



WRITTEN DIRECTIVE	No. ADDENDUM	Page: 1 of 2
Subject: RECORDS STORAGE (PD 1303)	Effective Date:	09-09-14
	Supersedes/Amends:	Addendum Dated
	Reference:	82.3.5



Secured and Maintained By	Type of Record	Minimum Retention Period
Professional Standards Captain (Office of the Chief of Police)	Internal Investigations	Indefinitely
	Freedom of Information Requests	LVRRS
	Subpeona of Duces Tecum	LVRRS
Office of the Chief of Police	Personnel Files (current, inactive, retired)	Indefinitely
	Pre-employment Files	Indefinitely
	Off-duty Handgun Requests	LVRRS
	Off-duty Employment Requests	LVRRS
Field Operations Deputy Chief	Use of Force Investigations	Indefinitely
	Vehicle Pursuit Investigations	Indefinitely
	Accidents Involving Police Vehicles	Indefinitely
	Assembly / Parade Permits	LVRRS
Investigations and Administration Deputy Chief	Quarterly Audits of:	LVRRS
	Petty Cash, Property & Evidence Checking, Specials Services Account, Travel Fund, Records Cash Account	
Finance Office (Office of the Chief of Police)	Payroll Records	LVRRS
	Benefits Records	LVRRS
	Employee Medical Physical Records	Indefinitely
	Promotional Process Records	Indefinitely
	FMLA / Worker's Comp Records	Indefinitely
	Budget / Grant Records	5 years
Personnel and Training Unit (Investigations and Administration)	Recruiting Records	LVRRS
	Hiring Process Records	LVRRS
	Employee Training Records	LVRRS
Vice / Narcotics Unit (Investigations and Administration)	Confidential Informant Records	LVRRS
	Drug and Gang Intelligence	LVRRS
Property and Evidence Section Investigations and Administration	Evidence, Recovered, and Found Records	Indefinitely
Metro Division Lieutenant Field Operations	PTO / FTO Records	LVRRS

	Secured and Maintained By	Type of Record	Minimum Retention Period
	Accreditation Manager (Office of the Chief of Police)	CALEA Compliance Files Original Signed PD Directives	Indefinitely As Needed
	LVRRS = Library of Virginia Records Retention Schedule		
	http://www.lva.lib.va.us/whatwedo/records/sched_local/GS-17.pdf		