











**m) Concealed Pistol Licensing** procedures

**n) Court Ordered Seal/Expungements**

Suggest creating a master name record “sealed record” and “expunged record”. Describe process for redacting and whether these records will be kept or destroyed...

**5. Records Maintenance**

a) The Records Unit will maintain records according to the policies set forth in the Records Management Policy XXXX . The Records Unit will be the custodian of all ----- original records.

b) Investigative case files maintained by detectives will be maintained by the investigator until the investigation is complete. Once complete, the case file shall be given to the Records Unit for processing.

c) Employee training records will be maintained in...

d) Personnel records will be maintained in...

e) Other....

f) Document Imaging: All supporting documentation will be imaged and maintained as follows:

**6. Public Disclosure Requests** procedures (reconcile with existing City/County policy). [Include provision for notifying employees when they are subject of a public records request]

**7. Records Disposition**

The Records Unit will manage an annual records destruction process according to ----- approved records retention schedules and City/County of ----- Policy.

a) Each division will have a designated Records Liaison who will coordinate annually with the Records Manager to oversee the destruction of each division’s records which are eligible for destruction.

b) The Records Manager will submit ----- State Archives Forms....

**8. Training.** Records personnel will attend annual public records and NIBRS training as scheduled by the Records Manager.

Continue adding your departmental procedures...