

CITY OF HIGH POINT

AGENDA ITEM



Title: Extension to Retention Period for Standard 6: Emergency Services and Fire Department Records. Item #3 (911 Recordings) and Item #18 (Emergency Notifications); and Standard 9: Law Enforcement Records. Item #136 (Law Enforcement Audio and Video Recordings) in the Municipal Records Retention & Disposition Schedule

From: Lisa Vierling, City Clerk

Meeting Date: March 20, 2017

Public Hearing: N/A

Advertising Date /

Advertised By:

Attachments: Excerpts from Records Retention & Disposition Schedule

PURPOSE:

To consider an extension to the retention period to the aforementioned Standards and Items identified in the Title above as contained in the Municipal Records Retention & Disposition Schedule.

BACKGROUND:

On March 6, 2016, the City Council adopted an Amendment to the Municipal Records Retention & Disposition Schedule as recommended by The Department of Natural and Cultural Resources. At that time, Council Member Cynthia Davis requested the retention period for the following records be extended for a longer period and suggested 6 months or 12 months.

Standard 6. Emergency Services and Fire Department Records
Item #3 (911 Recordings); and Item #18 (Emergency Notifications); and

Standard 9. Law Enforcement Records
Item #136 (Law Enforcement Audio and Video Recordings)

Staff has reached out to Police Chief Kenneth Shultz and to Steve Lingerfelt, Director of Information Technology Services. Staff currently retains 911 recordings for 90 days, but has determined that our current recording system does have the capacity to extend this to 180 or even 365 days without adding additional storage capacity.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to authorize staff to retain the aforementioned records for a longer period of time .

STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency municipal fire departments.

ITEM#	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS	
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS
1.	911COMMUNICATION RECORDS Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file. ¹
2.	911FILE Information regarding the implementation, training, and operations of the 911system.	Destroy in office after 5 years.
3.	911 RECORDINGS Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.
4.	ACCIDENT FILE Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*
5.	ACTIVITY REPORTS Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

[†] See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention period. Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space p

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS	
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS
13.	CONSOLIDATED MONTHLY REPORTS	Destroy in office after 5 years.
14.	DAILY LOG Logjournal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.
15.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. See also COMPREHENSIVE PLAN item 19, page 4.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends. [†] Agency Policy: Destroy in office after _____ b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete. c) Destroy in office background surveys, studies, reports, or drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.
16.	DISPATCH FILE Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.
17.	DISPATCH RECORDINGS Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.
18.	EMERGENCY NOTIFICATIONS Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.

*See **AUDITS, LITIGATION; AND OTHER OFFICIAL ACTIONS**, page vi.

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ITEM#	STANDARD 9: LAW ENFORCEMENT RECORDS.	
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS
134.	WORK RELEASE EARNINGS REPORTS Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*
135.	WRECKER SERVICE RECORDS Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1year if not made part of a case file b) If record is made part of a case file follow disposition instructionsforCASE HISTORY FILE: FELONIESitem 17, page 64; orCASE HISTORY FILE: MISDEMEANORS item 1 page 64.
136	LAW ENFORCEMENT AUDIOAND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) item 44, page 71. See also MOBILE UNIT VIDEO TAPES item 81,page 80.	a) Destroy in office after 30 days if not made part of a case file.* b) If records are made part of a case file follow disposition instructionsforCASE HISTORY FILE: FELONIESitem 17, page 64; orCASE HISTORY FILE: MISDEMEANORS item 1 page 64.

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