

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>5.02.1</b>	
<i>Subject</i> <b>Records Retention</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i> <b>5.02.1 Records Retention</b>		<i>Review Date</i> <b>January 1, 2017</b>	
				<i>Pages</i> <b>2</b>	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to require compliance with state law and the records retention schedule adopted by the City of Texarkana, Texas.

**SECTION 2 POLICY**

It is the policy of the Department that all personnel will comply with the provisions of the City of Texarkana, Texas records retention schedule and the provisions of this directive.

**SECTION 3 PROCEDURES**

- A. The City of Texarkana, Texas has adopted the Texas State Library and Archives Commission Records Retention Schedule for Records of Public Safety Agencies for Local Governments. All Department personnel will comply with the terms of said records retention schedule as it relates to the following types of records:

**Part 1: Records Common to Public Safety Agencies**

- Section 1-1: General Operations Records
- Section 1-2: Vehicle, Equipment, and Animal Records
- Section 1-3: Personnel Records
- Section 1-4: Emergency Communications Records

**Part 2: Law Enforcement Records**

- Section 2-1: Arrest and Offense Records
- Section 2-2: Incident Records
- Section 2-3: Operational Support Records
- Section 2-4: Jail Records to include any fingerprints and photographs of the defendant
- Section 2-5: Juvenile Delinquency Records
- Section 2-6: Records of Writs and Process
- Section 2-7: Permit Records and Associated Documentation
- Section 2-8: Financial Records
- Section 2-9: Personnel and Training Records
- Section 2-10: Miscellaneous Records

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- B. The destruction of any records in the Department's possession must be done in accordance with the schedules listed above.
- C. The Central Records and Communications (CRC) Records Manager is responsible for the retention of all Department records and the proper destruction of all department records in accordance with the records retention schedule.
- D. All other department personnel are prohibited from destroying any department records of any type without prior approval from the Chief of Police.
- E. The Records Manager shall maintain receipts of all records which have been destroyed.
- F. RESPONSIBILITY
  - 1. All members of the Department shall know and comply with all aspects of this directive.
  - 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.