



WRITTEN DIRECTIVE	No. ADDENDUM	Page: 1 of 1
Subject: Body Worn Cameras (PD 0408)	Effective Date:	03-23-16
	Supersedes/ Amends:	NEW
	Reference:	



BWC digital recordings must be maintained in accordance with the Library of Virginia records retention schedule as required by the Virginia Public Records Act.

1. Felony Crimes Against Persons – 100 years (100771/200145)
2. Felony Crimes Against Property – 50 years (200146/200147)
3. Misdemeanors – 10 years (000266/200148)
4. Crashes – 3 years (100781/005670)
5. Traffic Stops (Non-Crashes) – 2 years (100791)
6. Person Contact – 7 months (200163)
7. Missing Person / Runaway – Can be up to 75 years (100780/100779/100755)
8. Administration (Internal Investigations, Informal Complaints, Use of Force, Litigation) – Can be indefinite (100770)
9. Digital Recordings not Used as Evidence – 30 days (100796)

Numbers in parenthesis' reflect the Library of Virginia Series Number.

The full Library of Virginia Records Retention Schedule can be located at http://www.lva.virginia.gov/agencies/records/sched_local/gs-17.pdf