.128-A	Override Affidavit - Bureau of Internal Affairs	Pending	9/17		Y
44.128-B	Override Affidavit - Civilian Office of Police Accountability	Pending	9/17		Y
44.130	Administrative Alcohol/Drug Influence Report	Pending	8/16		Y
44.135	B.I.A. General Progress Report	CR File	3/16		N
44.153	Request for Mediation Review of Investigation	Pending	8/16		Y
44.163	Evidence Collection Bag	Pending	1/15		N
44.164	B.I.A. Request for Photographs	1 year	8/16		Y
44.166	B.I.A. Reliability/Advancement of Funds Report	7 years	8/16	10.54	N
44.168	B.I.A. Cooperating Individual Use Log	5 years	8/16	10.56	Y
44.169	B.I.A. Cooperating Individual Control Log	5 years	8/16	10.58	Y
44.170	B.I.A. Cooperating Individual Agreement	5 years	8/16	10.58	Y
44.171	B.I.A. Cooperating Individual Request	5 years	8/16	10.59	Y
44.172	Terms of the Supplemental Recommendation Agreement	Pending	8/16		N
44.173	Supplemental Recommendation Agreement	Pending	8/16		N
44.200	Complaint Register	5 years after last case closed	7/73	8.5	N
44.201	Log Number Investigation Conflict Certification	Pending	9/17		Y
44.207	Classification Notification	File (C.R.)	9/17	8.28	Y
44.211	Confirmation of Telephone Notification-BIA	File (C.R.)	9/17	8.21	Y
44.212	Specifications	File (C.R.)	8/16	10.61	Y
44.213	Log No.Case Summary	5 years	8/16	10.19	N
44.217	Notification Re: Automated Complaint	File (Comp. Reg.)	8/16	10.20	Y
44.222	Waiver of /Request for Police Board Review of Suspension	File (Complaint. Reg.)	9/17	8.23	Y
44.223	Investigator Unable To Contact Reporting Party/Victim/Witness	Does Not Apply	8/16		Y
44.225	Request for Disposition Letter to Reporting Party	1 year	8/16	10.21	N
44.246	Request for Review of Discipline (Reprimands and Suspensions from One (1) to (10) Ten Days)	Case Report File pending court disposition	9/17	9.10	Y
44.248	Incident Category Table	Not Applicable	1/18		Y
44.249	Traffic Review Board Summary of Findings	Crash 7 yrs.- Pursuit 2 yrs.	11/17		Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
44.250	Reporting Party/Victim/Witness Statement	Pending	8/16		Y
44.251-A	Request for Review of Discipline (For Discipline of Eleven (11) to Thirty (30) Days)	Pending	9/17		Y
44.251-B	Request for Review of Discipline (For Discipline of Thirty-One (31) to (365) Days)	Pending	9/17		Y
44.252	Notice of Alcohol and Drug Testing Following a Firearms Discharge Incident	Pending	8/16		Y
44.255	Mediation Agreement	Disciplinary File	8/16		Y
44.256	Pre-Disciplinary Hearing	Pending	9/16		Y
44.257	Pre-Disciplinary Meeting - Notice to Union (AFSCME)	Pending	9/16		Y
44.258	Notification of Log Investigation	Pending	9/16		Y
44.259	Request for Disciplinary Record	Pending	12/16		Y
44.260	Consent to Audio Record Statement - Non-Department Members	Pending	5/17		Y
44.261	Receipt of Formal Statement - Department Members	Pending	5/17		Y
44.262	Neighbor Interview Canvass Report	Pending	5/17		N
44.263	Notice of Recommendation for Mediation Review	Pending	6/17		Y
44.264	BIA Photo Line-Up Advisory Form - (Administrative)	Pending	7/17		Y
44.265	BIA Evidence Checklist	Pending	7/17		Y
44.266	BIA Investigative File Control	Pending	7/17		N
44.267	Consent to Audio Record Statement - Civilian Department Member	Pending	12/17		Y
44.279	Bureau of Internal Affairs Confidentiality Policy	Pending	8/16		Y
44.300	Notification of Duty Restrictions (Civilian Members)	Pending	8/16		Y
44.301	Notification of Duty Restrictions (Sworn Members)	File (C.R.) (Copy) Conclusion of Investigation.	8/16	10.42	Y
44.302	Request for Issuance of Temporary ID Card-BIA	(Orig.) Conclusion of Investigation (Copy) File (C.R.)	8/16	10.43	Y
44.304	Statement of Complainant to Terminate Complaint	File (C.R.)	8/16	10.49	Y
44.306	Release of Duty Restrictions (Sworn Members)	File (C.R.) (copy) Conclusion of investigation	8/16	10.68	Y
44.307	Release of Duty Restrictions (Civilian Members)	Pending	8/16		Y
44.308	Notification of Duty Restrictions (Recruit)	Pending	10/16		N
44.402	Request to Bypass Command Channel Review	File (C. R.)	8/16	10.27	Y
44.500	Notification of Complaint Review Panel Hearing (all copies)	1 period after hearing	7/00	10.28	N
44.501	Notification Relative to Police Board Hearing	1 year	9/17	10.29	N
44.504	Police Board Case-Progress Record	File (Complaint. Reg.)	8/16	8.4	N
44.508	Log Number Review and Return	File (C.R.)	8/16	10.47	Y
44.509	Notification -Advocate Section	Pending	8/16		Y
44.512	Police Board Hearing	File (Complaint. Reg.)	8/16	10.33	N
44.522	Sustained Case Tracking Log	Until case closed.	8/16	10.53	N
51.100	A Communication Guide for Police Officers	Not Applicable	5/06		N
51.102	Drug Abuse Resistance Education Teaching Schedule	1 year	2/13	122.15	Y
51.103	Gang Resistance Education & Training Schedule	1 year	2/13	122.16	Y
51.104	Officer Friendly Program Teaching Schedule	1 year	6/16		Y

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51.105	G.R.E.A.T. Instructor Application Request Form	Pending	2/18		Y
51.106	D.A.R.E. Instructor Application Request Form	Pending	2/18		Y
51.311	Dare/Great Daily Activity Report	1 period	9/00	121.22	Y
52.216	Program/Seminar Scheduled & Completion Report	2 years	4/93	120.6	Y
52.300	Emergency Identification. Bracelet Program App.	5 years	8/12	120.8	Y
52.301	Emergency Identification. Bracelet Program Application-Spanish	5 years	7/97	120.9	Y
52.307	Senior/Disabled Services Monthly Report	18 mos.	3/13	120.12	Y
60.107	B.T.S. Action Request	Pending	4/17		Y
60.110	B.O.O.D. Service Request	Pending	4/17		Y
61.209	Chicago Police Department - Time Roll	Permanent	10/15		Y
61.220	Request for Purchase Requisition	2 yrs. & after audit	8/72	77.3	N
61.227	Notice of Indebtedness	Pending	5/13		N
61.230	Cost Recovery Incident Form	Pending	4/12		Y
61.231	Cost Recovery Incident Form - Detective Division	Pending	7/10		Y
61.306	Chicago Police Department Travel Request Form	3 years	3/17	68.25	Y
61.307	Out of State Vehicle Insurance Request	30 days	4/12		Y
61.310	Contingency Fund Register	7 years & after audit	1/79	68.12	Y
61.311	Contingency Fund Voucher	7 years & after audit	3/74	16.16	Y
61.312	Contingency Fund Expenditure Authorization	7 years & after audit	3/72	16.16	N
61.314-A-D	Request for Reimbursement	7 years and after audit	2/18	42.1	N
61.400	Position & Salary Schedule	Does Not Apply	Per Need		Y
61.401	Salary Record	Permanent	8/73	66.8	N
61.415	Attendance & Assignment Checklist	60 days	9/04	66.16	N
61.416	Election/Rejection of Options to Suspension	(orig) 5 yrs unless litigation, (copy 2) 2 yrs. after satisfied, (copy 3) until original returned	3/10	66.3	Y
62.106	Request for Waiver of CFD/EMS Fees	2 years after eligibility or denial	4/12	74.102	Y
62.107	Notification of Duty Restrictions Per Director, Human Resources Division	Pending	8/11		N
62.109	Rules and Regulations Affidavit	Pending	8/10		Y
62.111	Sworn Electronic Signature Verification Affidavit	Pending	4/12		Y
62.112	Civilian Electronic Signature Verification Affidavit	Pending	4/12		Y
62.113	Consent to Obtain Consumer Reports	Pending	6/09		Y
62.114	Notification of Duty Restrictions Per Director, Human Resources Division-No Pay Status	Pending	8/12		N
62.115	Notification of Duty Restrictions Per Director, Human Resources Division-Alcohol Testing	Pending	8/11		N
62.116	Release of Duty Restrictions Per Director, Human Resources Division	Pending	8/11		N
62.117	Polygraph Consent Form (Pre-Employment)	Pending	10/12		N
62.118	Polygraph Service (Pre-Employment) Final Report	Pending	10/12		N
62.119	Polygraph Examination Test Questions Pre-Employment	Pending	10/12		N
62.120	Law Enforcement Polygraph Examination (Pre-Employment)	Pending	10/15		N
62.121	Polygraph Examiner's Worksheet - H.R.D.	Pending	9/11		N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
62.123	Polygraph (Pre-Employment) Sign In Sheet	Pending	10/12		N
62.124	Polygraph (Pre-Employment) LEPT Score Sheet	Pending	10/12		N
62.125	Employment Records Routing Slip	File (Personnel Jacket) (copies) 1 year	6/12	66.22	N
62.128	Law Enforcement Polygraph Examination (Pre-Employment) Post Test	Pending	10/15		N
62.130	Sworn First Amendment Judgement Affidavit	Permanent (Personnel Jacket)	5/11	70.14	N
62.131	Civilian First Amendment Judgement Affidavit	Permanent (Personnel Jacket)	5/11	70.15	N
62.133	Background Investigation Inquiry	Permannent (Pesonnel Jacket)	10/15		Y
62.134	Performance Evaluation - Civilian Members	Pending	11/17		Y
62.135	Job Opportunity Be Announcement	1 year after vacancy filled	6/08	74.2	N
62.136	Request to Fill Vacancy (copy 1)	(copy 1)10 yrs. (copies 2 & 3) New budget yr. (copy 4-unit) Unit vacancy filled	6/12	74.3	N
62.138	Letter of Recommendation	Pending	2/18		Y
62.140	Request for Identification Card	5 years	12/13	74.79	N
62.141	Equipment Transaction Receipt	5 years	10/10	74.80	N
62.144	Notice to Employees Leaving Employment	Personnel Jacket	4/17		Y
62.145	Receipt of General Order G01-06 Commission on Accreditation for Law Enforcement Agencies (CALEA)	Personnel Jacket	4/15		Y
62.152	Personal History Questionnaire -Sworn (PHQ)	File (Personnel Jacket); if rejected 3 years	11/06	74.4	N
62.153	Oath of Office	File (Personnel Jkt)	3/95	74.5	Y
62.157	Personal History Questionnaire-Background Investigation Cadet Program	File (Personnel Jkt.)	10/98	74.83	N
62.162	Personal History Questionnaire - Civilian	File (Personnel Jkt.); if rejected 3 yrs.	1/08	74.4	N
62.163	Candidate Contact	Pending	7/12		Y
62.164	Authorization to Release Information and Waiver	Pending	1/17		Y
62.168	Applicant Fingerprint Card	File (Pers. Jacket)	2/17	74.96	N
62.173	Home Background Interview - Declaration of Applicant	Pending	2/17		Y
62.180	Character Reference & Neighborhood Review	File (Personnel Jacket)	11/12	74.12	Y
62.181	Employment Check	File (Personnel Jacket)	3/13	74.13	Y
62.192	Voluntary Withdrawal from Eligibility List for P.O. Exam	5 years	2/17	74.76	N
62.205	C.P.F.T.A. Training Academy	Permanent	5/07		Y
62.206	Probationary Police Officer Information Sheet	Pending	10/12		Y
62.215	Supervisor's Guidelines Nondisciplinary Intervention Program	Does Not Apply	4/12		Y
62.216	Non-Disciplinary Intervention Report	5 years	8/15		Y
62.217	Individualized Performance Plan	Personnel Jacket	9/10	74.81	Y
62.250	Special Police Personnel Card	Until no longer useful	7/14	74.18	N
62.252	Application for Appointment of Special Police	2 years after termination of employment/5 years after revocation or denial	7/14	74.20	N
62.253	Employer Application for Special Police	2 yrs. After termination of employment 5 yrs. After revocation or denial	7/14	74.20	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
62.254	Certificate of Appointment - Special Police	5 years	7/14	74.21	N
62.293	Sharps Injury Log	Pending	7/17		Y
62.294	Hepatitis B Vaccine Declination	Pending	10/17		Y
62.295	Employees With Occupational Exposure	Pending	7/17		Y
62.296	Equipment Labeling	Pending	7/17		Y
62.297	Job Hazard Assessment	Pending	7/17		Y
62.326	Personnel Data Entry Worksheet	1 month after entry into system	5/11	74.28	N
62.330	Star Control Card	Permanent	11/01	74.30	N
62.331	Leave of Absence Index	Until leave expiration	9/81	74.31	N
62.345	Designation of Beneficiary	Personnel Jacket	8/10	74.98	N
62.346C	Emergency Contact Information Roster	File (Personnel Jacket)	9/01		N
62.347C	Emergency Contact Information	File (Personnel Jacket)	9/01		N
62.348	Insurance Information Index	Admin. use is done	3/88	74.36	N
62.350	Tuition Reimbursement Application	18 months	3/14	74.37	Y
62.356	Vocational Training Reimbursement Program Application	Pending	9/14		N
62.357	Performance Evaluation - Sworn Supervisors	Pending	9/17		Y
62.358	Performance Improvement Plan (PIP) - Sworn Supervisors	Pending	9/17		Y
62.366	Personnel Concerns Progress Report	1 year	9/10	72.6	Y
62.369	Medical or Complaint Log Investigation Conflict Certification	Pending	5/06		Y
62.372	Hospital Release	Pending	9/15		Y
62.373	Physician Release	Pending	9/15		Y
62.374	Limited Duty Email Notification Acknowledgement	Pending	9/15		Y
62.381	Injury on Duty Report Supplement	File (Med. Jacket)	5/06	74.42	Y
62.384	Injury on Duty Processing	1 year	9/15	74.43	Y
62.387	Request For Hospital Bill And Report Letter- Medical Services Section	Does Not Apply	5/06		Y
62.388	Notification of Legal Action to Recover Damages	File (Medical Jacket)	9/15	74.44	Y
62.396	Medical Roll Certification	File (Medical Jkt.)	9/15	74.92	N
62.402	Medical Absence Follow-up Report	File (Personnel Jkt.)	8/80	74.50	N
62.403	Yearly Record of Medical Disability	3 years	12/91	71.1	N
62.409	Sickness Report/Absence from Home Log	6 periods	8/13	18.22	Y
62.418	Report of Exposure to Communicable Disease/Hazardous Material	(Orig.) File (Medical Jkt.) (copy) Until no longer useful	9/15	74.54	Y
62.420	Hospital Run Sheet	1 year	5/01	74.74	N
62.424	Appraisal of Health History	File (Medical Jacket)	7/10		N
62.426	Physical Examination Record	File (Medical Jkt.)	7/10	74.56	N
62.435	Medical Excuse	File (Medical Jkt.)	1/16	74.61	N
62.441	Drug Test Specimen Affidavit	negative: until lab notification. received; positive until adjudicated	3/11	74.72	N
62.442	Hair/Nail Sample Test Affidavit	until notification from lab of neg. test or positive test is adjudicated	6/99	74.82	N
62.461	Mandatory Physical and/or Psychological Examination Notification	File (Medical or Drug Screen)	7/10		N

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62.463	Random Drug & Alcohol Testing Notification	Orig.-negative: until lab notification. Received; positive: until adjudicated; unit copy: 30 days	1/12	74.72	N
62.464	Medical/Psychological Examination Administrative Proceedings Rights	Pending	9/14		N
62.465	Respirator Medical Evaluation Questionnaire	File (Medical Jacket)	9/15	74.77	N
62.467	Civilian Analysis Specimen Affidavit	Negative: until lab notification received, positive: until adjudicated	1/12	74.99	N
62.472	Law Enforcement Officials Request for Protected Health Information	Pending	9/15		N
62.473	Application for a Limited Duty Assignment	Pending	9/15		Y
62.474	Certification of Eligibility for a Limited Duty Assignment	Pending	9/15		Y
62.475	Medical Certification for Limited Duty Assignment	Pending	9/15		Y
62.476	Certification of Eligibility for an Accommodation Due to Pregnancy	Pending	9/15		Y
62.477	Essential Functions For Limited Duty Approval	Pending	9/15		Y
62.478	Limited Duty Notification Letter - A (30 Days)	Permanent (Personnel Jacket)	9/15		N
62.479	Limited Duty Notification Letter - B (90 Days)	Permanent (Personnel Jacket)	9/15		N
62.480	Traumatic Incident Stress Management Program Notification	Pending	9/15		Y
62.481	Notification of Medical Services Policies and Restrictions	Permanent (Personnel Jacket)	9/15		Y
62.482	Employee Assistance Program Authorization For Release Of Information	Pending	2/18		Y
62.483	Traumatic Incident Stress Management Program Authorization For Status Release	Pending	11/17		Y
62.500	Hire Certification Form:Non-Bid Duty/Non-Bid Unit Assignment	Personnel Jacket	5/17		Y
62.501	Non-Bid Unit Assignment Screening & Job Specific Criteria	Personnel Jacket	6/15		Y
62.502	Non-Bid Unit Assignment Candidates Selected For Interview Form	Personnel Jacket	6/15		Y
62.503	Non-Bid Unit Interview Notification Form	Personnel Jacket	6/15		Y
62.504	Non-Bid Unit Assignment Candidate Selection Form	Personnel Jacket	6/15		Y
62.505	Non-Bid Unit Assignment Eligibility Pool Form	Personnel Jacket	6/15		Y
62.506	Candidate Assessment Form	Personnel Jacket	6/15		Y
62.507	Non-Bid Duty Assignment Justification Memorandum (Tact Teams and Foot Patrols)	Personnel Jacket	6/15		Y
62.508	Non-Bid Duty Assignment Use of Eligibility Pool Justification Memorandum (Tact Teams and Foot Patrols)	Personnel Jacket	6/15		Y
63.104	Medications Commonly Used to Treat Mental Illness	None	6/12		N
63.112	Direct Order Against Fraternization	Pending	9/04		N
63.113	Attending School Notification	Pending	9/04		N
63.114	Acknowledgement of Loss of Exemption Upon Termination	Pending	9/04		N
63.121	Course Summary Sheet-eLearning Modules-Streaming Video	Pending	6/17		Y
63.122	Course Summary Sheet-Guest Presenters	Pending	6/17		Y
63.200	Training Class Card	1 year	1/03	59.2	N
63.220	Field Training and Evaluation Program Daily PPO Refresher Training Program	1 year	5/03		N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
63.221	Field Training and Evaluation Program PPO Extended Refresher Training Cycle Summary Report	1 year	5/03		N
63.222	Field Training and Evaluation Program PPO Refresher Training Cycle Summary Report	1 year	5/03		N
63.328	Recruit Firearms Shooting Record	10 yrs	8/10	60.11	N
63.340	Ammunition Report	Until no longer useful	1/08	60.15	Y
63.344	Firearm Loan Receipt	Pending	4/12		Y
63.345	Training Deficiency Notification	1 year	9/16	60.18	N
63.346	Firearms Training Unit Attendance Sheet	Pending	2/16		Y
63.353	Participant Testing Release & Waiver & Release of All Claims (Physical Fitness Incentive)	1 year	7/03	59.10	Y
63.354	Sworn Personnel P.O.W.E.R. Test	1 year	9/08	70.16	N
63.440	Request for Service	1 year	1/98	60.26	Y
63.450	Field Reporting Manual	Does not apply	12/85		Y
63.451	Incident Reporting Guide	Does not apply	1/11		Y
63.470	Illinois Traffic Crash Report SR 1050 C Form Preparation Instructions	Does Not Apply	6/14		Y
64.119	Transfer Record/Inventoried Property	(white) 5 years (pink) 1 year (blue) 2 years	2/77	94.21	N
65.108	Request for Headquarters Secured Access Authorization	2 years	4/09	62.27	Y
65.109	Department-Issued Electronic Communication Device Compliance Statement	Pending	1/16		Y
65.117	E-Mail Account Request Form for Network Connected Computers	Pending	4/15		Y
65.118	E-Mail Compliance Statement	Pending	4/15		Y
65.119	E-Mail Search Request	Pending	11/15		Y
65.224	Digitally Recorded Data Viewing/Hold/Duplication Request	Pending	10/16		Y
71CP10	Time Roll (unit copy)	6 mos. after superseded		66.2	N
ACC-3230-34	Animal Inventory (pink)	30 days		11.72	N
CCM602/08/09	Bail Bond Receipt Book	1 year		11.73	N
DC-464-2	Report of Extraordinary or Unusual Occurrence	1 year - unit 2 years - OPS		11.79	N
DPGS-1460-1	Report of Occupational Injury or Illness (gold copy)	Unit - 1 year		16.12	N
DPOL 8149	Overtime/Out of Grade Pay Listing	Sworn - 6 months (unit copies) Civilian DPOL 8968		66.12	N
DPOL 8794-01	Inventory Control Record	(copy 1) 10 years (copy 2) until next inventory		94.16	N
DPOL 8795	Holiday Premium Pay Listing	Finance 6 months (Unit Copies) 6 months		66.12	N
DPOL 9258	Active Criminal Warrants	Until superseded		97.67	N
DPOL8010-01	Unit of Assignment Recall & Check off Roster	Until superseded		11.81	N
Non-CPD	Request for Hearing-Intent to Impound Vehicle-DoAH	Does Not Apply	5/14		Y
NONE	Body Worn Camera Video	90 days unless extended hold requested			N
NONE	C.T.A. Surveillance Card	1 year		15.3	N
NONE	Citation, Personal Service (Dept. record copies)	2 years & after audit (transfer to Records Storage)		100.35	N
NONE	City of Chicago Payroll Register (Unit copy)	Finance: 5 yrs. if audited (Unit Copy) 6 mos.		66.9	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
NONE	Commanding Officer's Book	1 year		18.2	N
NONE	Commercial Driver "Out-of-Service" Order (Sworn Report)	1 year		26.15	N
NONE	Complaint Register (C.R.) File	5 years after conclusion of investigation. Exception 1) Permanently when filed with Police Board. 2) 5 yrs. after final court adjudication.		8.2	N
NONE	Complaints, Mayor's Office of Inquiry & Information	C.R. cases-File (C.R.) Not C. R. - 3 yrs		8.11	N
NONE	Computer printouts (unless listed by name in this schedule)	60 days		61.10	N
NONE	Court Notification Book	2 years		18.25	N
NONE	Daily Bulletin (original)	Permanent retention by Graphic Arts		90.7	N
NONE	DUI Case Files	10 years		28.15	N
NONE	Formal Inspection Report	Until next inspection		22.128	N
NONE	Grievance Files (Original)	5 years after arbitration or settlement		63.4	N
NONE	In Car Camera Video	90 days unless extended hold requested			N
NONE	Inspection Log of Persons in Custody	6 periods after last entry		11.76	N
NONE	Juvenile Jacket	Unit-until age 17; in Records Ctr. 80th birthday or death	8/83	49.19	N
NONE	Mayor's Office of Inquiry & Information Complaints	C.R. cases-File (C.R.) Non-C.R.: 3 years 8.12		8.11	N
NONE	Medical Jacket	7 yrs. after termination, if no claims or litigation; disabled member: until death		71.4	N
NONE	Miscellaneous Receipt Book	1 period after filled		1.1	N
NONE	Motor Vehicle Inventory File	1 yr. after disposition		88.2	N
NONE	News/Press Releases (orig.)	Permanent		6.1	N
NONE	Ordinance Complaint	(gold Dept. copy) 3 periods (pink Dept. copy) 3 periods after adjudication (blue officer's copy) 6 months after last entry in bk.		15.5	N
NONE	Overtime Authorization Log	2 yrs. after last entry		18.21	N
NONE	Parking Violation Notice Receipt	As per Dept. Notice (no less than 6 mos.)		30.26	N
NONE	Personal Service Citation (Dept. copy)	2 yrs. & after audit		100.35	N
NONE	Personnel Jacket	Work & salary history records 60 yrs./ employee's 78th birthday; all other records 5 yrs. after termination. Sworn , Civ., Crossing Guard		70.3, 70.4, 70.5	N
NONE	Personnel Orders (original)	2 years		70.1	N
NONE	Recording Tapes, C.O.S.	Erase & reuse after 30 days (Note: except tapes on HOLD refer to Dept. Spec. Order)		78.26	N
NONE	Search Warrant File	1 year		18.7	N
NONE	Statement of Economic Interest (blue)	3 years		11.80	N
NONE	Summary Punishment File	1 year		9.6	N
NONE	Task File	Permanent		55.13	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
NONE	Traffic Citation Book Receipt	As per Dept. Notice (no less than 6 mos.)		30.26	N
NONE	Unit Civilian Members Collective Bargaining	1 yr. after last remaining grievance is resolved		63.14	N
NONE	Unit FOP Grievance Log Book	1 yr. after last remaining grievance is resolved		63.13	N
NONE	Unit Personnel Jacket	Retain until termination then to Personnel Div.		11.47	N
NONE	Urine Drug Test File	Negative: until lab report received; positive: until adjudicated		74.73	N
PER-72	Employee Change of Address Form- City of Chicago	Personnel Jacket	8/10		Y
PER-95	Performance Evaluation	5 years	9/85	11.77	Y
PER-96	Performance Evaluation-Supervisory	5 years	9/85	11.78	Y
S880045A	Ethics Act Signature List	1 year		11.75	N
Varies	Case Report File	(orig) Retain according to current "Application for Authority to Dispose of Local Records in Cook County" (pink) 60 days		11.10	N