

# FORMS RETENTION SCHEDULE - Alphabetical Listing

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
"Hot Spot" Designation Application	21.372	Pending	6/15		Y
A Communication Guide for Police Officers	51.100	Not Applicable	5/06		N
A/V Repair Request	32.706	2 years	1/01	79.37	N
Accept/Reject Alternate Penalty/Finding Discipline Screening Program Results	44.238	File (C.R.)	6/12	10.64	Y
Accept/Reject Original Penalty Discipline Screening Program Results	44.238-A	File (C.R.)	6/12	10.64	Y
Acknowledgement of Loss of Exemption Upon Termination	63.114	Pending	9/04		N
Acting in a Higher Rated Position (Civilian)	11.646	2 1/2 years	4/02	11.66	Y
Active Criminal Warrants	DPOL 9258	Until superseded		97.67	N
Additional Witness Information-Personal Service Citation	22.114	None	2/03		Y
Administrative Citation Control Sheet	11.495	6 months	11/01	11.113	Y
Administrative Notice of Ordinance Violation (ANOV)	11.497	3 years	1/06	11.98	N
Administrative Notice of Ordinance Violation Hearing Date/Hearing Time Change(s)	11.566	Pending	7/12		Y
Administrative Proceeding Rights/Notification of Charges/Allegations	44.105	File (C.R.) File (Drug Test)	6/09	10.4	Y
Affidavit of Employment	31.563	W./Gun Registration.	10/13	97.56	Y
AFIS Documentation Worksheet	31.858	Pending	3/15		Y
Alcohol/Drug Influence Report	22.118	10 years	12/14	28.18	N
Allstate Proposal	21.712	Pending	8/09		Y
Alternate Response Call Screening Volume	32.524	6 months	7/97	78.31	Y
Ammunition Report	63.340	Until no longer useful	1/08	60.15	Y
Animal Inventory (pink)	ACC-3230-34	30 days		11.72	N
Announcements For The Daily Bulletin	11.464	5 years	1/14		Y
Annual Furlough Application - Exempt Personnel	11.610	Until return from furlough	11/11	39.12	Y
Applicant Fingerprint Card	62.168	File (Pers. Jacket)	11/10	74.96	N
Application for a Limited Duty Assignment	62.473	Pending	1/12		Y
Application for Appointment of Special Police	62.252	2 years after termination of employment/5 years after revocation or denial	7/14	74.20	N
Application for Authority to Dispose of Local Records	31.408	Permanent	2/04	97.17	Y
Application for District Advisory Committee and Subcommittee Membership/Officer positions, Beat	21.707	Pending	1/10		Y
Application for Police Certificate	31.420	6 periods	10/71	100.34	Y
Application for Use of Chicago Police Department Facility	11.904	Pending	12/11		Y
Application/Bureau of Detectives	23.220	Pending	1/12		Y
Application/Bureau of Internal Affairs	44.239	5 years	6/12	10.65	Y
Application/Bureau of Organized Crime	41.300	5 years	9/11	39.18	Y
Appraisal of Health History	62.424	File (Medical Jacket)	7/10		N
Approval for "Ride-Along"	11.425	1 year after expiration	1/12	121.15	Y
Arrest Information	11.430	Permanent	11/72	11.13	N

# FORMS RETENTION SCHEDULE - Numerical Listing

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
11.110	Registered Envelope Receipt (for Bail Bond Money)	File (Misc. Receipt Book)	3/14	11.1	N
11.143	Chicago Police - Operations Calendar	Does Not Apply	Annual		Y
11.155	Chicago Police Department Inter-Office Communication	1 year until no longer useful	9/03	11.88	Y
11.165	Emergency Medication Plan - Household Information Form	Does Not Apply	5/10		Y
11.169	Personnel Jacket File Certification Card	Until filled	8/05	11.7	Y
11.178	Routing Slip	Does Not Apply	6/14		Y
11.193	City Of Chicago Employee Ethics Training Administrator's Evaluation Form	Does Not Apply - Retained by Chicago Board of Ethics	4/07		Y
11.194	City Of Chicago Employee Ethics Training Employee Evaluation Form	Does Not Apply - Retained by Chicago Board of Ethics	4/07		Y
11.195	City of Chicago Hiring Plan Contact Letter	Pending	6/15		Y
11.200	Notice Of Exception To Eligible Users List - City Of Chicago Employee Ethics Training	Does Not Apply - Retained by Chicago Board of Ethics	2/09		Y
11.377	Tactical Response Report	3 yrs. unless litigation	3/08	11.122	Y
11.379	Taser Non-Field Deployment Report	2 years	3/12		Y
11.380	General Offense Case Report	See: Case Report File	8/96		N
11.383	Victim Information Notice	None	5/13		Y
11.385	Victim Complainant Signature	Pending	7/03		Y
11.386	Police Shooting Checklist	3 yrs. unless pending litigation	11/11	11.123	Y
11.387	First Amendment Investigations Unit Log	Pending	8/03		N
11.390	Police Parole Compliance Missing Log	5 years	3/12	22.192	Y
11.406	Hospitalization Case Report	See: Case Report File	1/04		N
11.407	Missing/Found Person Case Report	File (Case Report) Open Cases -Perm. Cleared Cases-1 year Pink-60 days  Open Cases - Permanent Cleared Cases - 1 year	11/90	49.1	N
11.408	Lost & Found Case Report	See: Case Report File	4/84	100.28	N
11.409	Recovered Vehicle Supplementary Report	File (Case Report)	4/84		N
11.411-A & B	Supplementary Report	File (Case Report) (pink copy) 60 days	2/12	11.10	N
11.412	Vehicle Theft Case Report	See: Case Report File (copies) 1 year	9/03	36.13	N
11.413	Vehicle Tow Report	(white) 1 year (pink) 60 days	3/15	88.2	N
11.414	Vice Case Report	See: Case Report File	8/96	43.100	N
11.415	Worthless Document Case Report	See: Case Report File	5/00		N
11.417	Case Report Transfer List	(pink) Until yellow returned	8/14	11.82	N
11.418	Case Assignment Slip	(yellow) 6 periods (blue) Until no longer useful	8/82	50.8	N
11.419	Miscellaneous Incident Exception Report	1 year	7/72	15.1	Y
11.420	Arrest Report	(orig) 2 yrs.Ident, 6 yrs Rec. Storage;non-stat.-perm juv-legal age +1 yr. (buff) perm (blue) 6 mos(pink&gldn. rod) destroy if release w/o	3/02	49.5	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
11.425	Approval for "Ride-Along"	1 year after expiration	1/12	121.15	Y
11.426	Search Warrant Log	2 yrs. from last entry	11/96	11.95	Y
11.429	Notice Of Violation Of Business Solicitation On The Public Way	Does Not Apply	3/12		Y
11.430	Arrest Information	Permanent	11/72	11.13	N
11.432	Arrestee Control Sheet	(copy) 6 months or no longer useful	2/06		Y
11.433	Mass Arrest Card	None	1/12		Y
11.435	Specialized Transportation Voucher	7 years	11/02	11.89	Y
11.436	Domestic Violence Liaison Officer Monthly Report	2 years	3/13		Y
11.439	CHRIS Case Problem	2 years	11/99	11.105	Y
11.440	First Amendment Worksheet	10 years	10/03	11.124	Y
11.441	Law Enforcement Report of Conviction	Does Not Apply	6/93		Y
11.442	Request for Non-Suit Personal Service Citation	(yellow) 5 years (pink) per Dept. Notice	9/98	11.102	N
11.443	Domestic Incident Notice	Does Not Apply	1/15		Y
11.446	Sr. Citizens'-Disabled Persons' Emergency I.D. Program	Until no longer useful	1/07	11.17	Y
11.451	Officer Battery Report (orig.)	2 yrs. (unit copy) 1 year (OPS copy) 1 yr. unless litigation	3/08	11.18	Y
11.452	Towed Vehicle Disposition	1 year	10/14	88.2	Y
11.454	Dying Declaration	File (Case Rep.)	3/01	11.19	Y
11.455	Supervisor's Management Log	3 periods	1/12	11.21	Y
11.457	Vehicle/Equipment Inspection Report	3 months	7/10	11.22	Y
11.458	Unit Inspection Report	1 yr.	11/07	50.17	Y
11.460	Suspect Person/Suspect Vehicle (card)	Until no longer useful	11/88	11.23	N
11.461	Information Report	(Without Sex Offender Information) 1 yr. & no longer useful (With Sex Offender Information) 15 yrs. (First Amendment Information) 10 years	3/12	12.06	Y
11.463	Material Submitted for Use in the Daily Bulletin	5 years	3/12	49.13	Y
11.464	Announcements For The Daily Bulletin	5 years	1/14		Y
11.466	Special Event Evaluation Report First Amendment Information	60 days/no longer useful 10 days	4/84	12.12	Y
11.468	LEGAL NOTICE for City of Chicago Municipal and State Violations Animal Seizure	Pending	4/15		Y
11.475	Vehicle Relocation Report	13 periods	11/79	11.26	Y
11.476	Police Notice - Accident	Does Not Apply	6/00		N
11.478	Public/Private Parking Complaint	Attach (White - Original) to appropriate violation, (Yellow) copy given to complainant	12/13	11.27	N
11.479	Relocated Vehicle Release	13 periods	11/79	11.28	Y
11.480	Required Warnings to be Given Prior to Interrogation	Does Not Apply	11/87		N
11.483	Consent to Search	Permanent	5/07	11.29	Y
11.484	Miscellaneous Incident Reporting Table	Does Not Apply	2/13		Y
11.487	Use of Force Card	Does Not Apply	3/03		N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
11.490	Facsimile Message	orig. 1 year	4/08	78.34	Y
11.491	Request to Review/Hold Recording Tapes	1 year after release	10/92	78.25	Y
11.492	Cancellation/Administrative Release of the Administrative Notice of Ordinance Violation (ANOV)	6 months	10/14	11.97	Y
11.495	Administrative Citation Control Sheet	6 months	11/01	11.113	Y
11.496	Citation Control Sheet	Upon issuance of Dept. Notice (no less than 6 mos.)	4/09	15.9	Y
11.496	Citation Control Sheet (for Ordinance Complaints)	6 months after last entry	4/09	15.9	Y
11.497	Administrative Notice of Ordinance Violation (ANOV)	3 years	1/06	11.98	N
11.497-S	Possession of Cannabis (MCC 7-24-099) ANOV Mail-In Option	NO RETENTION	7/12		N
11.498	Transfer Listing for MCC Administrative Notice of Ordinance Violation (ANOV)	(white, yellow, pink) 6 months after last entry	12/99	11.99	N
11.499	Request for Administrative Release of Violation Notice	Canary: 5 yrs., pink: per Dept. Notice	4/13	11.32	N
11.500-A	Personal Property Envelope (Plastic bag) Size 7.5 x 12.5	Destroy after use	1/90	11.33	N
11.500-B	Personal Property Envelope (Plastic bag) Size 15 x 22.5	Destroy after use	1/90	11.33	N
11.502	Personal Property Form (yellow - book)	5 years after last entry	3/14	93.8	N
11.505	Leg Iron Control Sheet	6 months	8/02	11.125	Y
11.509	Consent To Search Data Sheet	Pending	5/07		Y
11.511	Evidence (plastic bag)	Destroy upon disposition of property	10/96	11.35	Y
11.512	Deceased Remains Transportation Report	5 years (White Copy), Case Report File (Goldenrod Copy)	4/04		N
11.516	Detention Report	3 years	6/14	93.10	Y
11.521	Report of Strip Search (original)	Permanent	10/81	3.5	Y
11.523	Guidelines for Arrestee Screening and Monitoring	Does Not Apply	5/13		Y
11.524	Arrestee Medical Clearance Report	3 years	6/82	11.38	Y
11.525	Inner Evidence Bag	Destroy upon disposition of property	11/14	11.35	N
11.551	Court Complaint Transmittal (pink) (gold)	Automated in the CLEAR system	9/03	11.40	Y
11.552	Court Appearance Information	Does not apply	3/15		N
11.554	Court Notification/Sworn Member	Destroy after compliance	11/89	11.41	Y
11.560	Notification of Court Absence	1 period after filled	4/02	11.45	N
11.562	Court Citing Date Card For The Case Assignment Category Entitled "Misdemeanor & City Ordinances"	Does Not Apply	Annual		Y
11.564	Nonconsensual Blood Draw Request	Attach to CPD-22.118 Alcohol/Drug Influence Report - 10 years	6/12	28.18	Y
11.566	Administrative Notice of Ordinance Violation Hearing Date/Hearing Time Change(s)	Pending	7/12		Y
11.567	Business Closed by Order of Superintendent of Police Notice & Sticker	None	6/15		Y
11.573	Attorney Visitation Notification	Pending	5/12		Y
11.574	Domestic Incident Notice (Braille Version) Log	Does Not Apply	12/09		Y
11.600	Personnel Card	Retain in member's unit; File (Personnel Jkt.) after termination	3/85	11.48	N
11.601	Unit Personnel Desk Reference	Until no longer useful	5/74	11.49	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
11.602 (A,B,S)	Time & Attendance Record (Time & Transfer Record)	2 yrs.after last entry in unit + 5 yrs Records Storage + 5 yrs. Records Storage. If terminated while card in unit transfer to Pers. Jkt., Pers. Div.	each yr.	11.50	N
11.605	Attendance & Assignment Record (original)	7 years & audit (1 period unit, balance Records Storage)	6/91	66.1	N
11.605	Attendance & Assignment Record (Unit Copy)	6 periods	6/91	11.51	N
11.608	Overtime/Compensatory Time Report	2 years	1/12	16.14	N
11.609	Furlough Selection/Absence Summary	Until return from furlough	3/12	47.10	Y
11.610	Annual Furlough Application - Exempt Personnel	Until return from furlough	11/11	39.12	Y
11.611	Personnel Change Notice	3 years	8/14	66.17	Y
11.612	Personnel Action Request (pink - orig.)	File (Personnel) or 1 yr. or depending on type of action (green) Until white returned  (white) 1 yr. duration of	10/95	11.52	N
11.613	Personnel Index	Until transferred	9/88	11.53	N
11.620	Honorable Mention Award	Not Applicable (Note: CPD-11.620 is not imprinted on this form)	3/05		N
11.626	Summary of Honorable Mention Awards	6 periods	3/04	40.3	Y
11.627	Summary of Complimentary Letters	6 periods	11/10	11.59	Y
11.628	Summary of Certificate of Recognition	6 periods	2/95	11.86	Y
11.629	Watch Selection Request	1 year	3/12	11.83	Y
11.634	Vacation Request - Civilian	Pending	11/10		Y
11.639	Out of Grade Work Authorization	2 1/2 years	9/05	11.63	Y
11.641	Voluntary Special Employment Work Report	2 years	1/87	11.64	Y
11.642	Grievance Report	5 years after arbitration or settlement, (Unit copy) 1 year after satisfied	2/11	63.4	N
11.646	Acting in a Higher Rated Position (Civilian)	2 1/2 years	4/02	11.66	Y
11.647	Request for Change of Job Assignment	6 mos. after end of yr.	9/10	11.67	Y
11.658	Request for Use of Department Owned Locker	Personnel Jacket	2/13		Y
11.660	Period Strength Report	14 periods	4/84	11.69	Y
11.661	Civilian Vacancy Status Report	1 year	7/90	11.70	Y
11.665	Behavioral Intervention System Counseling Record	1 year	11/10	11.71	Y
11.666	Counseling Session Report	1 year from last incident	4/98	11.84	Y
11.667	Stress Management Training Application	1 year	3/06	11.90	Y
11.675	Tour of Duty Exchange Report	Pending	10/12		Y
11.677	Bureau of Patrol Day Off Group Selection Request	Pending	12/14		Y
11.702	Certifying Statement	Pending	10/13		Y
11.704	Inquiry Request Worksheet	2 years	8/00	11.106	Y
11.706	P.B. & P.A. Member's Grievance Report	(white copy) 5 yrs. (yellow copy) 1 yr. after	12/03		N
11.707	Equal Employment Opportunity Complaint	3 years after settlement, (Copy 1 & 2) 5 years after investigation	4/10	11.107	Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
11.708	Release of Liability	1 year	10/00	11.108	Y
11.709	Notice To Volunteer Participants In The Chicago Police Department/Cellular One Partnership Program	Does Not Apply	10/00		Y
11.714-A	Notification to Consular Officers of Arrests or Detentions Mandatory Reporting Country	If arrested - Permanent, Not arrested - 5 years Not Arrested - 5 yrs.	12/12	11.119	Y
11.714-B	Notification to Consular Officers of Arrests or Detentions Non-Mandatory Reporting Country	If arrested - Permanent, Not arrested - 5 years Not arrested - 5 yrs.	12/12	11.120	Y
11.717	Forms Retention Schedule	NONE	4/11		Y
11.718	Department Records Index	Does Not Apply	2/92		N
11.719	City Claims Notification	7 mos.	3/12	11.127	Y
11.720	Safe School Plan Information Sheet	1 year	4/08	11.114	Y
11.802	Repair/Service Request -Public Safety Headquarters Building	1 year	1/15	11.110	Y
11.803	Event Notification Form	3 months	7/01	11.111	Y
11.804-C	Major Incident Notification Index	Permanent Data Base	10/04		N
11.805-C	Major Incident Notification Detail	Permanent Data Base	10/04		N
11.806-C	Major Incident Media Notification List	Permanent Data Base	10/04		N
11.807-C	Major Incident Notification Patrol Summary Report	Permanent Data Base	10/04		N
11.811	Chicago Police Officer's Guide to Domestic Violence Incidents	Not Applicable	1/15		Y
11.812	Domestic Violence Assessment	Pending	5/15		Y
11.813	Pawnbroker Hold/Release Order	Pending	1/15		N
11.840	Military Leave of Absence	Pending	11/14		Y
11.850	Department Wide Weekend Deployment	Pending	5/14		N
11.900	Photo/Live Lineup Advisory Form	Pending	2/15		Y
11.903	Equipment Transaction Receipt - Deployment Operations Center	Pending	8/14		N
11.904	Application for Use of Chicago Police Department Facility	Pending	12/11		Y
11.905	Headquarters Parking Registration	Pending	4/08		Y
11.907	Command Staff Vacation Carryover Request	Pending	6/10		N
11.909	Bail Bond Manual	Does Not Apply	10/10		Y
12.104	Intra-Departmental Routing	Purge when attached material is destroyed	8/92	2.2	N
12.106	Intra-Departmental Memo/Admin. Asst.	1 year	2/00	2.3	N
12.111	Correspondence Log	13 months	3/99	2.5	N
12.113	Intra-Departmental Memo/Exec. Asst.	1 year	3/11	2.6	Y
12.120	Biographical Index	Until no longer useful	8/80	2.7	N
12.121	Form Letter To Accompany Subpoena	Does Not Apply	3/03		Y
12.125	Cannabis Field Test Affidavit	Pending	3/14		N
12.126	Notification to ANOV Respondent of Negative Cannabis Test	NO RETENTION	7/12		Y
12.127	Cannabis Flowchart	NO RETENTION	2/15		N
12.131	Police Record Request to the Office of Legal Affairs	30 days after conclusion of litigation	2/15	2.11	N
12.139	Notice to Process Server	Pending	7/14		N
12.140	Gang Audit Questionnaire	Pending	7/13		Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
12.145	Subpoena Request Guidelines	Does Not Apply	5/14		Y
12.150	Retirement Letter of Recognition Request	PENDING	9/13		Y
12.151	Notice if Hearing before the Review Board Pursuant to E05-6-01	Pending	8/14		Y
12.152	Review Board Process - Voting Member Determination	Pending	8/14		Y
12.153	Review Board Determination Notice	Pending	8/14		Y
12.154	Determination in the Appeal of the Review Board Decision	Pending	8/14		Y
12.155	Information Regarding Personal Property Seized by the CPD	Not Applicable	9/14		Y
12.156	Information Regarding Vehicles Seized or Impounded by the CPD	Not Applicable	9/14		Y
12.157	Information Regarding Money Seized by the CPD	Not Applicable	9/14		Y
12.158	Notice of Forfeiture Preliminary Review Hearing	Not Applicable	1/15		Y
15.104	Task Record	File (Task) or 7 yrs. Index-permanent	4/15	55.6	Y
15.112	Review Record	File (Task, Sugg., etc.)	10/12	56.4	Y
15.135	Forms Numbering Record	Permanent	12/71	56.6	N
15.136	Form History	Permanent	3/80	56.7	N
15.140	Request for Letter of Support	1 year	1/98	56.15	Y
15.141	Grant Proposal Concept	1 year	1/98	56.16	Y
15.142	BAS Service Request Results Report	Pending	3/08		N
15.146	Statistical & Crime Data Request	Pending	4/11		Y
15.271	Request to Discontinue CPD Form	File (Form History)	5/09		Y
15.272	Request for New CPD Form	File (Form History)	5/09	56.9	Y
15.273	Request for Revised CPD Form	File (Form History)	5/09	56.14	Y
15.274	Request to Automate an Existing CPD Form	File (Form History)	5/09		Y
15.275	Memo on New or Revised CPD Form	File (Form History)	7/09		N
15.276	Memo - Forms Section	File (Form History)	7/09		N
15.512	L.E.A.D.S. Certification Transmittal Listing	Pending	4/05		N
15.516	Illinois Traffic Stop Statistical Study Sticker	Sicker on the back of the (White) copy (Traffic Stop Statistical Study Copy) of the Personal Service Citation	12/11		N
15.518	Crisis Intervention Team Application	Pending	2/13		Y
15.520	Mental Health - Crisis Intervention Report	Pending	2/13		Y
15.523	Quick Tips For Desk Personnel Safe Haven Relinquishment	Does Not Apply	5/10		Y
15.524	Cindy Bischof Law/G P S Monitoring For Violation Of Order Of Protection	Does Not Apply	5/10		Y
15.525	Uniform and Personal Equipment Field Testing Acceptance	Pending	2/14		N
15.530	Uniform Configurations Poster	Not Applicable	5/14		Y
15.532	CALEA Task Record	Permanent- Task File	5/15		Y
15.535	CALEA Analysis	File (Task) or 7 years	5/15	55.6	Y
20.003	Extreme Weather Report Results	Pending	3/12		Y
20.010	Operation Protect Youth Program - Daily Activity Report	Pending	7/12		Y
20.021	Weekly Assignment Schedule/ Det. Services	1 year	6/09	13.5	Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
21.101	Contact Information Card	1 year	8/06	15.6	N
21.102	Juvenile Contact Information Card	1 year	8/06	22.178	N
21.103	Traffic Stop Statistical Study - Driver Information Card	Pending	12/11		N
21.111	Open & Vacant Building Checklist	1 year	6/08	22.162	Y
21.113	UUW Felony Charges Card	Does Not Apply	4/00		N
21.116	Infraction Report	1 year unless litigation	6/12	14.10	Y
21.122	Cruelty/Illegal Animal Fighting ILCS Quick Reference Guide	Does Not Apply	6/13		N
21.125	Language Identification Card	Does Not Apply	9/08		Y
21.126	Language Assistance Notice	Does Not Apply	9/08		Y
21.127	Supervisor's Guide to Order of Protection Short Form Notification	Does Not Apply	12/10		Y
21.129	Short Form Notification (Illinois Attorney General)	N/A	3/13		N
21.180	Labor Controversy Interview Report	5 years	9/97	22.12	Y
21.181	Vehicle Theft Questions (Card)	Not Applicable	2/13		N
21.200	Bail Bond Cash Envelope & Receipt	Attach Bail Bond Cash Receipt to CPD-21.920 (Cash Bail Transmittal) for 2 periods	11/12	22.88	N
21.204	Covert Vehicle Log	1 year	10/00	22.163	Y
21.206	Covert Vehicle Control Sheet	1 year	7/07	22.172	Y
21.208	City Service Request	3 mos.	3/00	121.25	Y
21.220	Beat Community Meeting Log	1 year	3/12	22.153	Y
21.224	Intra-Departmental Support Service Request	Retain pink, white, yellow copies 1 year	4/09	22.154	Y
21.227	Meeting Notification	1 year	1/09	22.174	Y
21.228	District Meeting Sign in Sheet	1 year	12/09	22.175	Y
21.229	Beat Community Meeting Agenda	1 year	1/09	22.176	Y
21.230	Authorization for Photographic Use	Pending	10/08		Y
21.231	District Plan	Pending	1/09		Y
21.233	Community Participation Summary Report	Pending	1/09		Y
21.234	Court Advocacy Subcommittee Report	Pending	1/09		Y
21.235	Community Concern Sheet	Pending	10/09		Y
21.236	Campaign to Break the Code of Silence Drop Box Initiative Card	Pending	1/13		N
21.237	Campaign to Break the Code of Silence Drop Box Initiative Daily Log Sheet	Pending	1/13		N
21.238	Campaign to Break the Code of Silence Drop Box Initiative Monthly Report	Pending	1/13		N
21.239	Campaign to Break the Code of Silence Drop Box Initiative Transmittal	Pending	1/13		N
21.240	Court Advocate's Report	Pending	4/14		Y
21.241	Community Organizer's Daily Activity Report	Pending	7/14		Y
21.242	Kubota Control Sheet	Pending	7/14		Y
21.300	Daily Mission Record	1 year	6/96	22.15	Y
21.305	Voluntary Special Employment Supervisor's Field Log	6 periods; CHA/CDB Grant Records: 3 years	5/01	16.15	Y
21.307	Bicycle Repair/Maintenance Request	3 years	4/13	22.164	Y



Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
21.308	Bicycle Helmet Control Card	1 year after replaced, Inventory No. File - Perm.	3/15	22.165	N
21.309	Watch Commander's Log - Special Functions Group	6 months	8/09		Y
21.311	Illinois Law Enforcement Alarm System Log	Pending	7/06		Y
21.312	Bicycle/Equipment Inspection Report	Pending	5/08		Y
21.318	Officers Daily Activity Log	Pending	4/15		Y
21.318	Violence Reduction Initiative Officer Daily Activity Log	Pending	7/13		N
21.319	Noise Flash Diversionary Device Control Sheet	Pending	11/14		Y
21.320	Sergeants Mission Activity Log	Pending	4/15		Y
21.322	Bicycle Patrol Certification Course/Skills & Drills Evaluation	Pending	3/15		Y
21.328	B.O.P. Daily Assignment Activity Log	Pending	3/13		Y
21.355	Offenses with Possible Upgrades from Misdemeanor to Felony (Palm Card)	Not Applicable	5/11		N
21.360	C.T.A. Voluntary Special Employment Program/Daily Assignment Activity Report	6 months	1/05	22.24	Y
21.365	Public Transportation Safety & Protective Measures card	Does Not Apply	3/12		N
21.372	"Hot Spot" Designation Application	Pending	6/15		Y
21.373	Gang/Narcotic-Related Loitering Hot Spot Dispersal Request for Event Number Denial Form	Pending	5/10		Y
21.404	Canine Physical Evaluation	Lifetime of Canine	9/03		Y
21.409	Waiver of Liability (Non-Chicago Police)	6 periods	8/08	22.54	Y
21.410	Waiver of Liability/Trained Dog Retired to Officer/Handler (Gift)	1 year	11/04	22.55	Y
21.410-A	Waiver of Liability/Trained Dog Retired to Officer/Handler (Sale)	1 year	11/04	22.55	Y
21.418	Explosive Training Record	1 year	9/95	22.131	Y
21.419	Kennel Boarding Record	1 years	11/13	22.136	Y
21.421	Dog Bite Incident Report	5 years	8/93	22.141	Y
21.423	Report of Canine Medical Treatment	2 years	4/13	22.169	Y
21.424-A	Department Canine Assignment Acknowledgement Form - Narcotics	Canine Service Life of Dog	12/01	22.179	N
21.427	Contract for Retired Horse	Pending	4/04		Y
21.428	Contract for Purchase of a Horse	Life of horse	4/04	22.62	Y
21.429	Donor's Agreement/Mounted Unit	Life of horse	4/04	22.63	Y
21.430	Contract for Trade of Horse	Life of horse	4/04	22.64	Y
21.431	Daily Assignment Record/Mounted Unit	1 period	11/05	22.65	Y
21.437	Canine Use Report	Pending	10/04		N
21.438	Safe Harbor Intervention Patrol (SHIP)	1 year	6/14	22.170	Y
21.442	Marine Safety Inspection/Activity Report	7 years	7/89	22.69	Y
21.443	Warning to Water Craft Operator	Does Not Apply	6/00		N
21.444	Dive Report	3 years	4/98	22.133	Y
21.445	Dive Log	1 year	4/92	22.134	Y
21.446	Marine Unit Courtesy Flyer	Does Not Apply	2/15		N
21.447	Marine Unit Service Voucher	5 years	8/09	22.147	N
21.449	Watercraft Report of Sound Level Meas.	1 year	7/97	22.159	N
21.450	Daily Activity Report- Special Functions Division	6 periods	5/91	22.21A	Y

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21.456	Boat Accident Investigation Report	Pending	2/05		N
21.458	Marine Unit Equipment Repair Record	Pending	11/05		N
21.459	Marine Unit Information Card	Does Not Apply	1/06		N
21.460	Daily Watch Assignment Record/ Airport Law Enforcement	1 year	6/01	22.177	Y
21.461	Daily Engineering Boat Check	2 years	3/06		Y
21.462	Boat Maintenance Work Order	1 year	3/06		Y
21.464	LRAD Message Log	2 years	5/12		Y
21.465	LRAD Non-Pre-Recorded Message	2 years	5/12		Y
21.466	Chicago Police Cook County Sheriff Police Helicopter Task Force Flyer	Not Applicable	3/14		N
21.467	Chicago Police Cook County Sheriff Police Helicopter Task Force Palm Card	Not Applicable	3/14		N
21.468	Chicago Police Marine Unit emergency Medical Report	Pending	11/14		N
21.470	Canine Field Activity Log	Lifetime of Canine	10/14		Y
21.474	Canine Training Log	Lifetime of Canine	3/13		Y
21.558	Medical Continuing Education Form	Not Applicable	1/15		Y
21.559	Daily Automated External Defibrillator (AED) Inspection Checklist	Pending	12/14		Y
21.600	Court Log	5 years	9/14-C	14.7	Y
21.602	Court Section Report to Commanding Officer	(Copies 2 & 3) 6 periods (Original) 5 years	3/12	14.2	Y
21.606	Court Log- Narcotics Court	Court Section 5 years Forensic Ser. 1 period	4/02	14.3	Y
21.607C	Daily Court Notification Report	Pending	Daily		Y
21.608C	Summary Report of Court Notifications	Pending	Varies		Y
21.610	Court Attendance Telephone Log	2 years	9/14-C	22.75	Y
21.611	Phone Notif. Received-Off. Unable to Appear	1 year	6/88	22.76	Y
21.616	Exceptional Response Plan (ERP) Checklist	Pending	8/14		Y
21.626	Chicago Cruising Zones Ordinance-Written Notice	TSS Cards	8/04		Y
21.627	Seizure Notice	Does Not Apply	1/06		N
21.636	Seatbelt Enforcement Zone Activity Report	2 years	3/04	22.193	Y
21.640	Sobriety Safety Check Point Log	10 years	2/03	22.184	Y
21.641	Sobriety Safety Check Activity Report	10 years	2/03	22.185	Y
21.642	Sobriety Safety Check Results Log	10 years	2/03	22.186	Y
21.643	Site Selection Authorization for Use of Private Property	10 years	2/03	22.187	Y
21.644	Sobriety Safety Check Pre-Event Notification Form	10 years	2/03	22.188	Y
21.645	Sobriety Safety Check Post-Event Notification Form	10 years	2/03	22.189	Y
21.646	Sobriety Safety Check Post-Event Website Posting	10 years	3/10	22.190	Y
21.647	Sobriety Safety Check Post-Event News Release	10 years	3/03	22.183	Y
21.651	Watch Complement & Field Assignments Report	3 periods	2/85	14.4	Y
21.700	Domestic Violence Referral	1 year	12/93		
21.705	Release of Liability/Youth Explorer Program	1 year	1/01	22.171	Y
21.707	Application for District Advisory Committee and Subcommittee Membership/Officer positions, Beat	Pending	1/10		Y
21.708	District Commander's Interview Form	Pending	1/10		Y
21.709	District Bus Request	Pending	8/09		Y

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21.710	District DAC or Allstate Funds Request	Pending	8/09		Y
21.712	Allstate Proposal	Pending	8/09		Y
21.714	CAPS Implementation Office Funds Request	Pending	4/13		Y
21.716	Trespass Affidavit Program Enrollment Form	Permanent	12/14		Y
21.717	Trespass Affidavit Program Authorization List	Permanent	12/14		Y
21.718	Criminal Trespass Affidavit	Permanent	12/14		Y
21.825	School Crossing Evaluation	(orig.) 6 periods (copies 2 & 3)	7/12	22.79	Y
21.826	Surveillance of Crossing Guards	1 period	5/12	22.80	Y
21.827	Daily Activity Report - "Students First" Safe Passage Program	Pending	10/06		Y
21.837	Senior Citizen Assistance Card	Does Not Apply	2/14		Y
21.838	Senior/Disabled at Risk Checklist	Does Not Apply	6/06		Y
21.904	Weekly Activity Report/District Tactical Teams (unit copy)	3 months	3/85	16.13	N
21.905	Domestic Violence Bail Bond Attachment Special Conditions	1 year	3/94	22.142	Y
21.906	Business Organization Location Record	Until no longer useful	9/71	22.83	N
21.912	Property Room Log	1 month after property transferred	11/92	22.140	Y
21.913	Radio Receipt	1 period	11/99	22.85	N
21.916	Watch Incident Log	6 periods	12/11	22.86	Y
21.919	Personal Equipment Log	4 periods	1/04	50.1	Y
21.920	Cash Bail Transmittal (Binder)	Current period + 1 period	2/81	22.88	N
21.931	District Assignment Schedule-Foot Routes, Furlough & Miscellaneous	6 periods	12/81	22.97	Y
21.938	District School Visitation Report	Pending	4/90		Y
21.947	Watch Commander's Record-Period Performance Activity	5 years	5/89	22.108	Y
21.957	Fixed Remote Surveillance POD Video Retrieval Request	Pending	6/04		Y
21.958	Observation Van Deployment / Video Retrieval Request	Pending	5/05		Y
21.959	Observation Van Worksheet Log	Pending	5/05		Y
21.963	Informational Checkpoint Incident Report	Pending	8/04		Y
21.964	Tour of Duty Report	Pending	6/05		Y
21.965	POD Placement Request	Pending	10/05		Y
21.966	POD Camera Information	Pending	10/05		Y
21.967	Camera POD / Image Retrieval Investigative Report	Pending	10/05		Y
21.970	LIDAR Speed Detection Log	Pending	2/13		Y
21.971	Arrestee and Property Transport Manifest	Pending	9/07		Y
21.972	Arrestee Property Log	Pending	9/07		Y
21.973	Murder/Shooting Notification	Pending	2/13		Y
22.101	Daily Activity Report, Traffic	60 days	5/92	26.3	Y
22.103	Daily Activity Report, Traffic Enforcement	60 days	1/99	28.17	Y
22.110	Illinois Traffic Crash Report (File)	8 yrs. (2 yrs. unit, 6 yrs. Records Storage) Fatal Hit & Run - Perm. (copies) 6 mos.	10/03	100.38	N
22.111	Driver's Crash Statement (copy)	File (Traffic Crash) 7 yrs.	5/01	23.7	Y

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22.112	Witness' Crash Statement	File (Traffic Crash) (copy) 7 years	5/01	23.7	Y
22.114	Additional Witness Information-Personal Service Citation	None	2/03		Y
22.118	Alcohol/Drug Influence Report	10 years	12/14	28.18	N
22.119	Field Sobriety Instruction Booklet	10 years	6/12	28.19	N
22.121	DUI Case Management File Folder	10 years	11/07	28.20	N
22.802	Transfer Listing for Personal Service Citations	(white) 5 years (yellow) Upon issuance of Dept. Notice (no less than 6 mos.) (pink) until yellow returned	8/14	30.16	N
22.803	Transfer Listing for "Violation Notices"	(white) 1 yr. & after audit (yellow) Upon issuance of Dept. Notice (no less than 6 mos.) (pink) until yellow returned	8/01	30.17	N
22.805	Transfer List-Canceled Unused Citation (s)	1 year	8/04	27.19	Y
22.807	Transfer Listing for "False Burglar Alarm" Citations	(yellow) 1 year (pink) 1 yr. after yellow copy received	8/98	22.146	N
22.908	Notification of Rescheduled Traffic Court Case	1 Year	6/15	30.28	Y
22.909	Transmittal Listing/DUI Evidentiary Report	(orig.) 1 year, (copy 2) until copy 3 received, (copy 3) 1 year	6/12	28.21	N
22.910	Vehicle Code Violations Card	Does Not Apply	9/04		N
22.911	Court Citing Date Card - Traffic	Does Not Apply	Annual		Y
22.918	Court Notification Log/Absentee & Late Arrivals	1 year	7/95	28.1	Y
22.951	Department Vehicle Traffic Crash or Damage Report	(Original) 7years, (copy 2) 5 years, (Copy 3) 5 years, (Copy 4) 1 year	10/01	25.6	N
22.958	Traffic Pursuit Report	2 years	4/03	21.5	Y
22.959	Traffic Pursuit Supplemental Report	2 years	10/08		Y
22.960	Traffic Pursuit Report Continuation Sheet	2 years	4/03		Y
23.100	Vehicle Assignment Log	6 periods	11/83	50.1	Y
23.121	Investigative File Inventory	File (Investigative)	9/89	38.10	Y
23.122	General Progress Report	File (investigative)	2/83	38.11	Y
23.124	Investigative File Control	File (Investigative)	1/83	38.12	N
23.177	H/BIT Sniper Program Record	1 year after date of last entry	11/89	38.53	N
23.179	Chicago Police Detective's Guide to Domestic Violence	Does Not Apply	7/01		N
23.180	Felony Minute Sheet	File (Case)	6/94		Y
23.181	Request for Latent Fingerprint Comparison	7 yrs.; non-statutory	6/05	38.24	N
23.185	Detective Division CAPS Information Notice	Invest. Case File	4/00	38.49	Y
23.186	Defendant Hold Notification	Pending	10/14		Y
23.187	Request For Temporary Release Of Inmate	Pending	10/14		Y
23.188	Contact Analysis Report/Detective Division	3 years, if pending litigation 3 years case closed	4/02	38.54	Y
23.189	Receipt Advancement of Funds Report	3 yrs., if litigation pending -3yrs. after case closed	4/02	38.55	Y
23.190	Reliability/Advancement of Funds Report	3 yrs. If litigation pending 3 yrs. after case closed	4/02	38.56	Y
23.191	Probable Cause Statement & Judicial Determination	Pending	10/08		Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
23.192	Detective Division Arrestee Form	Pending	12/03		Y
23.195	Evidence Transmittal	Pending	6/05		Y
23.196	Request for Evidence from ERPS	Pending	3/06		Y
23.197	Cease Examination	Pending	6/05		Y
23.198	Polygraph Unit DVD/Video	Pending	8/05		N
23.199	Digital Recording of DVD/Digital Video Tape/Cassette Receipt	Pending	8/05		N
23.204	Consent to Collect Biological Samples for Elimination Purposes	Pending	8/08		Y
23.205	Criminal Registration Receipt	(White copy) C.R. unit 7 years (Pink copy) Finance - 7 years	4/06	38.48	N
23.206	School/Playground/Daycare Zone Violation Not.	Permanent	4/15	38.52	Y
23.210	Gun Offender Registration Notification - (For External Agency Use)	Pending	4/13		Y
23.213	Registration Fee Waiver Application	Pending	11/12		Y
23.214	Gun Offender Registration - CPD Notification	Pending	4/13		N
23.216	Chicago Gun Offender Registration	Pending	4/13		N
23.217	Registration as a Person Lacking a Fixed Residence	Permanent (Criminal Registration File)	9/14		N
23.220	Application/Bureau of Detectives	Pending	1/12		Y
23.255	Bomb Threat Card	Does Not Apply	2/14		N
23.256	Bomb Threats	None	2/05		N
23.401	Homicide Data Sheet	Permanent	9/91	33.11	N
23.404	Sexual Assault Incident Notice	Does Not Apply	8/10		Y
23.470	Murder Analysis Report	25 years	9/91	33.6	N
23.482	Report of Detective Assignments	6 periods	2/88	38.33	Y
23.871	Daily Arrest Record	1 year	12/87	38.37	Y
23.971	DOC Analyst Field Data Report	Pending	3/09		Y
23.988	Receipt of Allegation	1 year	1/01	38.50	Y
24.108	Child Care Referral/Placement Report	1 year after reaching legal age	8/11	49.10	N
24.110	Juvenile Minutes Sheet	80th birthday or death	8/11	49.6	Y
24.111	Curfew Violation Report	6 periods 1 year (if court filing, transfer to juv. jacket)	4/12	49.18	N
24.112	Transmittal/Curfew Violation-School Absentee	1 period	9/13	53.3	Y
24.116	School Absentee Report	Until end of school term (June)	2/14	15.2	N
24.118	Child Abuse Hotline Notification	Current year + 2 yrs.	8/11	53.4	Y
24.136	Formal Station Adjustment	White copy 8 years pink copy 6 months	8/11	53.38	Y
24.137	Informal Station Adjustment	1 year	8/11	53.39	Y
24.138	Risk Assessment	2 years - Identification 6 years Record Storage Non-Statutory - Permanent	6/02	53.40	Y
24.139	Notice of Guidelines to Participant Agency Outreach Workers	Does not apply	11/00		Y
24.143	Monthly Referral Summary Report-Community Network Officer	3 years	7/02	49.20	Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
24.144	Request To Initiate The AMBER Alert Notification Plan	Pending	10/14		Y
24.146	Proof of Service by Mail	Pending	6/13		Y
24.443	Community Volunteer Check List (JISC)	Pending	11/04		N
24.444	Community Volunteer Confidentiality Form (JISC)	Pending	11/04		N
24.445	Conferencing Check List (JISC)	Pending	11/04		N
24.449	Offender Intake Form (JISC)	Pending	11/04		N
24.450	Victim Intake Form (JISC)	Pending	04/05		N
24.451	Victim/Offender Sign-In Sheet (JISC)	Pending	04/05		N
24.452	Volunteer Sign-In Sheet (JISC)	Pending	11/04		N
24.453	Offender Conference Letter (JISC)	Pending	11/04		N
24.454	Victim Conference Letter (JISC)	Pending	11/04		N
24.455	Conferencing Guidelines/Conferencing Agreement Form (JISC)	Pending	11/04		N
24.456	Conferencing Agreement (JISC)	Pending	11/04		N
24.458	CPD Arrest On/Around Chicago Public School Property	Pending	4/14		Y
24.460	Peer Jury Program Juror Application	2 years after termination of service	4/14	53.43	Y
24.461	Peer Jury Confidentiality Oath	2 years after termination of service	4/14	53.44	Y
24.462	Peer Jury Program Parent/Guardian Consent	2 years after termination of service	4/14	53.45	Y
24.463	Peer Jury Program Audit Coordinator/Assistant/Moderator Application	1 year after termination of service	4/14	53.46	Y
24.464	Peer Jury Program Work Assignment and Placement	Until juvenile reaches legal age	4/14	53.47	Y
24.465	Peer Jury Program Offender Performance Release	Until juvenile reaches legal age	4/14	53.48	Y
24.467	Peer Jury Program Victim Notification Letter	2 years after termination of service	4/14	53.50	Y
24.468	Peer Jury Program Juvenile Victim Notification Letter	2 years after termination of service	4/14	53.51	Y
24.469	Peer Jury Court Activity Sheet	Pending	4/14		Y
24.470	Peer Jury Program Notice of Non-compliance	Pending	4/14		Y
24.472	Peer Jury Manual	Not Applicable	9/14		Y
24.483	Juvenile Record Inquiry	1 period	8/11	53.25	N
24.505	Unidentified Found Person Control	7 years	8/11	53.31	N
24.506	Missing Persons Daily Telephone Log	30 days	10/07	53.32	Y
24.510	Missing, Lost or Incapacitated Person Case Control	1 yr . After cleared 7 yrs. if not cleared. (buff copy) 30 days	2/78	53.33	N
24.511	Immediate Action Investigation/Tender Age Missing	File (Case Report)	8/11		N
24.512	Missing Persons Control	Open Cases - Permanent Cleared Cases - 1yr.	4/08	51.2	N
24.514	Return Notification/Missing Person	1 period	1/90	51.4	N
24.517	Request for Publication of Photographs	File (Case Report)	8/11		Y
24.518	Daily Log of Juveniles Taken Into Custody	Current month + 1 yr.	8/14	53.34	Y
31.102	Daily Activity Report, Hot Desk	1 period	12/74	98.8	N
31.106-A	Daily Activity Report - Central Warrant Unit	1 period	2/00	97.1	Y
31.112	Individual Work Report/Auto Desk	2 periods	5/78	97.3	N

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31.220	Firearm Purchase Authorization	(Seller's Copy) 10 years (Suspense Copy) Until registration confirmed (Other) 1 year	10/13	99.4	Y
31.230	Field Inquiry	8 days	7/74	88.1	N
31.231	Request for Certified Copy of Driver's Record	Destroy after court date	10/01	97.8	N
31.232	Lost or Stolen License Index	1 year	11/78	98.24	N
31.233	Recovered Firearm Information	Gun Reg. Orig. - 3 yrs. (copy) Field Inquiry - 30 days	9/95	97.70	N
31.236	Repossessed Vehicle Card	3 days	9/00	98.11	N
31.245	Notification of Private Tow	6 periods	3/76	98.27	Y
31.351	LEADS Request	2 years	2/79	98.31	Y
31.352	LEADS Message Log	6 periods	3/71	98.14	Y
31.408	Application for Authority to Dispose of Local Records	Permanent	2/04	97.17	Y
31.409	Records Disposal Certificate	Permanent	2/04	97.18	Y
31.420	Application for Police Certificate	6 periods	10/71	100.34	Y
31.509	Freedom of Information Request	Permanent	12/09	97.23	Y
31.551	Police Records Inquiry (cherry)	Until report is returned to file	4/10	97.50	N
31.554	Out of File Indicator	Until filled	3/71	97.52	N
31.557	City of Chicago Firearms Registration Letter	Does Not Apply	4/02		N
31.560	Gun Recovery Information	1 year	10/73	100.24	N
31.562	Firearms Registration Application	Permanent	10/13	102.1	N
31.563	Affidavit of Employment	W./Gun Registration.	10/13	97.56	Y
31.571	Bicycle Registration Card	5 years after expiration of registration	1/15	100.19	N
31.579	Gun Registration Change of Information	Pending	10/13		Y
31.601	Records Storage Label	Until material is destroyed	10/99	97.28	N
31.609	Cash Receipt for Subpoenaed Records	2 years	8/07	97.30	N
31.610	Firearms Disposition	1 year	10/13	97.72	N
31.614	Status of Firearm	Permanent	3/93	102.6	N
31.621	Firearms Registration Letter	Does Not Apply	3/11		Y
31.625	Monthly Activity Report - Records Processing Section	1 year	2/01	103.5	N
31.631	Records Processing Section Doc. Pouch Receipt	(Orig.) Records Proc. 1 period (Yellow) Records Proc. 2 periods. (Pink) Dist/Unit-Until yellow received in unit	1/00	97.71	N
31.660	Transfer List-Traffic Accident Report	(white) 1 period (yellow) 2 periods (blue) until yellow rec'd	4/11	15.8	Y
31.661	Transfer Listing for Ordinance Complaints	(white) 3 periods (yellow) 3 periods (pink) Until yellow returned	7/04	21.1	N
31.662	Cancellation of Ordinance Complaint	6 months	11/14	97.35	Y
31.678	Audit Sheet of Missing Reports	7 years	5/13	103.15	Y
31.700	Daily Activity Report, Identification Section	1 period	1/88	101.16	Y
31.702	Period Work Schedule	6 periods	7/74	97.39	N
31.707	Redline Notification	Pending	1/08		Y

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31.714	Expunged Record (file card)	Permanent	10/09	97.42	N
31.813	Fingerprint Card - Adult	1 year after subject's death/when subject becomes 80 years	8/98	101.13	N
31.813	Fingerprint Card - Juvenile	1 year after 17th birthday	8/98	97.60	N
31.814	Palm print Card	1 yr. after 80th birthday or death	10/71	97.61	N
31.853	Fingerprint Examination Report	(Original)-Case Report File; (Copy) 7 years non-statutory, if statutory-permanent retention	1/00	97.64	Y
31.855	Latent Print Evidence Envelope	7 years; non-statutory permanent	6/96	97.65	N
31.856	Latent Print Examination Report	Pending	4/09		Y
31.857	Case Documentation Worksheet	Pending	3/15		Y
31.858	AFIS Documentation Worksheet	Pending	3/15		Y
31.859	Case Checklist	Pending	3/15		Y
31.860	Reviewer Case Checklist	Pending	3/15		Y
31.904	Request for Identification Records	6 periods	12/12	101.29	Y
31.911	Request for Multiple Identification Records	6 periods	5/02	97.75	Y
31.951	Request for Identification Photos	6 periods	6/07	90.1	Y
32.103	P.D.T. Service Request	1 year	2/03	79.40	Y
32.508	Radio Dispatch Set/Vehicle Information	72 hours after relocation of vehicle, Auto Desk (wanted vehicle) after case report received	9/04	78.1	N
32.521	Unlisted Telephone Information Request	6 periods	6/14	78.12	N
32.524	Alternate Response Call Screening Volume	6 months	7/97	78.31	Y
32.622	Daily Activity Report-Alternate Response Program Call Back Volume	6 months	7/97	79.33	Y
32.623	Weekly Summary - Alternate Response Section	1 year	9/96	79.34	Y
32.700	Telephone Bill Record	7 yrs. & after audit	11/98	77.2	N
32.703	Telephone Bill Record-Cellular Phones	7 yrs. & after audit	4/99	79.27	N
32.704	Telephone Repair Request	Until Job Complete	3/87	79.28	N
32.705	Telephone Control Log	1 year	4/90	79.29	Y
32.706	A/V Repair Request	2 years	1/01	79.37	N
32.707	Fax Machine Repair Request	6 months	8/00	79.38	N
32.708	Request to Reset Voicemail	Pending	3/05		Y
33.100	Request for Analysis/Receipt for Exhibit	3 yrs.; non-statutory permanent	11/10	114.10	N
33.101	Evidence Envelope	Destroy upon disposition of property	9/85	114.4	N
33.111	Latent Prints Envelope	Does Not Apply	6/05		N
33.113	Major Crime Scene Report	Pending	8/04		Y
33.117	Request for Records - Forensic Services Div.	7 years	10/99	114.37	Y
33.119	Firearms Evidence Label	Does Not Apply	12/03		N
33.310	Evidence Label	Does Not Apply	5/96		N
33.316	Crime Scene Worksheet	7 years; non-statutory permanent	3/03	114.10	N
33.335	Narcotic Evidence Log & Transmittal	5 years (copy) 1 year	7/13	108.8	Y



Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
33.367	Consent to Collect Biological Samples	File (Case)	6/99	114.38	Y
33.404	Firearms Evidence Envelope	Destroy all disposition of firearm	6/07	114.22	N
33.407	Pellet Envelope	File (Prop. Inventory)	3/89	114.24	N
33.500	Polygraph Case Review	7 years	1/11	105.1	Y
33.501	Polygraph Examiner's Worksheet	7 years	1/11	105.1	Y
33.503	Polygraph Subject's Consent	7 years	7/00	105.1	Y
33.503-A	Polygraph Subject Consent	7 years	4/09	105.1	Y
33.701	Crime Lab Negative Envelope	7 years; non-statutory permanent	12/88	114.26	N
33.713	Request for Evidence Identification Photographs	7 yrs.; non-statutory: permanent	8/07	110.2	Y
33.715	Photo Identification Card	Destroy after use	1/85	114.29	N
33.716	Photography Team Activity Report	1 year	9/03	114.30	Y
33.802	Daily Activity Report-Crime Scene Processing Section	1 period	1/86	114.32	Y
33.807	Palm print Elimination Card	1yr. After 80th birthday or death	1/07	114.34	N
33.817	Notification to Victim - Forensic Services	Does Not Apply	8/14		N
34.303	Motor Vehicle Inventory Report	(White and Yellow copies) 1 year after disposition (yellow)	12/10	89.2	N
34.312	Daily Vehicle Activity Report	1 period	8/71	88.6	Y
34.314	Request for Advice of Lien Holder	1 year	6/91	88.2	N
34.317	Owners Release Authorization	2 years	10/71	88.2	N
34.320	Monthly Activity Report-Auto Pounds Section	2 years	2/04	89.4	N
34.325	Receipt for Impounded Vehicle (copies 2 & 3)	2 yrs. after disposition & audit	4/04	85.11	N
34.326	Discrepancy Report	2 years	12/79	88.2	N
34.329	Request for Confidential Check	1 year	4/91	89.6	N
34.331	Transfer List/Cash Receipts-Motor Vehicle Inventories	1 period	1/80	88.4	Y
34.334	Post-Tow Hearing Request & Report	1 yr. after disposition	6/83	89.7	Y
34.339	Notification-Stolen Vehicle Recovered Message	1 yr. after disposition	4/94	89.9	N
34.341	Cash Transmittal Envelope (Plastic bag)	Does Not Apply	1/90		N
34.342	Request to Impound Vehicle by Police	1 year	05/14	87.22	Y
34.343	Notice of Intent to Impound Vehicle	Does Not Apply	05/14		Y
34.347	Vehicle Impoundment/Seizure Report	Pending	3/15		N
34.429	Monthly Activity Report-Central Detention	2 years	4/95	93.4	N
34.430	Monthly Summary Report	2 years	3/88	93.5	N
34.431	Daily Activity Report-Prisoner Transfer Van	1 year	3/95	93.6	Y
34.441	Checklist of Required Court Documents for Prisoner Transfer to Cook County Sheriff Personnel	None	6/13		Y
34.500	Recovered Property Disposition Tracer	File (Prop. Inv.)	3/02	87.1	N
34.502	Request for Confiscated Property	File (Property Inventory)	3/14	31.3	Y
34.510	Evidence Tag (red & manila)	Same as property to which attached	10/76	86.13	N
34.511-A	Court Order Releasing Property	File (Prop. Inv.)	4/88	87.3	Y
34.511-B	Court Order/Disposal of Property	File (Prop. Inv.)	11/75	87.4	Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
34.511-C	Court Order	File (Prop. Inv.)	7/78	87.5	Y
34.512	Court Order to Impound Evidence	File (Prop. Inv.)	8/71	87.6	Y
34.520	Evidence & Recovered Property Envelope	Same as enclosed property	10/82	87.9	N
34.520-A	Evidence & Recovered Property Envelope - Narcotics	Same as enclosed property	10/82	87.10	N
34.520-B	Evidence & Recovered Property Envelope - Firearms	Same as enclosed property	10/82	87.11	N
34.523	Property Inventory - File	(white/buff) 5 yrs. after disposition (1 yr. unit, 4 yrs. Record Storage) (canary) one yr. after last	1/98	87.13	N
34.523 Part 4-A	Notice to Property Owner	Does Not Apply	9/14		Y
34.549	Auction Sales Record	7 years if Audit	6/75	86.9	Y
34.553	Currency Disposition Record/Partial Turnover	File (Prop. Inv.)	8/76	86.3	Y
34.554	Property Release Order	(white) File (Prop. Inv.) (blue) 1 yr. after last entry	11/01	85.12	N
34.557	Property Receipt/A.S.A. or Law Enforcement Agency	File (Prop. Inv.)	10/02	87.20	Y
34.559-A	Evidence Property Envelope (Plastic bag) Size 7 x 12	Pending	NA		N
34.559-B	Evidence Property Envelope (Plastic bag) Size 15 x 20	Pending	NA		N
34.559-C	Evidence Property Envelope (Plastic bag) Size 18 x 36	Pending	NA		N
34.560	Biohazard Label	Does Not Apply	3/94		N
34.570	Personal Property Poster	Not applicable	3/14		N
34.601	Ordinance Complaint Delivery Receipt	2 years	3/82	95.1	N
34.602	Inventory Control Card	1 year after item is disposed of	4/14	47.16	N
34.603	Storeroom Delivery Memo	6 periods	8/71	80.38	N
34.604	Gas Mask Control Card	1 year after masks returned	2/04	95.9	N
34.605	Helmet Control Card	Name File-1 year after replaced; Inv. No. file-permanent	9/10	94.7	N
34.611	Vehicle Equipment Issued Log	Permanent (copy 2) 6 periods	2/73	34.17	Y
34.612	Firearms Inventory Control	Life of firearm + 1 year	1/76	94.5	N
34.613	Lockup Keepers Monthly Food Record	3 years	4/12	94.4	N
34.614	Request for Purchase of Supplies	2 yrs.	11/91	94.22	Y
34.618	Daily Activity Report/E & S Trucks	6 months	9/97	95.10	Y
34.622	Material Requisition	2 Years	1/11	18.4	Y
34.653	Bond Money Transmittal Receipt	1 year	6/76	92.3	Y
34.654	Property Transmittal	1 year	10/14	92.1	Y
34.655	Latent Fingerprint Lift Tranmittal	1 year	3/04	95.7	Y
34.660	C.P.D. Radio/P.D.T. Repair Request	Pending	9/10		N
34.705	Reproduction & Graphic Arts Service Requisition	5 years	7/11	90.3	Y
40.102	Contact Analysis Record / B.I.S.	7 years	7/11	33.16	N
41.105	Observation or Surveillance Report	File (Case)	1/11	47.7	Y
41.111	Report Control	Permanent	7/80	48.7	Y
41.114	Film Record/Intelligence	Permanent	9/90	47.20	N
41.115	Photo Lab Equipment Control	Until filled	9/90	48.8	N
41.117	Film/Photo/Video Processing Request	1 year	3/90	48.9	N

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41.118	Crime Prevention Data	60 days after verified	6/90	47.24	N
41.119	Monitor's Intercept Log	10 years, Non-Statutory-permanent	8/99	48.25	N
41.120	Custody of Intercepted Recordings	10 yrs., Non-statutory	8/99	48.26	N
41.121	Telephone Card O.C.D.	10 years, Non-Statutory-permanent	8/99	48.27	N
41.124	Evidence Recovery Log	Pending	9/08		N
41.300	Application/Bureau of Organized Crime	5 years	9/11	39.18	Y
41.303	Organized Crime Division Arrestee Form	Pending	7/07		Y
41.305	Identification Index	Until no longer useful	4/90	48.10	N
41.367	CD/DVD Envelope	1 year after conclusion of case	10/14		N
41.505	Gang Vehicle Index	10 years	8/81	18.17	N
41.506	Report of Investigation	Unit Major Case is closed	2/09	48.24	N
41.507	Notification to Assistant State's Attorney Assigned to Central Bond Court	Pending	4/08		Y
41.551	Disclaimer of Ownership & Knowledge of Ownership	Case Report File pending court disposition	5/14		Y
41.552	Asset Forfeiture Investigation Report	3 years/until check received	3/92	48.15	N
41.700	Daily Prisoner Log	2 years	3/92	48.16	Y
41.701	Visitor's Sign-In Log	2 years	3/92	48.17	Y
41.703	Search Warrant Data	1 year	4/84	18.7	Y
41.704	Confidential IL Driver's License Request	5 years after exp. Of license.	7/07	48.23	Y
41.709	Daily Assignment Status Report	2 years	3/92	48.19	N
41.714	Operation Pinpoint Request	Pending	4/10		Y
41.720	Currency Inventory Bag (CIB) (Plastic bag)	Pending	6/11		N
41.720-A	Currency Inventory Bag (CIB) Receipt (Plastic)	Pending	6/11		N
42.501	Daily Inspection Report	2 years	2/09	57.9	Y
42.502	Beat Community Meeting Evaluation - Inspection Division	Pending	1/09		Y
42.503	Irregularity Report	(all copies) 2 years	4/10	58.1	Y
42.505	Extended-Hours Use of Department Vehicle	Pending	3/15		Y
42.510	Inspection Report (all copies)	2 yrs	7/11	12.7	Y
43.100	Vice Complaint	(white) 5 yrs. til 3 yrs. Record Storage(yellow)1 year (pink/gold) 1 per. after case close (yellow) 1 year (pink & gold) a period after case closed	4/89	44.5	N
43.210	Cigarette License Record	1 year after expiration of license	5/80	44.1	N
43.214	License Control/Location (Liquor)	15 years	12/71	46.3	N
43.404	Contact Analysis Report (unit copy)	7 years	3/85	39.72	Y
43.407	Cooperating Individual Use Log	3 years after case closed			
43.407	Cooperating Individual Use Log	Discretion of the Unit Cmdr.	9/92	46.4	N
43.408	Cooperating Individual Agreement	Discretion of the Unit Cmdr.	1/86	46.5	Y
43.409	Reliability/Advancement of Funds Request	Discretion of the Unit Cmdr.	7/96	46.6	Y
43.410	Cooperating Individual Request	Discretion of the Unit Cmdr.	11/83	46.7	N
43.411	Evidence of Purchase/Official Advance Funds	7 years & audit	2/96	45.4	N

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43.412	Cash Receipt-Withdrawal/Official Advance Funds- Notice of Debit	7 years & after audit	2/96	45.4	N
43.415	Information for Action	1 year after completion of assignment	1/09	39.80	Y
43.416	Search Request	2 years	11/82	39.6	N
43.420	Surveillance Report Log	File (Orig. Crime Case)	4/91	45.2	N
43.423	Raid Activity Summary	3 years	9/81	45.1	N
43.427	Radio/Charger Sign Out Record	1 year	3/00	45.11	N
43.430	Gang & Narcotics-Related Loitering Dispersal Procedures card	None	9/12		N
43.700	Individual Information History	1 year + Close of business/expiration. of license	10/01	43.7	N
43.707	S.A.M. Minor Application	Pending	10/03		Y
43.708	S.A.M. Interview Letter	Pending	10/03		Y
43.709	S.A.M. Program Participant Request	3 periods	10/03		Y
44.101	Reprimand	File (Complaint. Reg.)	4/13	10.1	Y
44.102	Suspension Notification	File (Complaint. Reg.)	8/10	8.24	Y
44.103	Request for Interview/Statement/Report	6 periods	2/12	10.2	Y
44.104	Criminal Rights/Notification of Charges Allegation	File (C.R.)	6/09	10.3	Y
44.105	Administrative Proceeding Rights/Notification of Charges/Allegations	File (C.R.) File (Drug Test)	6/09	10.4	Y
44.106	Waiver of Counsel/Request to Secure Counsel	File (Complaint. Reg. or Drug)	6/06	10.5	Y
44.108	Investigator's Checklist	Until investigation complete (non-record)	6/12		Y
44.112	Summary Report	(orig.) File (Complaint. Reg.)	6/12	10.7	Y
44.112-A	Summary Report Digest	(copies) Until no longer (orig.) Complaint. Reg.) (copies) Until no longer useful	6/12	10.8	Y
44.113	Command Channel Review	File (C.R.)	6/12	8.27	Y
44.113-A	Command Channel Review-Sustained Case	File (C.R.)	6/12	8.27	Y
44.114	Request for Time Extension	File (Complaint. Reg.)	6/12	10.9	Y
44.115	Notification of Charges/Allegations	File (Complaint. Reg.)	6/09	10.10	Y
44.117	Consent by Patient to Disclosure of Information	File (C.R.)	4/12	10.12	Y
44.126	Sworn Affidavit For Complaint Log Investigation	Pending	7/09		Y
44.127	Sworn Affidavit For Complaint Log Investigation (Electronically Recorded Statement)	Pending	7/09		Y
44.153	Request for Mediation Review of Investigation	Pending	6/12		Y
44.163	Evidence Collection Bag	Pending	1/15		N
44.164	B.I.A. Request for Photographs	1 year	6/12		Y
44.166	I.A.D. Reliability/Advancement of Funds Report	7 years	2/96	10.54	N
44.167	Contact Analysis Record/I.A.D.	5 years	2/96	10.55	N
44.168	B.I.A. Cooperating Individual Use Log	5 years	6/12	10.56	Y
44.169	B.I.A. Cooperating Individual Control Log	5 years	6/12	10.58	Y
44.170	B.I.A. Cooperating Individual Agreement	5 years	6/12	10.58	Y
44.171	B.I.A. Cooperating Individual Request	5 years	6/12	10.59	Y

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44.172	Terms of the Supplemental Recommendation Agreement	Pending	1/12		N
44.173	Supplemental Recommendation Agreement	Pending	1/12		N
44.200	Complaint Register	5 years after last case closed	7/73	8.5	N
44.201	Complaint Log Investigation Conflict Certification	Pending	6/12		Y
44.207	Classification Notification	File (C.R.)	6/12	8.28	Y
44.210	Request for Disciplinary Screening Program	File (C.R.)	6/12	8.22	Y
44.211	Confirmation of Telephone Notification-BIA	File (C.R.)	6/12	8.21	Y
44.212	Specifications	File (C.R.)	3/15	10.61	Y
44.213	C.R. Case Summary	5 years	9/01	10.19	N
44.217	Notification Re: Automated Complaint	File (Comp. Reg.)	6/12	10.20	Y
44.222	Waiver of /Request for Police Board Review of Suspension	File (Complaint. Reg.)	6/12	8.23	Y
44.223	Investigator Unable To Contact Complainant/Witness	Does Not Apply	4/12		Y
44.225	Request for Disposition Letter to Complainant	1 year	6/12	10.21	N
44.238	Accept/Reject Alternate Penalty/Finding Discipline Screening Program Results	File (C.R.)	6/12	10.64	Y
44.238-A	Accept/Reject Original Penalty Discipline Screening Program Results	File (C.R.)	6/12	10.64	Y
44.239	Application/Bureau of Internal Affairs	5 years	6/12	10.65	Y
44.246	Request for Review of Discipline (Reprimands and Suspensions from One (1) to (10) Ten Days)	Case Report File pending court disposition	3/15	9.10	Y
44.249	Traffic Review Board Summary of Findings	Crash 7 yrs.- Pursuit 2 yrs.	6/12		Y
44.250	Complainant's Statement	Pending	6/12		Y
44.251-A	Request for Review of Discipline (For Discipline of Eleven (11) to Thirty (30) Days)	Pending	3/15		Y
44.251-B	Request for Review of Discipline (For Discipline of Thirty-One (31) to (365) Days)	Pending	3/15		Y
44.252	Notice of Alcohol and Drug Testing Following a Firearms Discharge Incident	Pending	6/12		Y
44.279	Bureau of Internal Affairs Confidentiality Policy	Pending	6/12		Y
44.284	Lineup/Photo Spread Advisory Form -B.I.A.	File (Complaint Reg.)	6/12		Y
44.300	Notification of Duty Restrictions (Civilian Members)	Pending	10/13		Y
44.301	Notification of Duty Restrictions (Sworn Members)	File (C.R.) (Copy) Conclusion of Investigation.	10/13	10.42	Y
44.302	Request for Issuance of Temporary ID Card-BIA	(Orig.) Conclusion of Investigation (Copy) File (C.R.)	6/12	10.43	Y
44.304	Statement of Complainant to Terminate Complaint	File (C.R.)	6/12	10.49	Y
44.306	Release of Duty Restrictions	File (C.R.) (copy) Conclusion of investigation	6/12	10.68	Y
44.402	Request to Bypass Command Channel Review	File (C. R.)	6/12	10.27	Y
44.500	Notification of Complaint Review Panel Hearing (all copies)	1 period after hearing	7/00	10.28	N
44.501	Notification Relative to Police Board Hearing	1 year	5/08	10.29	N
44.504	Police Board Case-Progress Record	File (Complaint. Reg.)	4/87	8.4	N
44.508	Complaint Log File Review and Return	File (C.R.)	1/13	10.47	Y
44.509	Notification - Adjudication Division	Pending	2/12		Y
44.512	Police Board Hearing	File (Complaint. Reg.)	2/01	10.33	N

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44.522	Sustained Case Tracking Log	Until case closed.	8/92	10.53	N
51.100	A Communication Guide for Police Officers	Not Applicable	5/06		N
51.102	Drug Abuse Resistance Education Teaching Schedule	1 year	2/13	122.15	Y
51.103	Gang Resistance Education & Training Schedule	1 year	2/13	122.16	Y
51.105	G.R.E.A.T. Instructor Application Request Form	Pending	2/13		Y
51.106	D.A.R.E. Instructor Application Request Form	Pending	2/13		Y
51.311	Dare/Great Daily Activity Report	1 period	9/00	121.22	Y
52.216	Program/Seminar Scheduled & Completion Report	2 years	4/93	120.6	Y
52.300	Emergency Identification. Bracelet Program App.	5 years	8/12	120.8	Y
52.301	Emergency Identification. Bracelet Program Application-Spanish	5 years	7/97	120.9	Y
52.307	Senior/Disabled Services Monthly Report	18 mos.	3/13	120.12	Y
60.107	B.O.S. Service Request	Pending	1/15		Y
61.220	Request for Purchase Requisition	2 yrs. & after audit	8/72	77.3	N
61.227	Notice of Indebtedness	Pending	5/13		N
61.230	Cost Recovery Incident Form	Pending	4/12		Y
61.231	Cost Recovery Incident Form - Detective Division	Pending	7/10		Y
61.306	Chicago Police Department Travel Request Form	3 years	5/07	68.25	Y
61.307	Out of State Vehicle Insurance Request	30 days	4/12		Y
61.310	Contingency Fund Register	7 years & after audit	1/79	68.12	Y
61.311	Contingency Fund Voucher	7 years & after audit	3/74	16.16	Y
61.312	Contingency Fund Expenditure Authorization	7 years & after audit	3/72	16.16	N
61.400	Position & Salary Schedule	Does Not Apply	Per Need		Y
61.401	Salary Record	Permanent	8/73	66.8	N
61.403	Payroll Audit Log	6 mos.	3/02	68.26	Y
61.415	Attendance & Assignment Checklist	60 days	9/04	66.16	N
61.416	Election/Rejection of Options to Suspension	(orig) 5 yrs unless litigation, (copy 2) 2 yrs. after satisfied, (copy 3) until original returned	3/10	66.3	Y
62.106	Request for Waiver of CFD/EMS Fees	2 years after eligibilty or denial	4/12	74.102	Y
62.107	Notification of Duty Restrictions Per Director, Human Resources Division	Pending	8/11		N
62.109	Rules and Regulations Affidavit	Pending	8/10		Y
62.111	Sworn Electronic Signature Verification Affidavit	Pending	4/12		Y
62.112	Civilian Electronic Signature Verification Affidavit	Pending	4/12		Y
62.113	Consent to Obtain Consumer Reports	Pending	6/09		Y
62.114	Notification of Duty Restrictions Per Director, Human Resources Division-No Pay Status	Pending	8/12		N
62.115	Notification of Duty Restrictions Per Director, Human Resources Division-Alcohol Testing	Pending	8/11		N
62.116	Release of Duty Restrictions Per Director, Human Resources Division	Pending	8/11		N
62.117	Polygraph Consent Form (Pre-Employment)	Pending	10/12		N
62.118	Polygraph Service (Pre-Employment) Final Report	Pending	10/12		N
62.119	Polygraph Examination Test Questions Pre-Employment	Pending	10/12		N

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62.120	Law Enforcement Polygraph Examination (Pre-Employment)	Pending	10/12		N
62.121	Polygraph Examiner's Worksheet - H.R.D.	Pending	9/11		N
62.123	Polygraph (Pre-Employment) Sign In Sheet	Pending	10/12		N
62.124	Polygraph (Pre-Employment) LEPT Score Sheet	Pending	10/12		N
62.125	Employment Records Routing Slip	File (Personnel Jacket) (copies) 1 year	6/12	66.22	N
62.130	Sworn First Amendment Judgement Affidavit	Permanent (Personnel Jacket)	5/11	70.14	N
62.131	Civilian First Amendment Judgement Affidavit	Permanent (Personnel Jacket)	5/11	70.15	N
62.135	Job Opportunity Be Announcement	1 year after vacancy filled	6/08	74.2	N
62.136	Request to Fill Vacancy (copy 1)	(copy 1)10 yrs. (copies 2 & 3) New budget yr. (copy 4-unit) Unit vacancy filled	6/12	74.3	N
62.140	Request for Identification Card	5 years	12/13	74.79	N
62.141	Equipment Transaction Receipt	5 years	10/10	74.80	N
62.145	Receipt of General Order G01-06 Commission on Accreditation for Law Enforcement Agencies	Personnel Jacket	4/15		Y
62.152	Personal History Questionnaire	File (Personnel Jkt.); if rejected 3 yrs.	11/06	74.4	N
62.153	Oath of Office	File (Personnel Jkt)	3/95	74.5	Y
62.157	Personal History Questionnaire-Background Investigation Cadet Program	File (Personnel Jkt.)	10/98	74.83	N
62.162	Personal History Questionnaire - Civilian	File (Personnel Jkt.); if rejected 3 yrs.	1/08	74.4	N
62.163	Candidate Contact	Pending	7/12		Y
62.168	Applicant Fingerprint Card	File (Pers. Jacket)	11/10	74.96	N
62.180	Character Reference & Neighborhood Review	File (Personnel Jacket)	11/12	74.12	Y
62.181	Employment Check	File (Personnel Jacket)	3/13	74.13	Y
62.192	Voluntary Withdrawal from Eligibility List for P.O. Exam	5 years	8/12	74.76	N
62.205	C.P.F.T.A. Training Academy	Permanent	5/07		Y
62.206	Probationary Police Officer Information Sheet	Pending	10/12		Y
62.215	Supervisor's Guidelines Nondisciplinary Intervention Program	Does Not Apply	4/12		Y
62.216	Non-Disciplinary Intervention Report	5 years	4/12		Y
62.217	Individualized Performance Plan	Personnel Jacket	9/10	74.81	Y
62.250	Special Police Personnel Card	Until no longer useful	7/14	74.18	N
62.252	Application for Appointment of Special Police	2 years after termination of employment/5 years after revocation or denial	7/14	74.20	N
62.253	Employer Application for Special Police	2 yrs. After termination of employment 5 yrs. After revocation or denial	7/14	74.20	N
62.254	Certificate of Appointment - Special Police	5 years	7/14	74.21	N
62.326	Personnel Data Entry Worksheet	1 month after entry into system	5/11	74.28	N
62.330	Star Control Card	Permanent	11/01	74.30	N
62.331	Leave of Absence Index	Until leave expiration	9/81	74.31	N
62.345	Designation of Beneficiary	Personnel Jacket	8/10	74.98	N
62.346C	Emergency Contact Information Roster	File (Personnel Jacket)	9/01		N

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62.347C	Emergency Contact Information	File (Personnel Jacket)	9/01		N
62.348	Insurance Information Index	Admin. use is done	3/88	74.36	N
62.350	Tuition Reimbursement Application	18 months	3/14	74.37	Y
62.356	Vocational Training Reimbursement Program Application	Pending	9/14		N
62.366	Personnel Concerns Progress Report	1 year	9/10	72.6	Y
62.369	Medical or Complaint Log Investigation Conflict Certification	Pending	5/06		Y
62.372	Hospital Release	Pending	4/12		Y
62.373	Physician Release	Pending	1/12		Y
62.374	Limited Duty Email Notification Acknowledgement	Pending	1/12		Y
62.381	Injury on Duty Report Supplement	File (Med. Jacket)	5/06	74.42	Y
62.384	Injury on Duty Processing	1 year	4/02	74.43	Y
62.387	Request For Hospital Bill And Report Letter- Medical Services Section	Does Not Apply	5/06		Y
62.396	Medical Roll Certification	File (Medical Jkt.)	1/12	74.92	N
62.402	Medical Absence Follow-up Report	File (Personnel Jkt.)	8/80	74.50	N
62.403	Yearly Record of Medical Disability	3 years	12/91	71.1	N
62.409	Sickness Report/Absence from Home Log	6 periods	8/13	18.22	Y
62.418	Report of Exposure to Communicable Disease/Hazardous Material	(Orig.) File (Medical Jkt.) (copy) Until no longer	7/10	74.54	Y
62.420	Hospital Run Sheet	1 year	5/01	74.74	N
62.424	Appraisal of Health History	File (Medical Jacket)	7/10		N
62.426	Physical Examination Record	File (Medical Jkt.)	7/10	74.56	N
62.435	Medical Excuse	File (Medical Jkt.)	5/14	74.61	N
62.441	Drug Test Specimen Affidavit	negative: until lab notification received; positive until adjudicated	3/11	74.72	N
62.442	Hair/Nail Sample Test Affidavit	until notification from lab of neg. test or positive test is adjudicated	6/99	74.82	N
62.461	Mandatory Physical and/or Psychological Examination Notification	File (Medical or Drug Screen)	7/10		N
62.463	Random Drug & Alcohol Testing Notification	Orig.-negative: until lab notification. Received; positive: until adjudicated; unit copy: 30 days	1/12	74.72	N
62.464	Medical/Psychological Examination Administrative Proceedings Rights	Pending	9/14		N
62.465	Respirator Medical Evaluation Questionnaire	File (Medical Jacket)	1/07	74.77	N
62.467	Civilian Analysis Specimen Affidavit	Negative: until lab notification received, positive: until adjudicated	1/12	74.99	N
62.472	Law Enforcement Officials Request for Protected Health Information	Pending	8/03		N
62.473	Application for a Limited Duty Assignment	Pending	1/12		Y
62.474	Certification of Eligibility for a Limited Duty Assignment	Pending	1/12		Y
62.475	Medical Certification for Limited Duty Assignment	Pending	2/12		Y
62.476	Certification of Eligibility for an Accommodation Due to Pregnancy	Pending	1/12		Y
62.477	Essential Functions For Limited Duty Approval	Pending	4/12		Y
62.478	Limited Duty Notification Letter - A (30 Days)	Permanent (Personnel Jacket)	1/14		N



Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
62.479	Limited Duty Notification Letter - B (90 Days)	Permanent (Personnel Jacket)	1/14		N
62.480	Traumatic Incident Stress Management Program Notification	Pending	2/14		Y
62.481	Notification of Medical Services Policies and Restrictions	Permanent (Personnel Jacket)	7/14		Y
62.500	Hire Certification Form:Non-Bid Unit Assignment	Personnel Jacket	6/15		Y
62.501	Non-Bid Unit Assignment Screening & Job Specific Criteria	Personnel Jacket	6/15		Y
62.502	Non-Bid Unit Assignment Candidates Selected For Interview Form	Personnel Jacket	6/15		Y
62.503	Non-Bid Unit Interview Notification Form	Personnel Jacket	6/15		Y
62.504	Non-Bid Unit Assignment Candidate Selection Form	Personnel Jacket	6/15		Y
62.505	Non-Bid Unit Assignment Eligibility Pool Form	Personnel Jacket	6/15		Y
62.506	Candidate Assessment Form	Personnel Jacket	6/15		Y
62.507	Non-Bid Duty Assignment Justification Memorandum (Tact Teams and Foot Patrols)	Personnel Jacket	6/15		Y
62.508	Non-Bid Duty Assignment Use of Eligibility Pool Justification Memorandum (Tact Teams and Foot Patrols)	Personnel Jacket	6/15		Y
63.104	Medications Commonly Used to Treat Mental Illness	None	6/12		N
63.112	Direct Order Against Fraternalization	Pending	9/04		N
63.113	Attending School Notification	Pending	9/04		N
63.114	Acknowledgement of Loss of Exemption Upon Termination	Pending	9/04		N
63.200	Training Class Card	1 year	1/03	59.2	N
63.219	Field Training Officer Evaluation	5 years	3/10	60.46	Y
63.220	Field Training and Evaluation Program Daily PPO Refresher Training Program	1 year	5/03		N
63.221	Field Training and Evaluation Program PPO Extended Refresher Training Cycle Summary Report	1 year	5/03		N
63.222	Field Training and Evaluation Program PPO Refresher Training Cycle Summary Report	1 year	5/03		N
63.328	Recruit Firearms Shooting Record	10 yrs	8/10	60.11	N
63.340	Ammunition Report	Until no longer useful	1/08	60.15	Y
63.344	Firearm Loan Receipt	Pending	4/12		Y
63.345	Training Deficiency Notification	1 year	1/96	60.18	N
63.353	Participant Testing Release & Waiver & Release of All Claims (Physical Fitness Incentive)	1 year	7/03	59.10	Y
63.354	Sworn Personnel P.O.W.E.R. Test	1 year	9/08	70.16	N
63.440	Request for Service	1 year	1/98	60.26	Y
63.450	Field Reporting Manual	Does not apply	12/85		Y
63.451	Incident Reporting Guide	Does not apply	1/11		Y
63.470	Illinois Traffic Crash Report SR 1050 C Form Preparation Instructions	Does Not Apply	6/14		Y
64.119	Transfer Record/Inventoried Property	(white) 5 years (pink) 1 year (blue) 2 years	2/77	94.21	N
65.108	Request for Headquarters Secured Access Authorization	2 years	4/09	62.27	Y
65.109	Department-Issued Electronic Communication Device Compliance Statement	Pending	7/13		Y
65.117	E-Mail Account Request Form for Network Connected Computers	Pending	4/15		Y

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
65.118	E-Mail Compliance Statement	Pending	4/15		Y
65.224	Digitally Recorded Data Viewing/Hold/Duplication Request	Pending	4/12		Y
71CP10	Time Roll (unit copy)	6 mos. after superseded		66.2	N
ACC-3230-34	Animal Inventory (pink)	30 days		11.72	N
CCM602/08/09	Bail Bond Receipt Book	1 year		11.73	N
DC-464-2	Report of Extraordinary or Unusual Occurrence	1 year - unit 2 years - OPS		11.79	N
DPGS-1460-1	Report of Occupational Injury or Illness (gold copy)	Unit - 1 year		16.12	N
DPOL 8149	Overtime/Out of Grade Pay Listing	Sworn - 6 months (unit copies) Civilian DPOL 8968		66.12	N
DPOL 8794-01	Inventory Control Record	(copy 1) 10 years (copy 2) until next		94.16	N
DPOL 8795	Holiday Premium Pay Listing	Finance 6 months (Unit Copies) 6 months		66.12	N
DPOL 9258	Active Criminal Warrants	Until superseded		97.67	N
DPOL8010-01	Unit of Assignment Recall & Check off Roster	Until superseded		11.81	N
Non-CPD	Request for Hearing-Intent to Impound Vehicle-DoAH	Does Not Apply	5/14		Y
NONE	Body Worn Camera Video	90 days unless extended hold requested			N
NONE	C.T.A. Surveillance Card	1 year		15.3	N
NONE	Citation, Personal Service (Dept. record copies)	2 years & after audit (transfer to Records Storage)		100.35	N
NONE	City of Chicago Payroll Register (Unit copy)	Finance: 5 yrs. if audited (Unit Copy) 6 mos.		66.9	N
NONE	Commanding Officer's Book	1 year		18.2	N
NONE	Commercial Driver "Out-of-Service" Order (Sworn Report)	1 year		26.15	N
NONE	Complaint Register (C.R.) File	5 years after conclusion of investigation. Exception 1) Permanently when filed with Police Board. 2) 5 yrs. after final court		8.2	N
NONE	Complaints, Mayor's Office of Inquiry & Information	C.R. cases-File (C.R.) Not C. R. - 3 yrs		8.11	N
NONE	Computer printouts (unless listed by name in this schedule)	60 days		61.10	N
NONE	Court Notification Book	2 years		18.25	N
NONE	Daily Bulletin (original)	Permanent retention by Graphic Arts		90.7	N
NONE	DUI Case Files	10 years		28.15	N
NONE	Formal Inspection Report	Until next inspection		22.128	N
NONE	Grievance Files (Original)	5 years after arbitration or settlement		63.4	N
NONE	In Car Camera Video	90 days unless extended hold requested			N
NONE	Inspection Log of Persons in Custody	6 periods after last entry		11.76	N
NONE	Juvenile Jacket	Unit-until age 17; in Records Ctr. 80th birthday or death	8/83	49.19	N
NONE	Mayor's Office of Inquiry & Information Complaints	C.R. cases-File (C.R.) Non-C.R.: 3 years 8.12		8.11	N
NONE	Medical Jacket	7 yrs. after termination, if no claims or litigation; disabled		71.4	N

Form No.	Form Title / Record	Retention	Rev. Date	Item No.	Online
NONE	Miscellaneous Receipt Book	1 period after filled		1.1	N
NONE	Motor Vehicle Inventory File	1 yr. after disposition		88.2	N
NONE	News/Press Releases (orig.)	Permanent		6.1	N
NONE	Ordinance Complaint	(gold Dept. copy) 3 periods  (pink Dept. copy) 3 periods after adjudication (blue officer's copy) 6		15.5	N
NONE	Overtime Authorization Log	2 yrs. after last entry		18.21	N
NONE	Parking Violation Notice Receipt	As per Dept. Notice (no less than 6 mos.)		30.26	N
NONE	Personal Service Citation (Dept. copy)	2 yrs. & after audit		100.35	N
NONE	Personnel Jacket	Work & salary history records 60 yrs./ employee's 78th birthday; all other records 5 yrs. after termination. Sworn , Civ., Crossing Guard		70.3, 70.4, 70.5	N
NONE	Personnel Orders (original)	2 years		70.1	N
NONE	Recording Tapes, C.O.S.	Erase & reuse after 30 days (Note: except tapes on HOLD refer to Dept. Spec. Order)		78.26	N
NONE	Search Warrant File	1 year		18.7	N
NONE	Statement of Economic Interest (blue)	3 years		11.80	N
NONE	Summary Punishment File	1 year		9.6	N
NONE	Task File	Permanent		55.13	N
NONE	Traffic Citation Book Receipt	As per Dept. Notice (no less than 6 mos.)		30.26	N
NONE	Unit Civilian Members Collective Bargaining	1 yr. after last remaining grievance is resolved		63.14	N
NONE	Unit FOP Grievance Log Book	1 yr. after last remaining grievance is resolved		63.13	N
NONE	Unit Personnel Jacket	Retain until termination then to Personnel Div.		11.47	N
NONE	Urine Drug Test File	Negative: until lab report received; positive: until adjudicated		74.73	N
PER-72	Employee Change of Address Form- City of Chicago	Personnel Jacket	8/10		Y
PER-95	Performance Evaluation	5 years	9/85	11.77	Y
PER-96	Performance Evaluation-Supervisory	5 years	9/85	11.78	Y
S880045A	Ethics Act Signature List	1 year		11.75	N
Varies	Case Report File	(orig) Retain according to current "Application for Authority to Dispose of Local Records in Cook County" (pink) 60 days		11.10	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Arrest Report	11.420	(orig) 2 yrs.Ident, 6 yrs Rec. Storage;non-stat.-perm juv-legal age +1 yr. (buff) perm (blue) 6 mos(pink&gldn. rod) destroy if release w/o	3/02	49.5	N
Arrestee and Property Transport Manifest	21.971	Pending	9/07		Y
Arrestee Control Sheet	11.432	(copy) 6 months or no longer useful	2/06		Y
Arrestee Medical Clearance Report	11.524	3 years	6/82	11.38	Y
Arrestee Property Log	21.972	Pending	9/07		Y
Asset Forfeiture Investigation Report	41.552	3 years/until check received	3/92	48.15	N
Attendance & Assignment Checklist	61.415	60 days	9/04	66.16	N
Attendance & Assignment Record (original)	11.605	7 years & audit (1 period unit, balance Records Storage)	6/91	66.1	N
Attendance & Assignment Record (Unit Copy)	11.605	6 periods	6/91	11.51	N
Attending School Notification	63.113	Pending	9/04		N
Attorney Visitation Notification	11.573	Pending	5/12		Y
Auction Sales Record	34.549	7 years if Audit	6/75	86.9	Y
Audit Sheet of Missing Reports	31.678	7 years	5/13	103.15	Y
Authorization for Photographic Use	21.230	Pending	10/08		Y
B.I.A. Cooperating Individual Agreement	44.170	5 years	6/12	10.58	Y
B.I.A. Cooperating Individual Control Log	44.169	5 years	6/12	10.58	Y
B.I.A. Cooperating Individual Request	44.171	5 years	6/12	10.59	Y
B.I.A. Cooperating Individual Use Log	44.168	5 years	6/12	10.56	Y
B.I.A. Request for Photographs	44.164	1 year	6/12		Y
B.O.P. Daily Assignment Activity Log	21.328	Pending	3/13		Y
B.O.S. Service Request	60.107	Pending	1/15		Y
Bail Bond Cash Envelope & Receipt	21.200	Attach Bail Bond Cash Receipt to CPD-21.920 (Cash Bail Transmittal) for 2 periods	11/12	22.88	N
Bail Bond Manual	11.909	Does Not Apply	10/10		Y
Bail Bond Receipt Book	CCM602/08/09	1 year		11.73	N
BAS Service Request Results Report	15.142	Pending	3/08		N
Beat Community Meeting Agenda	21.229	1 year	1/09	22.176	Y
Beat Community Meeting Evaluation - Inspection Division	42.502	Pending	1/09		Y
Beat Community Meeting Log	21.220	1 year	3/12	22.153	Y
Behavioral Intervention System Counseling Record	11.665	1 year	11/10	11.71	Y
Bicycle Helmet Control Card	21.308	1 year after replaced, Inventory No. File - Perm.	3/15	22.165	N
Bicycle Patrol Certification Course/Skills & Drills Evaluation	21.322	Pending	3/15		Y
Bicycle Registration Card	31.571	5 years after expiration of registration	1/15	100.19	N
Bicycle Repair/Maintenance Request	21.307	3 years	4/13	22.164	Y
Bicycle/Equipment Inspection Report	21.312	Pending	5/08		Y
Biographical Index	12.120	Until no longer useful	8/80	2.7	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Biohazard Label	34.560	Does Not Apply	3/94		N
Boat Accident Investigation Report	21.456	Pending	2/05		N
Boat Maintenance Work Order	21.462	1 year	3/06		Y
Body Worn Camera Video	NONE	90 days unless extended hold requested			N
Bomb Threat Card	23.255	Does Not Apply	2/14		N
Bomb Threats	23.256	None	2/05		N
Bond Money Transmittal Receipt	34.653	1 year	6/76	92.3	Y
Bureau of Internal Affairs Confidentiality Policy	44.279	Pending	6/12		Y
Bureau of Patrol Day Off Group Selection Request	11.677	Pending	12/14		Y
Business Closed by Order of Superintendent of Police Notice & Sticker	11.567	None	6/15		Y
Business Organization Location Record	21.906	Until no longer useful	9/71	22.83	N
C.P.D. Radio/P.D.T. Repair Request	34.660	Pending	9/10		N
C.P.F.T.A. Training Academy	62.205	Permanent	5/07		Y
C.R. Case Summary	44.213	5 years	9/01	10.19	N
C.T.A. Surveillance Card	NONE	1 year		15.3	N
C.T.A.Voluntary Special Employment Program/Daily Assignment Activity Report	21.360	6 months	1/05	22.24	Y
CALEA Analysis	15.535	File (Task) or 7 years	5/15	55.6	Y
CALEA Task Record	15.532	Permanent- Task File	5/15		Y
Camera POD / Image Retrieval Investigative Report	21.967	Pending	10/05		Y
Campaign to Break the Code of Silence Drop Box Initiative Card	21.236	Pending	1/13		N
Campaign to Break the Code of Silence Drop Box Initiative Daily Log Sheet	21.237	Pending	1/13		N
Campaign to Break the Code of Silence Drop Box Initiative Monthly Report	21.238	Pending	1/13		N
Campaign to Break the Code of Silence Drop Box Initiative Transmittal	21.239	Pending	1/13		N
Cancellation of Ordinance Complaint	31.662	6 months	11/14	97.35	Y
Cancellation/Administrative Release of the Administrative Notice of Ordinance Violation (ANOV)	11.492	6 months	10/14	11.97	Y
Candidate Assessment Form	62.506	Personnel Jacket	6/15		Y
Candidate Contact	62.163	Pending	7/12		Y
Canine Field Activity Log	21.470	Lifetime of Canine	10/14		Y
Canine Physical Evaluation	21.404	Lifetime of Canine	9/03		Y
Canine Training Log	21.474	Lifetime of Canine	3/13		Y
Canine Use Report	21.437	Pending	10/04		N
Cannabis Field Test Affidavit	12.125	Pending	3/14		N
Cannabis Flowchart	12.127	NO RETENTION	2/15		N
CAPS Implementation Office Funds Request	21.714	Pending	4/13		Y
Case Assignment Slip	11.418	(yellow) 6 periods (blue) Until no longer useful	8/82	50.8	N
Case Checklist	31.859	Pending	3/15		Y
Case Documentation Worksheet	31.857	Pending	3/15		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Case Report File	Varies	(orig) Retain according to current "Application for Authority to Dispose of Local Records in Cook County" (pink) 60 days		11.10	N
Case Report Transfer List	11.417	(pink) Until yellow returned	8/14	11.82	N
Cash Bail Transmittal (Binder)	21.920	Current period + 1 period	2/81	22.88	N
Cash Receipt for Subpoenaed Records	31.609	2 years	8/07	97.30	N
Cash Receipt-Withdrawal/Official Advance Funds-Notice of Debit	43.412	7 years & after audit	2/96	45.4	N
Cash Transmittal Envelope (Plastic bag)	34.341	Does Not Apply	1/90		N
CD/DVD Envelope	41.367	1 year after conclusion of case	10/14		N
Cease Examination	23.197	Pending	6/05		Y
Certificate of Appointment - Special Police	62.254	5 years	7/14	74.21	N
Certification of Eligibility for a Limited Duty Assignment	62.474	Pending	1/12		Y
Certification of Eligibility for an Accommodation Due to Pregnancy	62.476	Pending	1/12		Y
Certifying Statement	11.702	Pending	10/13		Y
Character Reference & Neighborhood Review	62.180	File (Personnel Jacket)	11/12	74.12	Y
Checklist of Required Court Documents for Prisoner Transfer to Cook County Sheriff Personnel	34.441	None	6/13		Y
Chicago Cruising Zones Ordinance-Written Notice	21.626	TSS Cards	8/04		Y
Chicago Gun Offender Registration	23.216	Pending	4/13		N
Chicago Police - Operations Calendar	11.143	Does Not Apply	Annual		Y
Chicago Police Cook County Sheriff Police Helicopter Task Force Flyer	21.466	Not Applicable	3/14		N
Chicago Police Cook County Sheriff Police Helicopter Task Force Palm Card	21.467	Not Applicable	3/14		N
Chicago Police Department Inter-Office Communication	11.155	1 year until no longer useful	9/03	11.88	Y
Chicago Police Department Travel Request Form	61.306	3 years	5/07	68.25	Y
Chicago Police Detective's Guide to Domestic Violence	23.179	Does Not Apply	7/01		N
Chicago Police Marine Unit emergency Medical Report	21.468	Pending	11/14		N
Chicago Police Officer's Guide to Domestic Violence Incidents	11.811	Not Applicable	1/15		Y
Child Abuse Hotline Notification	24.118	Current year + 2 yrs.	8/11	53.4	Y
Child Care Referral/Placement Report	24.108	1 year after reaching legal age	8/11	49.10	N
CHRIS Case Problem	11.439	2 years	11/99	11.105	Y
Cigarette License Record	43.210	1 year after expiration of license	5/80	44.1	N
Cindy Bischof Law/G P S Monitoring For Violation Of Order Of Protection	15.524	Does Not Apply	5/10		Y
Citation Control Sheet	11.496	Upon issuance of Dept. Notice (no less than 6 mos.)	4/09	15.9	Y
Citation Control Sheet (for Ordinance Complaints)	11.496	6 months after last entry	4/09	15.9	Y
Citation, Personal Service (Dept. record copies)	NONE	2 years & after audit (transfer to Records Storage)		100.35	N
City Claims Notification	11.719	7 mos.	3/12	11.127	Y
City Of Chicago Employee Ethics Training Administrator's Evaluation Form	11.193	Does Not Apply - Retained by Chicago Board of Ethics	4/07		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
City Of Chicago Employee Ethics Training Employee Evaluation Form	11.194	Does Not Apply - Retained by Chicago Board of Ethics	4/07		Y
City of Chicago Firearms Registration Letter	31.557	Does Not Apply	4/02		N
City of Chicago Hiring Plan Contact Letter	11.195	Pending	6/15		Y
City of Chicago Payroll Register (Unit copy)	NONE	Finance: 5 yrs. if audited (Unit Copy) 6 mos.		66.9	N
City Service Request	21.208	3 mos.	3/00	121.25	Y
Civilian Analysis Specimen Affidavit	62.467	Negative: until lab notification received, positive: until adjudicated	1/12	74.99	N
Civilian Electronic Signature Verification Affidavit	62.112	Pending	4/12		Y
Civilian First Amendment Judgement Affidavit	62.131	Permanent (Personnel Jacket)	5/11	70.15	N
Civilian Vacancy Status Report	11.661	1 year	7/90	11.70	Y
Classification Notification	44.207	File (C.R.)	6/12	8.28	Y
Command Channel Review	44.113	File (C.R.)	6/12	8.27	Y
Command Channel Review-Sustained Case	44.113-A	File (C.R.)	6/12	8.27	Y
Command Staff Vacation Carryover Request	11.907	Pending	6/10		N
Commanding Officer's Book	NONE	1 year		18.2	N
Commercial Driver "Out-of-Service" Order (Sworn Report)	NONE	1 year		26.15	N
Community Concern Sheet	21.235	Pending	10/09		Y
Community Organizer's Daily Activity Report	21.241	Pending	7/14		Y
Community Participation Summary Report	21.233	Pending	1/09		Y
Community Volunteer Check List (JISC)	24.443	Pending	11/04		N
Community Volunteer Confidentiality Form (JISC)	24.444	Pending	11/04		N
Complainant's Statement	44.250	Pending	6/12		Y
Complaint Log File Review and Return	44.508	File (C.R.)	1/13	10.47	Y
Complaint Log Investigation Conflict Certification	44.201	Pending	6/12		Y
Complaint Register	44.200	5 years after last case closed	7/73	8.5	N
Complaint Register (C.R.) File	NONE	5 years after conclusion of investigation. Exception 1) Permanently when filed with Police Board. 2) 5 yrs. after final court		8.2	N
Complaints, Mayor's Office of Inquiry & Information	NONE	C.R. cases-File (C.R.) Not C. R. - 3 yrs		8.11	N
Computer printouts (unless listed by name in this schedule)	NONE	60 days		61.10	N
Conferencing Agreement (JISC)	24.456	Pending	11/04		N
Conferencing Check List (JISC)	24.445	Pending	11/04		N
Conferencing Guidelines/Conferencing Agreement Form (JISC)	24.455	Pending	11/04		N
Confidential IL Driver's License Request	41.704	5 years after exp. Of license.	7/07	48.23	Y
Confirmation of Telephone Notification-BIA	44.211	File (C.R.)	6/12	8.21	Y
Consent by Patient to Disclosure of Information	44.117	File (C.R.)	4/12	10.12	Y
Consent to Collect Biological Samples	33.367	File (Case)	6/99	114.38	Y
Consent to Collect Biological Samples for Elimination Purposes	23.204	Pending	8/08		Y
Consent to Obtain Consumer Reports	62.113	Pending	6/09		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Consent to Search	11.483	Permanent	5/07	11.29	Y
Consent To Search Data Sheet	11.509	Pending	5/07		Y
Contact Analysis Record / B.I.S.	40.102	7 years	7/11	33.16	N
Contact Analysis Record/I.A.D.	44.167	5 years	2/96	10.55	N
Contact Analysis Report (unit copy)	43.404	7 years	3/85	39.72	Y
Contact Analysis Report/Detective Division	23.188	3 years after case closed 3 years, if pending litigation 3 years case closed	4/02	38.54	Y
Contact Information Card	21.101	1 year	8/06	15.6	N
Contingency Fund Expenditure Authorization	61.312	7 years & after audit	3/72	16.16	N
Contingency Fund Register	61.310	7 years & after audit	1/79	68.12	Y
Contingency Fund Voucher	61.311	7 years & after audit	3/74	16.16	Y
Contract for Purchase of a Horse	21.428	Life of horse	4/04	22.62	Y
Contract for Retired Horse	21.427	Pending	4/04		Y
Contract for Trade of Horse	21.430	Life of horse	4/04	22.64	Y
Cooperating Individual Agreement	43.408	Discretion of the Unit Cmdr.	1/86	46.5	Y
Cooperating Individual Request	43.410	Discretion of the Unit Cmdr.	11/83	46.7	N
Cooperating Individual Use Log	43.407	Discretion of the Unit Cmdr.	9/92	46.4	N
Correspondence Log	12.111	13 months	3/99	2.5	N
Cost Recovery Incident Form	61.230	Pending	4/12		Y
Cost Recovery Incident Form - Detective Division	61.231	Pending	7/10		Y
Counseling Session Report	11.666	1 year from last incident	4/98	11.84	Y
Court Advocacy Subcommittee Report	21.234	Pending	1/09		Y
Court Advocate's Report	21.240	Pending	4/14		Y
Court Appearance Information	11.552	Does not apply	3/15		N
Court Attendance Telephone Log	21.610	2 years	9/14-C	22.75	Y
Court Citing Date Card - Traffic	22.911	Does Not Apply	Annual		Y
Court Citing Date Card For The Case Assignment Category Entitled "Misdemeanor & City Ordinances"	11.562	Does Not Apply	Annual		Y
Court Complaint Transmittal (pink) (gold)	11.551	Automated in the CLEAR system	9/03	11.40	Y
Court Log	21.600	5 years	9/14-C	14.7	Y
Court Log- Narcotics Court	21.606	Court Section 5 years Forensic Ser. 1 period	4/02	14.3	Y
Court Notification Book	NONE	2 years		18.25	N
Court Notification Log/Absentee & Late Arrivals	22.918	1 year	7/95	28.1	Y
Court Notification/Sworn Member	11.554	Destroy after compliance	11/89	11.41	Y
Court Order	34.511-C	File (Prop. Inv.)	7/78	87.5	Y
Court Order Releasing Property	34.511-A	File (Prop. Inv.)	4/88	87.3	Y
Court Order to Impound Evidence	34.512	File (Prop. Inv.)	8/71	87.6	Y
Court Order/Disposal of Property	34.511-B	File (Prop. Inv.)	11/75	87.4	Y
Court Section Report to Commanding Officer	21.602	(Copies 2 & 3) 6 periods (Original) 5 years	3/12	14.2	Y
Covert Vehicle Control Sheet	21.206	1 year	7/07	22.172	Y
Covert Vehicle Log	21.204	1 year	10/00	22.163	Y
CPD Arrest On/Around Chicago Public School Property	24.458	Pending	4/14		Y



Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Crime Lab Negative Envelope	33.701	7 years; non-statutory permanent	12/88	114.26	N
Crime Prevention Data	41.118	60 days after verified	6/90	47.24	N
Crime Scene Worksheet	33.316	7 years; non-statutory permanent	3/03	114.10	N
Criminal Registration Receipt	23.205	(White copy) C.R. unit 7 years (Pink copy) Finance - 7 years	4/06	38.48	N
Criminal Rights/Notification of Charges Allegation	44.104	File (C.R.)	6/09	10.3	Y
Criminal Trespass Affidavit	21.718	Permanent	12/14		Y
Crisis Intervention Team Application	15.518	Pending	2/13		Y
Cruelty/Illegal Animal Fighting ILCS Quick Reference Guide	21.122	Does Not Apply	6/13		N
Curfew Violation Report	24.111	6 periods 1 year (if court filing, transfer to juv. jacket)	4/12	49.18	N
Currency Disposition Record/Partial Turnover	34.553	File (Prop. Inv.)	8/76	86.3	Y
Currency Inventory Bag (CIB) (Plastic bag)	41.720	Pending	6/11		N
Currency Inventory Bag (CIB) Receipt (Plastic)	41.720-A	Pending	6/11		N
Custody of Intercepted Recordings	41.120	10 yrs., Non-statutory	8/99	48.26	N
D.A.R.E. Instructor Application Request Form	51.106	Pending	2/13		Y
Daily Activity Report - "Students First" Safe Passage Program	21.827	Pending	10/06		Y
Daily Activity Report - Central Warrant Unit	31.106-A	1 period	2/00	97.1	Y
Daily Activity Report- Special Functions Division	21.450	6 periods	5/91	22.21A	Y
Daily Activity Report, Hot Desk	31.102	1 period	12/74	98.8	N
Daily Activity Report, Identification Section	31.700	1 period	1/88	101.16	Y
Daily Activity Report, Traffic	22.101	60 days	5/92	26.3	Y
Daily Activity Report, Traffic Enforcement	22.103	60 days	1/99	28.17	Y
Daily Activity Report/E & S Trucks	34.618	6 months	9/97	95.10	Y
Daily Activity Report-Alternate Response Program Call Back Volume	32.622	6 months	7/97	79.33	Y
Daily Activity Report-Crime Scene Processing Section	33.802	1 period	1/86	114.32	Y
Daily Activity Report-Prisoner Transfer Van	34.431	1 year	3/95	93.6	Y
Daily Arrest Record	23.871	1 year	12/87	38.37	Y
Daily Assignment Record/Mounted Unit	21.431	1 period	11/05	22.65	Y
Daily Assignment Status Report	41.709	2 years	3/92	48.19	N
Daily Automated External Defibrillator (AED) Inspection Checklist	21.559	Pending	12/14		Y
Daily Bulletin (original)	NONE	Permanent retention by Graphic Arts		90.7	N
Daily Court Notification Report	21.607C	Pending	Daily		Y
Daily Engineering Boat Check	21.461	2 years	3/06		Y
Daily Inspection Report	42.501	2 years	2/09	57.9	Y
Daily Log of Juveniles Taken Into Custody	24.518	Current month + 1 yr.	8/14	53.34	Y
Daily Mission Record	21.300	1 year	6/96	22.15	Y
Daily Prisoner Log	41.700	2 years	3/92	48.16	Y
Daily Vehicle Activity Report	34.312	1 period	8/71	88.6	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Daily Watch Assignment Record/ Airport Law Enforcement	21.460	1 year	6/01	22.177	Y
Dare/Great Daily Activity Report	51.311	1 period	9/00	121.22	Y
Deceased Remains Transportation Report	11.512	5 years (White Copy),Case Report File (Goldenrod Copy)	4/04		N
Defendant Hold Notification	23.186	Pending	10/14		Y
Department Canine Assignment Acknowledgement Form - Narcotics	21.424-A	Canine Service Life of Dog	12/01	22.179	N
Department Records Index	11.718	Does Not Apply	2/92		N
Department Vehicle Traffic Crash or Damage Report	22.951	(Original) 7years, (copy 2) 5 years, (Copy 3) 5 years, (Copy 4) 1 year	10/01	25.6	N
Department Wide Weekend Deployment	11.850	Pending	5/14		N
Department-Issued Electronic Communication Device Compliance Statement	65.109	Pending	7/13		Y
Designation of Beneficiary	62.345	Personnel Jacket	8/10	74.98	N
Detective Division Arrestee Form	23.192	Pending	12/03		Y
Detective Division CAPS Information Notice	23.185	Invest. Case File	4/00	38.49	Y
Detention Report	11.516	3 years	6/14	93.10	Y
Determination in the Appeal of the Review Board Decision	12.154	Pending	8/14		Y
Digital Recording of DVD/Digital Video Tape/Cassette Receipt	23.199	Pending	8/05		N
Digitally Recorded Data Viewing/Hold/Duplication Request	65.224	Pending	4/12		Y
Direct Order Against Fraternalization	63.112	Pending	9/04		N
Disclaimer of Ownership & Knowledge of Ownership	41.551	Case Report File pending court disposition	5/14		Y
Discrepancy Report	34.326	2 years	12/79	88.2	N
District Assignment Schedule-Foot Routes, Furlough & Miscellaneous	21.931	6 periods	12/81	22.97	Y
District Bus Request	21.709	Pending	8/09		Y
District Commander's Interview Form	21.708	Pending	1/10		Y
District DAC or Allstate Funds Request	21.710	Pending	8/09		Y
District Meeting Sign in Sheet	21.228	1 year	12/09	22.175	Y
District Plan	21.231	Pending	1/09		Y
District School Visitation Report	21.938	Pending	4/90		Y
Dive Log	21.445	1 year	4/92	22.134	Y
Dive Report	21.444	3 years	4/98	22.133	Y
DOC Analyst Field Data Report	23.971	Pending	3/09		Y
Dog Bite Incident Report	21.421	5 years	8/93	22.141	Y
Domestic Incident Notice	11.443	Does Not Apply	1/15		Y
Domestic Incident Notice (Braille Version) Log	11.574	Does Not Apply	12/09		Y
Domestic Violence Assessment	11.812	Pending	5/15		Y
Domestic Violence Bail Bond Attachment Special Conditions	21.905	1 year	3/94	22.142	Y
Domestic Violence Liaison Officer Monthly Report	11.436	2 years	3/13		Y
Domestic Violence Referral	21.700	1 year	12/93		
Donor's Agreement/Mounted Unit	21.429	Life of horse	4/04	22.63	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Driver's Crash Statement (copy)	22.111	File (Traffic Crash) 7 yrs.	5/01	23.7	Y
Drug Abuse Resistance Education Teaching Schedule	51.102	1 year	2/13	122.15	Y
Drug Test Specimen Affidavit	62.441	negative: until lab notification. received; positive until adjudicated	3/11	74.72	N
DUI Case Files	NONE	10 years		28.15	N
DUI Case Management File Folder	22.121	10 years	11/07	28.20	N
Dying Declaration	11.454	File (Case Rep.)	3/01	11.19	Y
Election/Rejection of Options to Suspension	61.416	(orig) 5 yrs unless litigation, (copy 2) 2 yrs. after satisfied, (copy 3) until original returned	3/10	66.3	Y
E-Mail Account Request Form for Network Connected Computers	65.117	Pending	4/15		Y
E-Mail Compliance Statement	65.118	Pending	4/15		Y
Emergency Contact Information	62.347C	File (Personnel Jacket)	9/01		N
Emergency Contact Information Roster	62.346C	File (Personnel Jacket)	9/01		N
Emergency Identification. Bracelet Program App.	52.300	5 years	8/12	120.8	Y
Emergency Identification. Bracelet Program Application-Spanish	52.301	5 years	7/97	120.9	Y
Emergency Medication Plan - Household Information Form	11.165	Does Not Apply	5/10		Y
Employee Change of Address Form- City of Chicago	PER-72	Personnel Jacket	8/10		Y
Employer Application for Special Police	62.253	2 yrs. After termination of employment 5 yrs. After revocation or denial	7/14	74.20	N
Employment Check	62.181	File (Personnel Jacket)	3/13	74.13	Y
Employment Records Routing Slip	62.125	File (Personnel Jacket) (copies) 1 year	6/12	66.22	N
Equal Employment Opportunity Complaint	11.707	3 years after settlement, (Copy 1 & 2) 5 years after investigation	4/10	11.107	Y
Equipment Transaction Receipt	62.141	5 years	10/10	74.80	N
Equipment Transaction Receipt - Deployment Operations Center	11.903	Pending	8/14		N
Essential Functions For Limited Duty Approval	62.477	Pending	4/12		Y
Ethics Act Signature List	S880045A	1 year		11.75	N
Event Notification Form	11.803	3 months	7/01	11.111	Y
Evidence & Recovered Property Envelope	34.520	Same as enclosed property	10/82	87.9	N
Evidence & Recovered Property Envelope - Firearms	34.520-B	Same as enclosed property	10/82	87.11	N
Evidence & Recovered Property Envelope - Narcotics	34.520-A	Same as enclosed property	10/82	87.10	N
Evidence (plastic bag)	11.511	Destroy upon disposition of property	10/96	11.35	Y
Evidence Collection Bag	44.163	Pending	1/15		N
Evidence Envelope	33.101	Destroy upon disposition of property	9/85	114.4	N
Evidence Label	33.310	Does Not Apply	5/96		N
Evidence of Purchase/Official Advance Funds	43.411	7 years & audit	2/96	45.4	N
Evidence Property Envelope (Plastic bag) Size 15 x 20	34.559-B	Pending	NA		N
Evidence Property Envelope (Plastic bag) Size 18 x 36	34.559-C	Pending	NA		N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Evidence Property Envelope (Plastic bag) Size 7 x 12	34.559-A	Pending	NA		N
Evidence Recovery Log	41.124	Pending	9/08		N
Evidence Tag (red & manila)	34.510	Same as property to which attached	10/76	86.13	N
Evidence Transmittal	23.195	Pending	6/05		Y
Exceptional Response Plan (ERP) Checklist	21.616	Pending	8/14		Y
Explosive Training Record	21.418	1 year	9/95	22.131	Y
Expunged Record (file card)	31.714	Permanent	10/09	97.42	N
Extended-Hours Use of Department Vehicle	42.505	Pending	3/15		Y
Extreme Weather Report Results	20.003	Pending	3/12		Y
Facsimile Message	11.490	orig. 1 year	4/08	78.34	Y
Fax Machine Repair Request	32.707	6 months	8/00	79.38	N
Felony Minute Sheet	23.180	File (Case)	6/94		Y
Field Inquiry	31.230	8 days	7/74	88.1	N
Field Reporting Manual	63.450	Does not apply	12/85		Y
Field Sobriety Instruction Booklet	22.119	10 years	6/12	28.19	N
Field Training and Evaluation Program Daily PPO Refresher Training Program	63.220	1 year	5/03		N
Field Training and Evaluation Program PPO Extended Refresher Training Cycle Summary Report	63.221	1 year	5/03		N
Field Training and Evaluation Program PPO Refresher Training Cycle Summary Report	63.222	1 year	5/03		N
Field Training Officer Evaluation	63.219	5 years	3/10	60.46	Y
Film Record/Intelligence	41.114	Permanent	9/90	47.20	N
Film/Photo/Video Processing Request	41.117	1 year	3/90	48.9	N
Fingerprint Card - Adult	31.813	1 year after subject's death/when subject becomes 80 years	8/98	101.13	N
Fingerprint Card - Juvenile	31.813	1 year after 17th birthday	8/98	97.60	N
Fingerprint Examination Report	31.853	(Original)-Case Report File; (Copy) 7 years non-statutory, if statutory-permanent retention	1/00	97.64	Y
Firearm Loan Receipt	63.344	Pending	4/12		Y
Firearm Purchase Authorization	31.220	(Seller's Copy) 10 years (Suspense Copy) Until registration confirmed (Other) 1 year	10/13	99.4	Y
Firearms Disposition	31.610	1 year	10/13	97.72	N
Firearms Evidence Envelope	33.404	Destroy all disposition of firearm	6/07	114.22	N
Firearms Evidence Label	33.119	Does Not Apply	12/03		N
Firearms Inventory Control	34.612	Life of firearm + 1 year	1/76	94.5	N
Firearms Registration Application	31.562	Permanent	10/13	102.1	N
Firearms Registration Letter	31.621	Does Not Apply	3/11		Y
First Amendment Investigations Unit Log	11.387	Pending	8/03		N
First Amendment Worksheet	11.440	10 years	10/03	11.124	Y
Fixed Remote Surveillance POD Video Retrieval Request	21.957	Pending	6/04		Y
Form History	15.136	Permanent	3/80	56.7	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Form Letter To Accompany Subpoena	12.121	Does Not Apply	3/03		Y
Formal Inspection Report	NONE	Until next inspection		22.128	N
Formal Station Adjustment	24.136	White copy 8 years pink copy 6 months	8/11	53.38	Y
Forms Numbering Record	15.135	Permanent	12/71	56.6	N
Forms Retention Schedule	11.717	NONE	4/11		Y
Freedom of Information Request	31.509	Permanent	12/09	97.23	Y
Furlough Selection/Absence Summary	11.609	Until return from furlough	3/12	47.10	Y
G.R.E.A.T. Instructor Application Request Form	51.105	Pending	2/13		Y
Gang & Narcotics-Related Loitering Dispersal Procedures card	43.430	None	9/12		N
Gang Audit Questionnaire	12.140	Pending	7/13		Y
Gang Resistance Education & Training Schedule	51.103	1 year	2/13	122.16	Y
Gang Vehicle Index	41.505	10 years	8/81	18.17	N
Gang/Narcotic-Related Loitering Hot Spot Dispersal Request for Event Number Denial Form	21.373	Pending	5/10		Y
Gas Mask Control Card	34.604	1 year after masks returned	2/04	95.9	N
General Offense Case Report	11.380	See: Case Report File	8/96		N
General Progress Report	23.122	File (investigative)	2/83	38.11	Y
Grant Proposal Concept	15.141	1 year	1/98	56.16	Y
Grievance Files (Original)	NONE	5 years after arbitration or settlement		63.4	N
Grievance Report	11.642	5 years after arbitration or settlement, (Unit copy) 1 year after satisfied	2/11	63.4	N
Guidelines for Arrestee Screening and Monitoring	11.523	Does Not Apply	5/13		Y
Gun Offender Registration - CPD Notification	23.214	Pending	4/13		N
Gun Offender Registration Notification - (For External Agency Use)	23.210	Pending	4/13		Y
Gun Recovery Information	31.560	1 year	10/73	100.24	N
Gun Registration Change of Information	31.579	Pending	10/13		Y
H/BIT Sniper Program Record	23.177	1 year after date of last entry	11/89	38.53	N
Hair/Nail Sample Test Affidavit	62.442	until notification from lab of neg. test or positive test is adjudicated	6/99	74.82	N
Headquarters Parking Registration	11.905	Pending	4/08		Y
Helmet Control Card	34.605	Name File-1 year after replaced; Inv. No. file-permanent	9/10	94.7	N
Hire Certification Form:Non-Bid Unit Assignment	62.500	Personnel Jacket	6/15		Y
Holiday Premium Pay Listing	DPOL 8795	Finance 6 months (Unit Copies) 6 months		66.12	N
Homicide Data Sheet	23.401	Permanent	9/91	33.11	N
Honorable Mention Award	11.620	Not Applicable (Note: CPD-11.620 is not imprinted on this form)	3/05		N
Hospital Release	62.372	Pending	4/12		Y
Hospital Run Sheet	62.420	1 year	5/01	74.74	N
Hospitalization Case Report	11.406	See: Case Report File	1/04		N
I.A.D. Reliability/Advancement of Funds Report	44.166	7 years	2/96	10.54	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Identification Index	41.305	Until no longer useful	4/90	48.10	N
Illinois Law Enforcement Alarm System Log	21.311	Pending	7/06		Y
Illinois Traffic Crash Report (File)	22.110	8 yrs. (2 yrs. unit, 6 yrs. Records Storage) Fatal Hit & Run - Perm. (copies) 6 mos.	10/03	100.38	N
Illinois Traffic Crash Report SR 1050 C Form Preparation Instructions	63.470	Does Not Apply	6/14		Y
Illinois Traffic Stop Statistical Study Sticker	15.516	Sicker on the back of the (White) copy (Traffic Stop Statistical Study Copy) of the Personal Service Citation	12/11		N
Immediate Action Investigation/Tender Age Missing	24.511	File (Case Report)	8/11		N
In Car Camera Video	NONE	90 days unless extended hold requested			N
Incident Reporting Guide	63.451	Does not apply	1/11		Y
Individual Information History	43.700	1 year + Close of business/expiration. of license	10/01	43.7	N
Individual Work Report/Auto Desk	31.112	2 periods	5/78	97.3	N
Individualized Performance Plan	62.217	Personnel Jacket	9/10	74.81	Y
Informal Station Adjustment	24.137	1 year	8/11	53.39	Y
Information for Action	43.415	1 year after completion of assignment	1/09	39.80	Y
Information Regarding Money Seized by the CPD	12.157	Not Applicable	9/14		Y
Information Regarding Personal Property Seized by the CPD	12.155	Not Applicable	9/14		Y
Information Regarding Vehicles Seized or Impounded by the CPD	12.156	Not Applicable	9/14		Y
Information Report	11.461	(Without Sex Offender Information) 1 yr. & no longer useful (With Sex Offender Information) 15 yrs. (First Amendment Information) 10 years	3/12	12.06	Y
Informational Checkpoint Incident Report	21.963	Pending	8/04		Y
Infraction Report	21.116	1 year unless litigation	6/12	14.10	Y
Injury on Duty Processing	62.384	1 year	4/02	74.43	Y
Injury on Duty Report Supplement	62.381	File (Med. Jacket)	5/06	74.42	Y
Inner Evidence Bag	11.525	Destroy upon disposition of property	11/14	11.35	N
Inquiry Request Worksheet	11.704	2 years	8/00	11.106	Y
Inspection Log of Persons in Custody	NONE	6 periods after last entry		11.76	N
Inspection Report (all copies)	42.510	2 yrs	7/11	12.7	Y
Insurance Information Index	62.348	Admin. use is done	3/88	74.36	N
Intra-Departmental Memo/Admin. Asst.	12.106	1 year	2/00	2.3	N
Intra-Departmental Memo/Exec. Asst.	12.113	1 year	3/11	2.6	Y
Intra-Departmental Routing	12.104	Purge when attached material is destroyed	8/92	2.2	N
Intra-Departmental Support Service Request	21.224	Retain pink, white, yellow copies 1 year	4/09	22.154	Y
Inventory Control Card	34.602	1 year after item is disposed of	4/14	47.16	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Inventory Control Record	DPOL 8794-01	(copy 1) 10 years (copy 2) until next		94.16	N
Investigative File Control	23.124	File (Investigative)	1/83	38.12	N
Investigative File Inventory	23.121	File (Investigative)	9/89	38.10	Y
Investigator Unable To Contact Complainant/Witness	44.223	Does Not Apply	4/12		Y
Investigator's Checklist	44.108	Until investigation complete (non-record)	6/12		Y
Irregularity Report	42.503	(all copies) 2 years	4/10	58.1	Y
Job Opportunity Be Announcement	62.135	1 year after vacancy filled	6/08	74.2	N
Juvenile Contact Information Card	21.102	1 year	8/06	22.178	N
Juvenile Jacket	NONE	Unit-until age 17; in Records Ctr. 80th birthday or death	8/83	49.19	N
Juvenile Minutes Sheet	24.110	80th birthday or death	8/11	49.6	Y
Juvenile Record Inquiry	24.483	1 period	8/11	53.25	N
Kennel Boarding Record	21.419	1 years	11/13	22.136	Y
Kubota Control Sheet	21.242	Pending	7/14		Y
L.E.A.D.S. Certification Transmittal Listing	15.512	Pending	4/05		N
Labor Controversy Interview Report	21.180	5 years	9/97	22.12	Y
Language Assistance Notice	21.126	Does Not Apply	9/08		Y
Language Identification Card	21.125	Does Not Apply	9/08		Y
Latent Fingerprint Lift Transmittal	34.655	1 year	3/04	95.7	Y
Latent Print Evidence Envelope	31.855	7 years; non-statutory permanent	6/96	97.65	N
Latent Print Examination Report	31.856	Pending	4/09		Y
Latent Prints Envelope	33.111	Does Not Apply	6/05		N
Law Enforcement Officials Request for Protected Health Information	62.472	Pending	8/03		N
Law Enforcement Polygraph Examination (Pre- Employment)	62.120	Pending	10/12		N
Law Enforcement Report of Conviction	11.441	Does Not Apply	6/93		Y
LEADS Message Log	31.352	6 periods	3/71	98.14	Y
LEADS Request	31.351	2 years	2/79	98.31	Y
Leave of Absence Index	62.331	Until leave expiration	9/81	74.31	N
Leg Iron Control Sheet	11.505	6 months	8/02	11.125	Y
LEGAL NOTICE for City of Chicago Municipal and State Violations Animal Seizure	11.468	Pending	4/15		Y
License Control/Location (Liquor)	43.214	15 years	12/71	46.3	N
LIDAR Speed Detection Log	21.970	Pending	2/13		Y
Limited Duty Email Notification Acknowledgement	62.374	Pending	1/12		Y
Limited Duty Notification Letter - A (30 Days)	62.478	Permanent (Personnel Jacket)	1/14		N
Limited Duty Notification Letter - B (90 Days)	62.479	Permanent (Personnel Jacket)	1/14		N
Lineup/Photo Spread Advisory Form -B.I.A.	44.284	File (Complaint Reg.)	6/12		Y
Lockup Keepers Monthly Food Record	34.613	3 years	4/12	94.4	N
Lost & Found Case Report	11.408	See: Case Report File	4/84	100.28	N
Lost or Stolen License Index	31.232	1 year	11/78	98.24	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
LRAD Message Log	21.464	2 years	5/12		Y
LRAD Non-Pre-Recorded Message	21.465	2 years	5/12		Y
Major Crime Scene Report	33.113	Pending	8/04		Y
Major Incident Media Notification List	11.806-C	Permanent Data Base	10/04		N
Major Incident Notification Detail	11.805-C	Permanent Data Base	10/04		N
Major Incident Notification Index	11.804-C	Permanent Data Base	10/04		N
Major Incident Notification Patrol Summary Report	11.807-C	Permanent Data Base	10/04		N
Mandatory Physical and/or Psychological Examination Notification	62.461	File (Medical or Drug Screen)	7/10		N
Marine Safety Inspection/Activity Report	21.442	7 years	7/89	22.69	Y
Marine Unit Courtesy Flyer	21.446	Does Not Apply	2/15		N
Marine Unit Equipment Repair Record	21.458	Pending	11/05		N
Marine Unit Information Card	21.459	Does Not Apply	1/06		N
Marine Unit Service Voucher	21.447	5 years	8/09	22.147	N
Mass Arrest Card	11.433	None	1/12		Y
Material Requisition	34.622	2 Years	1/11	18.4	Y
Material Submitted for Use in the Daily Bulletin	11.463	5 years	3/12	49.13	Y
Mayor's Office of Inquiry & Information Complaints	NONE	C.R. cases-File (C.R.) Non-C.R.: 3 years 8.12		8.11	N
Medical Absence Follow-up Report	62.402	File (Personnel Jkt.)	8/80	74.50	N
Medical Certification for Limited Duty Assignment	62.475	Pending	2/12		Y
Medical Continuing Education Form	21.558	Not Applicable	1/15		Y
Medical Excuse	62.435	File (Medical Jkt.)	5/14	74.61	N
Medical Jacket	NONE	7 yrs. after termination, if no claims or litigation; disabled		71.4	N
Medical or Complaint Log Investigation Conflict Certification	62.369	Pending	5/06		Y
Medical Roll Certification	62.396	File (Medical Jkt.)	1/12	74.92	N
Medical/Psychological Examination Administrative Proceedings Rights	62.464	Pending	9/14		N
Medications Commonly Used to Treat Mental Illness	63.104	None	6/12		N
Meeting Notification	21.227	1 year	1/09	22.174	Y
Memo - Forms Section	15.276	File (Form History)	7/09		N
Memo on New or Revised CPD Form	15.275	File (Form History)	7/09		N
Mental Health - Crisis Intervention Report	15.520	Pending	2/13		Y
Military Leave of Absence	11.840	Pending	11/14		Y
Miscellaneous Incident Exception Report	11.419	1 year	7/72	15.1	Y
Miscellaneous Incident Reporting Table	11.484	Does Not Apply	2/13		Y
Miscellaneous Receipt Book	NONE	1 period after filled		1.1	N
Missing Persons Control	24.512	Open Cases - Permanent Cleared Cases - 1yr.	4/08	51.2	N
Missing Persons Daily Telephone Log	24.506	30 days	10/07	53.32	Y
Missing, Lost or Incapacitated Person Case Control	24.510	1 yr . After cleared 7 yrs. if not cleared. (buff copy) 30 days	2/78	53.33	N



Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Missing/Found Person Case Report	11.407	File (Case Report) Open Cases -Perm. Cleared Cases-1 year Pink-60 days	11/90	49.1	N
Monitor's Intercept Log	41.119	Open Cases - Permanent Cleared Cases - 1 year 10 years, Non-Statutory-permanent	8/99	48.25	N
Monthly Activity Report - Records Processing Section	31.625	1 year	2/01	103.5	N
Monthly Activity Report-Auto Pounds Section	34.320	2 years	2/04	89.4	N
Monthly Activity Report-Central Detention	34.429	2 years	4/95	93.4	N
Monthly Referral Summary Report-Community Network Officer	24.143	3 years	7/02	49.20	Y
Monthly Summary Report	34.430	2 years	3/88	93.5	N
Motor Vehicle Inventory File	NONE	1 yr. after disposition		88.2	N
Motor Vehicle Inventory Report	34.303	(White and Yellow copies) 1 year after disposition (yellow)	12/10	89.2	N
Murder Analysis Report	23.470	25 years	9/91	33.6	N
Murder/Shooting Notification	21.973	Pending	2/13		Y
Narcotic Evidence Log & Transmittal	33.335	5 years (copy) 1 year	7/13	108.8	Y
News/Press Releases (orig.)	NONE	Permanent		6.1	N
Noise Flash Diversionsary Device Control Sheet	21.319	Pending	11/14		Y
Non-Bid Duty Assignment Justifciation Memorandum (Tact Teams and Foot Patrols)	62.507	Personnel Jacket	6/15		Y
Non-Bid Duty Assignment Use of Eligibility Pool Justification Memorandum (Tact Teams and Foot Patrols)	62.508	Personnel Jacket	6/15		Y
Non-Bid Unit Assignment Candidate Selection Form	62.504	Personnel Jacket	6/15		Y
Non-Bid Unit Assignment Cnadidates Selected For Interview Form	62.502	Personnel Jacket	6/15		Y
Non-Bid Unit Assignment Eligibility Pool Form	62.505	Personnel Jacket	6/15		Y
Non-Bid Unit Assignment Screening & Job Specific Criteria	62.501	Personnel Jacket	6/15		Y
Non-Bid Unit Interview Notification Form	62.503	Personnel Jacket	6/15		Y
Nonconsensual Blood Draw Request	11.564	Attach to CPD-22.118 Alcohol/Drug Influence Report - 10 years	6/12	28.18	Y
Non-Disciplinary Intervention Report	62.216	5 years	4/12		Y
Notice if Hearing before the Review Board Pursuant to E05-6-01	12.151	Pending	8/14		Y
Notice of Alcohol and Drug Testing Following a Firearms Discharge Incident	44.252	Pending	6/12		Y
Notice Of Exception To Eligible Users List - City Of Chicago Employee Ethics Training	11.200	Does Not Apply - Retained by Chicago Board of Ethics	2/09		Y
Notice of Forfeiture Preliminary Review Hearing	12.158	Not Applicable	1/15		Y
Notice of Guidelines to Participant Agency Outreach Workers	24.139	Does not apply	11/00		Y
Notice of Indebtedness	61.227	Pending	5/13		N
Notice of Intent to Impound Vehicle	34.343	Does Not Apply	05/14		Y
Notice Of Violation Of Business Solicitation On The Public Way	11.429	Does Not Apply	3/12		Y
Notice to Process Server	12.139	Pending	7/14		N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Notice to Property Owner	34.523 Part 4-A	Does Not Apply	9/14		Y
Notice To Volunteer Participants In The Chicago Police Department/Cellular One Partnership Program	11.709	Does Not Apply	10/00		Y
Notification - Adjudication Division	44.509	Pending	2/12		Y
Notification of Charges/Allegations	44.115	File (Complaint. Reg.)	6/09	10.10	Y
Notification of Complaint Review Panel Hearing (all copies)	44.500	1 period after hearing	7/00	10.28	N
Notification of Court Absence	11.560	1 period after filled	4/02	11.45	N
Notification of Duty Restrictions (Civilian Members)	44.300	Pending	10/13		Y
Notification of Duty Restrictions (Sworn Members)	44.301	File (C.R.) (Copy) Conclusion of Investigation.	10/13	10.42	Y
Notification of Duty Restrictions Per Director, Human Resources Division	62.107	Pending	8/11		N
Notification of Duty Restrictions Per Director, Human Resources Division-Alcohol Testing	62.115	Pending	8/11		N
Notification of Duty Restrictions Per Director, Human Resources Division-No Pay Status	62.114	Pending	8/12		N
Notification of Medical Services Policies and Restrictions	62.481	Permanent (Personnel Jacket)	7/14		Y
Notification of Private Tow	31.245	6 periods	3/76	98.27	Y
Notification of Rescheduled Traffic Court Case	22.908	1 Year	6/15	30.28	Y
Notification Re: Automated Complaint	44.217	File (Comp. Reg.)	6/12	10.20	Y
Notification Relative to Police Board Hearing	44.501	1 year	5/08	10.29	N
Notification to ANOV Respondent of Negative Cannabis Test	12.126	NO RETENTION	7/12		Y
Notification to Assistant State's Attorney Assigned to Central Bond Court	41.507	Pending	4/08		Y
Notification to Consular Officers of Arrests or Detentions Mandatory Reporting Country	11.714-A	If arrested - Permanent, Not arrested - 5 years Not Arrested - 5 yrs.	12/12	11.119	Y
Notification to Consular Officers of Arrests or Detentions Non-Mandatory Reporting Country	11.714-B	If arrested - Permanent, Not arrested - 5 years Not arrested - 5 yrs.	12/12	11.120	Y
Notification to Victim - Forensic Services	33.817	Does Not Apply	8/14		N
Notification-Stolen Vehicle Recovered Message	34.339	1 yr. after disposition	4/94	89.9	N
Oath of Office	62.153	File (Personnel Jkt)	3/95	74.5	Y
Observation or Surveillance Report	41.105	File (Case)	1/11	47.7	Y
Observation Van Deployment / Video Retrieval Request	21.958	Pending	5/05		Y
Observation Van Worksheet Log	21.959	Pending	5/05		Y
Offender Conference Letter (JISC)	24.453	Pending	11/04		N
Offender Intake Form (JISC)	24.449	Pending	11/04		N
Offenses with Possible Upgrades from Misdemeanor to Felony (Palm Card)	21.355	Not Applicable	5/11		N
Officer Battery Report (orig.)	11.451	2 yrs. (unit copy) 1 year (OPS copy) 1 yr. unless litigation	3/08	11.18	Y
Officers Daily Activity Log	21.318	Pending	4/15		Y
Open & Vacant Building Checklist	21.111	1 year	6/08	22.162	Y
Operation Pinpoint Request	41.714	Pending	4/10		Y
Operation Protect Youth Program - Daily Activity Report	20.010	Pending	7/12		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Ordinance Complaint	NONE	(gold Dept. copy) 3 periods  (pink Dept. copy) 3 periods after adjudication (blue officer's copy) 6		15.5	N
Ordinance Complaint Delivery Receipt	34.601	2 years	3/82	95.1	N
Organized Crime Division Arrestee Form	41.303	Pending	7/07		Y
Out of File Indicator	31.554	Until filled	3/71	97.52	N
Out of Grade Work Authorization	11.639	2 1/2 years	9/05	11.63	Y
Out of State Vehicle Insurance Request	61.307	30 days	4/12		Y
Overtime Authorization Log	NONE	2 yrs. after last entry		18.21	N
Overtime/Compensatory Time Report	11.608	2 years	1/12	16.14	N
Overtime/Out of Grade Pay Listing	DPOL 8149	Sworn - 6 months (unit copies) Civilian DPOL 8968		66.12	N
Owners Release Authorization	34.317	2 years	10/71	88.2	N
P.B. & P.A. Member's Grievance Report	11.706	(white copy) 5 yrs. (yellow copy) 1 yr. after	12/03		N
P.D.T. Service Request	32.103	1 year	2/03	79.40	Y
Palm print Card	31.814	1 yr. after 80th birthday or death	10/71	97.61	N
Palm print Elimination Card	33.807	1yr. After 80th birthday or death	1/07	114.34	N
Parking Violation Notice Receipt	NONE	As per Dept. Notice (no less than 6 mos.)		30.26	N
Participant Testing Release & Waiver & Release of All Claims (Physical Fitness Incentive)	63.353	1 year	7/03	59.10	Y
Pawnbroker Hold/Release Order	11.813	Pending	1/15		N
Payroll Audit Log	61.403	6 mos.	3/02	68.26	Y
Peer Jury Confidentiality Oath	24.461	2 years after termination of service	4/14	53.44	Y
Peer Jury Court Activity Sheet	24.469	Pending	4/14		Y
Peer Jury Manual	24.472	Not Applicable	9/14		Y
Peer Jury Program Audit Coordinator/Assistant/Moderator Application	24.463	1 year after termination of service	4/14	53.46	Y
Peer Jury Program Juror Application	24.460	2 years after termination of service	4/14	53.43	Y
Peer Jury Program Juvenile Victim Notification Letter	24.468	2 years after termination of service	4/14	53.51	Y
Peer Jury Program Notice of Non-compliance	24.470	Pending	4/14		Y
Peer Jury Program Offender Performance Release	24.465	Until juvenile reaches legal age	4/14	53.48	Y
Peer Jury Program Parent/Guardian Consent	24.462	2 years after termination of service	4/14	53.45	Y
Peer Jury Program Victim Notification Letter	24.467	2 years after termination of service	4/14	53.50	Y
Peer Jury Program Work Assignment and Placement	24.464	Until juvenile reaches legal age	4/14	53.47	Y
Pellet Envelope	33.407	File (Prop. Inventory)	3/89	114.24	N
Performance Evaluation	PER-95	5 years	9/85	11.77	Y
Performance Evaluation-Supervisory	PER-96	5 years	9/85	11.78	Y
Period Strength Report	11.660	14 periods	4/84	11.69	Y
Period Work Schedule	31.702	6 periods	7/74	97.39	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Personal Equipment Log	21.919	4 periods	1/04	50.1	Y
Personal History Questionnaire	62.152	File (Personnel Jkt.); if rejected 3 yrs.	11/06	74.4	N
Personal History Questionnaire - Civilian	62.162	File (Personnel Jkt.); if rejected 3 yrs.	1/08	74.4	N
Personal History Questionnaire-Background Investigation Cadet Program	62.157	File (Personnel Jkt.)	10/98	74.83	N
Personal Property Envelope (Plastic bag) Size 15 x 22.5	11.500-B	Destroy after use	1/90	11.33	N
Personal Property Envelope (Plastic bag) Size 7.5 x 12.5	11.500-A	Destroy after use	1/90	11.33	N
Personal Property Form (yellow - book)	11.502	5 years after last entry	3/14	93.8	N
Personal Property Poster	34.570	Not applicable	3/14		N
Personal Service Citation (Dept. copy)	NONE	2 yrs. & after audit		100.35	N
Personnel Action Request (pink - orig.)	11.612	File (Personnel) or 1 yr. or depending on type of action (green) Until white returned (white) 1 yr. duration of	10/95	11.52	N
Personnel Card	11.600	Retain in member's unit; File (Personnel Jkt.) after termination	3/85	11.48	N
Personnel Change Notice	11.611	3 years	8/14	66.17	Y
Personnel Concerns Progress Report	62.366	1 year	9/10	72.6	Y
Personnel Data Entry Worksheet	62.326	1 month after entry into system	5/11	74.28	N
Personnel Index	11.613	Until transferred	9/88	11.53	N
Personnel Jacket	NONE	Work & salary history records 60 yrs./employee's 78th birthday; all other records 5 yrs. after termination. Sworn , Civ., Crossing Guard		70.3, 70.4, 70.5	N
Personnel Jacket File Certification Card	11.169	Until filled	8/05	11.7	Y
Personnel Orders (original)	NONE	2 years		70.1	N
Phone Notif. Received-Off. Unable to Appear	21.611	1 year	6/88	22.76	Y
Photo Identification Card	33.715	Destroy after use	1/85	114.29	N
Photo Lab Equipment Control	41.115	Until filled	9/90	48.8	N
Photo/Live Lineup Advisory Form	11.900	Pending	2/15		Y
Photography Team Activity Report	33.716	1 year	9/03	114.30	Y
Physical Examination Record	62.426	File (Medical Jkt.)	7/10	74.56	N
Physician Release	62.373	Pending	1/12		Y
POD Camera Information	21.966	Pending	10/05		Y
POD Placement Request	21.965	Pending	10/05		Y
Police Board Case-Progress Record	44.504	File (Complaint. Reg.)	4/87	8.4	N
Police Board Hearing	44.512	File (Complaint. Reg.)	2/01	10.33	N
Police Notice - Accident	11.476	Does Not Apply	6/00		N
Police Parole Compliance Missing Log	11.390	5 years	3/12	22.192	Y
Police Record Request to the Office of Legal Affairs	12.131	30 days after conclusion of litigation	2/15	2.11	N
Police Records Inquiry (cherry)	31.551	Until report is returned to file	4/10	97.50	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Police Shooting Checklist	11.386	3 yrs. unless pending litigation	11/11	11.123	Y
Polygraph (Pre-Employment) LEPT Score Sheet	62.124	Pending	10/12		N
Polygraph (Pre-Employment) Sign In Sheet	62.123	Pending	10/12		N
Polygraph Case Review	33.500	7 years	1/11	105.1	Y
Polygraph Consent Form (Pre-Employment)	62.117	Pending	10/12		N
Polygraph Examination Test Questions Pre-Employment	62.119	Pending	10/12		N
Polygraph Examiner's Worksheet	33.501	7 years	1/11	105.1	Y
Polygraph Examiner's Worksheet - H.R.D.	62.121	Pending	9/11		N
Polygraph Service (Pre-Employment) Final Report	62.118	Pending	10/12		N
Polygraph Subject Consent	33.503-A	7 years	4/09	105.1	Y
Polygraph Subject's Consent	33.503	7 years	7/00	105.1	Y
Polygraph Unit DVD/Video	23.198	Pending	8/05		N
Position & Salary Schedule	61.400	Does Not Apply	Per Need		Y
Possession of Cannabis (MCC 7-24-099) ANOV Mail-In Option	11.497-S	NO RETENTION	7/12		N
Post-Tow Hearing Request & Report	34.334	1 yr. after disposition	6/83	89.7	Y
Probable Cause Statement & Judicial Determination	23.191	Pending	10/08		Y
Probationary Police Officer Information Sheet	62.206	Pending	10/12		Y
Program/Seminar Scheduled & Completion Report	52.216	2 years	4/93	120.6	Y
Proof of Service by Mail	24.146	Pending	6/13		Y
Property Inventory - File	34.523	(white/buff) 5 yrs. after disposition (1 yr. unit, 4 yrs. Record Storage) (canary) one yr. after last	1/98	87.13	N
Property Receipt/A.S.A. or Law Enforcement Agency	34.557	File (Prop. Inv.)	10/02	87.20	Y
Property Release Order	34.554	(white) File (Prop. Inv.) (blue) 1 yr. after last entry	11/01	85.12	N
Property Room Log	21.912	1 month after property transferred	11/92	22.140	Y
Property Transmittal	34.654	1 year	10/14	92.1	Y
Public Transportation Safety & Protective Measures card	21.365	Does Not Apply	3/12		N
Public/Private Parking Complaint	11.478	Attach (White - Original) to appropriate violation, (Yellow) copy given to complainant	12/13	11.27	N
Quick Tips For Desk Personnel Safe Haven Relinquishment	15.523	Does Not Apply	5/10		Y
Radio Dispatch Set/Vehicle Information	32.508	72 hours after relocation of vehicle, Auto Desk (wanted vehicle) after case report received	9/04	78.1	N
Radio Receipt	21.913	1 period	11/99	22.85	N
Radio/Charger Sign Out Record	43.427	1 year	3/00	45.11	N
Raid Activity Summary	43.423	3 years	9/81	45.1	N
Random Drug & Alcohol Testing Notification	62.463	Orig.-negative: until lab notification. Received; positive: until adjudicated; unit copy: 30 days	1/12	74.72	N
Receipt Advancement of Funds Report	23.189	3 yrs., if litigation pending -3yrs. after case closed	4/02	38.55	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Receipt for Impounded Vehicle (copies 2 & 3)	34.325	2 yrs. after disposition & audit	4/04	85.11	N
Receipt of Allegation	23.988	1 year	1/01	38.50	Y
Receipt of General Order G01-06 Commission on Accreditation for Law Enforcement Agencies	62.145	Personnel Jacket	4/15		Y
Recording Tapes, C.O.S.	NONE	Erase & reuse after 30 days (Note: except tapes on HOLD refer to Dept. Spec. Order)		78.26	N
Records Disposal Certificate	31.409	Permanent	2/04	97.18	Y
Records Processing Section Doc. Pouch Receipt	31.631	(Orig.) Records Proc. 1 period (Yellow) Records Proc. 2 periods. (Pink) Dist/Unit-Until yellow received in unit	1/00	97.71	N
Records Storage Label	31.601	Until material is destroyed	10/99	97.28	N
Recovered Firearm Information	31.233	Gun Reg. Orig. - 3 yrs. (copy) Field Inquiry - 30 days	9/95	97.70	N
Recovered Property Disposition Tracer	34.500	File (Prop. Inv.)	3/02	87.1	N
Recovered Vehicle Supplementary Report	11.409	File (Case Report)	4/84		N
Recruit Firearms Shooting Record	63.328	10 yrs	8/10	60.11	N
Redline Notification	31.707	Pending	1/08		Y
Registered Envelope Receipt (for Bail Bond Money)	11.110	File (Misc. Receipt Book)	3/14	11.1	N
Registration as a Person Lacking a Fixed Residence	23.217	Permanent (Criminal Registration File)	9/14		N
Registration Fee Waiver Application	23.213	Pending	11/12		Y
Release of Duty Restrictions	44.306	File (C.R.) (copy) Conclusion of investigation	6/12	10.68	Y
Release of Duty Restrictions Per Director, Human Resources Division	62.116	Pending	8/11		N
Release of Liability	11.708	1 year	10/00	11.108	Y
Release of Liability/Youth Explorer Program	21.705	1 year	1/01	22.171	Y
Reliability/Advancement of Funds Report	23.190	3 yrs. If litigation pending 3 yrs. after case closed	4/02	38.56	Y
Reliability/Advancement of Funds Request	43.409	Discretion of the Unit Cmdr.	7/96	46.6	Y
Relocated Vehicle Release	11.479	13 periods	11/79	11.28	Y
Repair/Service Request -Public Safety Headquarters Building	11.802	1 year	1/15	11.110	Y
Report Control	41.111	Permanent	7/80	48.7	Y
Report of Canine Medical Treatment	21.423	2 years	4/13	22.169	Y
Report of Detective Assignments	23.482	6 periods	2/88	38.33	Y
Report of Exposure to Communicable Disease/Hazardous Material	62.418	(Orig.) File (Medical Jkt.) (copy) Until no longer	7/10	74.54	Y
Report of Extraordinary or Unusual Occurrence	DC-464-2	1 year - unit 2 years - OPS		11.79	N
Report of Investigation	41.506	Unit Major Case is closed	2/09	48.24	N
Report of Occupational Injury or Illness (gold copy)	DPGS-1460-1	Unit - 1 year		16.12	N
Report of Strip Search (original)	11.521	Permanent	10/81	3.5	Y
Repossessed Vehicle Card	31.236	3 days	9/00	98.11	N
Reprimand	44.101	File (Complaint. Reg.)	4/13	10.1	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Reproduction & Graphic Arts Service Requisition	34.705	5 years	7/11	90.3	Y
Request for Administrative Release of Violation Notice	11.499	Canary: 5 yrs., pink: per Dept. Notice	4/13	11.32	N
Request for Advice of Lien Holder	34.314	1 year	6/91	88.2	N
Request for Analysis/Receipt for Exhibit	33.100	3 yrs.; non-statutory permanent	11/10	114.10	N
Request for Certified Copy of Driver's Record	31.231	Destroy after court date	10/01	97.8	N
Request for Change of Job Assignment	11.647	6 mos. after end of yr.	9/10	11.67	Y
Request for Confidential Check	34.329	1 year	4/91	89.6	N
Request for Confiscated Property	34.502	File (Property Inventory)	3/14	31.3	Y
Request for Disciplinary Screening Program	44.210	File (C.R.)	6/12	8.22	Y
Request for Disposition Letter to Complainant	44.225	1 year	6/12	10.21	N
Request for Evidence from ERPS	23.196	Pending	3/06		Y
Request for Evidence Identification Photographs	33.713	7 yrs.; non-statutory: permanent	8/07	110.2	Y
Request for Headquarters Secured Access Authorization	65.108	2 years	4/09	62.27	Y
Request for Hearing-Intent to Impound Vehicle-DoAH	Non-CPD	Does Not Apply	5/14		Y
Request For Hospital Bill And Report Letter- Medical Services Section	62.387	Does Not Apply	5/06		Y
Request for Identification Card	62.140	5 years	12/13	74.79	N
Request for Identification Photos	31.951	6 periods	6/07	90.1	Y
Request for Identification Records	31.904	6 periods	12/12	101.29	Y
Request for Interview/Statement/Report	44.103	6 periods	2/12	10.2	Y
Request for Issuance of Temporary ID Card-BIA	44.302	(Orig.) Conclusion of Investigation (Copy) File (C.R.)	6/12	10.43	Y
Request for Latent Fingerprint Comparison	23.181	7 yrs.; non-statutory	6/05	38.24	N
Request for Letter of Support	15.140	1 year	1/98	56.15	Y
Request for Mediation Review of Investigation	44.153	Pending	6/12		Y
Request for Multiple Identification Records	31.911	6 periods	5/02	97.75	Y
Request for New CPD Form	15.272	File (Form History)	5/09	56.9	Y
Request for Non-Suit Personal Service Citation	11.442	(yellow) 5 years (pink) per Dept. Notice	9/98	11.102	N
Request for Publication of Photographs	24.517	File (Case Report)	8/11		Y
Request for Purchase of Supplies	34.614	2 yrs.	11/91	94.22	Y
Request for Purchase Requisition	61.220	2 yrs. & after audit	8/72	77.3	N
Request for Records - Forensic Services Div.	33.117	7 years	10/99	114.37	Y
Request for Review of Discipline (Reprimands and Suspensions from One (1) to (10) Ten Days)	44.246	Case Report File pending court disposition	3/15	9.10	Y
Request for Review of Discipline (For Discipline of Eleven (11) to Thirty (30) Days)	44.251-A	Pending	3/15		Y
Request for Review of Discipline (For Discipline of Thirty-One (31) to (365) Days)	44.251-B	Pending	3/15		Y
Request for Revised CPD Form	15.273	File (Form History)	5/09	56.14	Y
Request for Service	63.440	1 year	1/98	60.26	Y
Request For Temporary Release Of Inmate	23.187	Pending	10/14		Y
Request for Time Extension	44.114	File (Complaint. Reg.)	6/12	10.9	Y
Request for Use of Department Owned Locker	11.658	Personnel Jacket	2/13		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Request for Waiver of CFD/EMS Fees	62.106	2 years after eligibilty or denial	4/12	74.102	Y
Request to Automate an Existing CPD Form	15.274	File (Form History)	5/09		Y
Request to Bypass Command Channel Review	44.402	File (C. R.)	6/12	10.27	Y
Request to Discontinue CPD Form	15.271	File (Form History)	5/09		Y
Request to Fill Vacancy (copy 1)	62.136	(copy 1)10 yrs. (copies 2 & 3) New budget yr. (copy 4-unit) Unit vacancy filled	6/12	74.3	N
Request to Impound Vehicle by Police	34.342	1 year	05/14	87.22	Y
Request To Initiate The AMBER Alert Notification Plan	24.144	Pending	10/14		Y
Request to Reset Voicemail	32.708	Pending	3/05		Y
Request to Review/Hold Recording Tapes	11.491	1 year after release	10/92	78.25	Y
Required Warnings to be Given Prior to Interrogation	11.480	Does Not Apply	11/87		N
Respirator Medical Evaluation Questionnaire	62.465	File (Medical Jacket)	1/07	74.77	N
Retirement Letter of Recognition Request	12.150	PENDING	9/13		Y
Return Notification/Missing Person	24.514	1 period	1/90	51.4	N
Review Board Determination Notice	12.153	Pending	8/14		Y
Review Board Process - Voting Member Determination	12.152	Pending	8/14		Y
Review Record	15.112	File (Task, Sugg., etc.)	10/12	56.4	Y
Reviewer Case Checklist	31.860	Pending	3/15		Y
Risk Assessment	24.138	2 years - Identification 6 years Record Storage Non-Statutory - Permanent	6/02	53.40	Y
Routing Slip	11.178	Does Not Apply	6/14		Y
Rules and Regulations Affidavit	62.109	Pending	8/10		Y
S.A.M. Interview Letter	43.708	Pending	10/03		Y
S.A.M. Minor Application	43.707	Pending	10/03		Y
S.A.M. Program Participant Request	43.709	3 periods	10/03		Y
Safe Harbor Intervention Patrol (SHIP)	21.438	1 year	6/14	22.170	Y
Safe School Plan Information Sheet	11.720	1 year	4/08	11.114	Y
Salary Record	61.401	Permanent	8/73	66.8	N
School Absentee Report	24.116	Until end of school term (June)	2/14	15.2	N
School Crossing Evaluation	21.825	(orig.) 6 periods (copies 2 & 3)	7/12	22.79	Y
School/Playground/Daycare Zone Violation Not.	23.206	Permanent	4/15	38.52	Y
Search Request	43.416	2 years	11/82	39.6	N
Search Warrant Data	41.703	1 year	4/84	18.7	Y
Search Warrant File	NONE	1 year		18.7	N
Search Warrant Log	11.426	2 yrs. from last entry	11/96	11.95	Y
Seatbelt Enforcement Zone Activity Report	21.636	2 years	3/04	22.193	Y
Seizure Notice	21.627	Does Not Apply	1/06		N
Senior Citizen Assistance Card	21.837	Does Not Apply	2/14		Y
Senior/Disabled at Risk Checklist	21.838	Does Not Apply	6/06		Y



Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Senior/Disabled Services Monthly Report	52.307	18 mos.	3/13	120.12	Y
Sergeants Mission Activity Log	21.320	Pending	4/15		Y
Sexual Assault Incident Notice	23.404	Does Not Apply	8/10		Y
Short Form Notification (Illinois Attorney General)	21.129	N/A	3/13		N
Sickness Report/Absence from Home Log	62.409	6 periods	8/13	18.22	Y
Site Selection Authorization for Use of Private Property	21.643	10 years	2/03	22.187	Y
Sobriety Safety Check Activity Report	21.641	10 years	2/03	22.185	Y
Sobriety Safety Check Point Log	21.640	10 years	2/03	22.184	Y
Sobriety Safety Check Post-Event News Release	21.647	10 years	3/03	22.183	Y
Sobriety Safety Check Post-Event Notification Form	21.645	10 years	2/03	22.189	Y
Sobriety Safety Check Post-Event Website Posting	21.646	10 years	3/10	22.190	Y
Sobriety Safety Check Pre-Event Notification Form	21.644	10 years	2/03	22.188	Y
Sobriety Safety Check Results Log	21.642	10 years	2/03	22.186	Y
Special Event Evaluation Report	11.466	60 days/no longer useful	4/84	12.12	Y
First Amendment Information		10 days			
Special Police Personnel Card	62.250	Until no longer useful	7/14	74.18	N
Specialized Transportation Voucher	11.435	7 years	11/02	11.89	Y
Specifications	44.212	File (C.R.)	3/15	10.61	Y
Sr. Citizens'-Disabled Persons' Emergency I.D. Program	11.446	Until no longer useful	1/07	11.17	Y
Star Control Card	62.330	Permanent	11/01	74.30	N
Statement of Complainant to Terminate Complaint	44.304	File (C.R.)	6/12	10.49	Y
Statement of Economic Interest (blue)	NONE	3 years		11.80	N
Statistical & Crime Data Request	15.146	Pending	4/11		Y
Status of Firearm	31.614	Permanent	3/93	102.6	N
Storeroom Delivery Memo	34.603	6 periods	8/71	80.38	N
Stress Management Training Application	11.667	1 year	3/06	11.90	Y
Subpoena Request Guidelines	12.145	Does Not Apply	5/14		Y
Summary of Certificate of Recognition	11.628	6 periods	2/95	11.86	Y
Summary of Complimentary Letters	11.627	6 periods	11/10	11.59	Y
Summary of Honorable Mention Awards	11.626	6 periods	3/04	40.3	Y
Summary Punishment File	NONE	1 year		9.6	N
Summary Report	44.112	(orig.) File (Complaint. Reg.)	6/12	10.7	Y
Summary Report Digest	44.112-A	(copies) Until no longer useful (orig.) Complaint. Reg.) (copies) Until no longer useful	6/12	10.8	Y
Summary Report of Court Notifications	21.608C	Pending	Varies		Y
Supervisor's Guide to Order of Protection Short Form Notification	21.127	Does Not Apply	12/10		Y
Supervisor's Guidelines Nondisciplinary Intervention Program	62.215	Does Not Apply	4/12		Y
Supervisor's Management Log	11.455	3 periods	1/12	11.21	Y
Supplemental Recommendation Agreement	44.173	Pending	1/12		N
Supplementary Report	11.411-A & B	File (Case Report) (pink copy) 60 days	2/12	11.10	N

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Surveillance of Crossing Guards	21.826	1 period	5/12	22.80	Y
Surveillance Report Log	43.420	File (Orig. Crime Case)	4/91	45.2	N
Suspect Person/Suspect Vehicle (card)	11.460	Until no longer useful	11/88	11.23	N
Suspension Notification	44.102	File (Complaint. Reg.)	8/10	8.24	Y
Sustained Case Tracking Log	44.522	Until case closed.	8/92	10.53	N
Sworn Affidavit For Complaint Log Investigation	44.126	Pending	7/09		Y
Sworn Affidavit For Complaint Log Investigation (Electronically Recorded Statement)	44.127	Pending	7/09		Y
Sworn Electronic Signature Verification Affidavit	62.111	Pending	4/12		Y
Sworn First Amendment Judgement Affidavit	62.130	Permanent (Personnel Jacket)	5/11	70.14	N
Sworn Personnel P.O.W.E.R. Test	63.354	1 year	9/08	70.16	N
Tactical Response Report	11.377	3 yrs. unless litigation	3/08	11.122	Y
Taser Non-Field Deployment Report	11.379	2 years	3/12		Y
Task File	NONE	Permanent		55.13	N
Task Record	15.104	File (Task) or 7 yrs. Index-permanent	4/15	55.6	Y
Telephone Bill Record	32.700	7 yrs. & after audit	11/98	77.2	N
Telephone Bill Record-Cellular Phones	32.703	7 yrs. & after audit	4/99	79.27	N
Telephone Card O.C.D.	41.121	10 years, Non-Statutory-permanent	8/99	48.27	N
Telephone Control Log	32.705	1 year	4/90	79.29	Y
Telephone Repair Request	32.704	Until Job Complete	3/87	79.28	N
Terms of the Supplemental Recommendation Agreement	44.172	Pending	1/12		N
Time & Attendance Record (Time & Transfer Record)	11.602 (A,B,S)	2 yrs.after last entry in unit + 5 yrs Records Storage + 5 yrs. Records Storage. If terminated while card in unit transfer to Pers. Jkt., Pers. Div.	each yr.	11.50	N
Time Roll (unit copy)	71CP10	6 mos. after superseded		66.2	N
Tour of Duty Exchange Report	11.675	Pending	10/12		Y
Tour of Duty Report	21.964	Pending	6/05		Y
Towed Vehicle Disposition	11.452	1 year	10/14	88.2	Y
Traffic Citation Book Receipt	NONE	As per Dept. Notice (no less than 6 mos.)		30.26	N
Traffic Pursuit Report	22.958	2 years	4/03	21.5	Y
Traffic Pursuit Report Continuation Sheet	22.960	2 years	4/03		Y
Traffic Pursuit Supplemental Report	22.959	2 years	10/08		Y
Traffic Review Board Summary of Findings	44.249	Crash 7 yrs.- Pursuit 2 yrs.	6/12		Y
Traffic Stop Statistical Study - Driver Information Card	21.103	Pending	12/11		N
Training Class Card	63.200	1 year	1/03	59.2	N
Training Deficiency Notification	63.345	1 year	1/96	60.18	N
Transfer List/Cash Receipts-Motor Vehicle Inventories	34.331	1 period	1/80	88.4	Y
Transfer List-Canceled Unused Citation (s)	22.805	1 year	8/04	27.19	Y
Transfer Listing for "False Burglar Alarm" Citations	22.807	(yellow) 1 year (pink) 1 yr. after yellow copy received	8/98	22.146	N

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Transfer Listing for "Violation Notices"	22.803	(white) 1 yr. & after audit (yellow) Upon issuance of Dept. Notice (no less than 6 mos.) (pink) until yellow returned	8/01	30.17	N
Transfer Listing for MCC Administrative Notice of Ordinance Violation (ANOV)	11.498	(white, yellow, pink) 6 months after last entry	12/99	11.99	N
Transfer Listing for Ordinance Complaints	31.661	(white) 3 periods (yellow) 3 periods (pink) Until yellow returned	7/04	21.1	N
Transfer Listing for Personal Service Citations	22.802	(white) 5 years (yellow) Upon issuance of Dept. Notice (no less than 6 mos.) (pink) until yellow returned	8/14	30.16	N
Transfer List-Traffic Accident Report	31.660	(white) 1 period (yellow) 2 periods (blue) until yellow rec'd	4/11	15.8	Y
Transfer Record/Inventoried Property	64.119	(white) 5 years (pink) 1 year (blue) 2 years	2/77	94.21	N
Transmittal Listing/DUI Evidentiary Report	22.909	(orig.) 1 year, (copy 2) until copy 3 received, (copy 3) 1 year	6/12	28.21	N
Transmittal/Curfew Violation-School Absentee	24.112	1 period	9/13	53.3	Y
Traumatic Incident Stress Management Program Notification	62.480	Pending	2/14		Y
Trespass Affidavit Program Authorization List	21.717	Permanent	12/14		Y
Tresspass Affidavit Program Enrollment Form	21.716	Permanent	12/14		Y
Tuition Reimbursement Application	62.350	18 months	3/14	74.37	Y
Unidentified Found Person Control	24.505	7 years	8/11	53.31	N
Uniform and Personal Equipment Field Testing Acceptance	15.525	Pending	2/14		N
Uniform Configurations Poster	15.530	Not Applicable	5/14		Y
Unit Civilian Members Collective Bargaining	NONE	1 yr. after last remaining grievance is resolved		63.14	N
Unit FOP Grievance Log Book	NONE	1 yr. after last remaining grievance is resolved		63.13	N
Unit Inspection Report	11.458	1 yr.	11/07	50.17	Y
Unit of Assignment Recall & Check off Roster	DPOL8010-01	Until superseded		11.81	N
Unit Personnel Desk Reference	11.601	Until no longer useful	5/74	11.49	N
Unit Personnel Jacket	NONE	Retain until termination then to Personnel Div.		11.47	N
Unlisted Telephone Information Request	32.521	6 periods	6/14	78.12	N
Urine Drug Test File	NONE	Negative: until lab report received; positive: until adjudicated		74.73	N
Use of Force Card	11.487	Does Not Apply	3/03		N
UUW Felony Charges Card	21.113	Does Not Apply	4/00		N
Vacation Request - Civilian	11.634	Pending	11/10		Y
Vehicle Assignment Log	23.100	6 periods	11/83	50.1	Y
Vehicle Code Violations Card	22.910	Does Not Apply	9/04		N
Vehicle Equipment Issued Log	34.611	Permanent (copy 2) 6 periods	2/73	34.17	Y
Vehicle Impoundment/Seizure Report	34.347	Pending	3/15		N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Vehicle Relocation Report	11.475	13 periods	11/79	11.26	Y
Vehicle Theft Case Report	11.412	See: Case Report File (copies) 1 year	9/03	36.13	N
Vehicle Theft Questions (Card)	21.181	Not Applicable	2/13		N
Vehicle Tow Report	11.413	(white) 1 year (pink) 60 days	3/15	88.2	N
Vehicle/Equipment Inspection Report	11.457	3 months	7/10	11.22	Y
Vice Case Report	11.414	See: Case Report File	8/96	43.100	N
Vice Complaint	43.100	(white) 5 yrs. til 3 yrs. Record Storage(yellow)1 year (pink/gold) 1 per. after case close (yellow) 1 year (pink & gold) a period after case closed	4/89	44.5	N
Victim Complainant Signature	11.385	Pending	7/03		Y
Victim Conference Letter (JISC)	24.454	Pending	11/04		N
Victim Information Notice	11.383	None	5/13		Y
Victim Intake Form (JISC)	24.450	Pending	04/05		N
Victim/Offender Sign-In Sheet (JISC)	24.451	Pending	04/05		N
Violence Reduction Initiative Officer Daily Activity Log	21.318	Pending	7/13		N
Visitor's Sign-In Log	41.701	2 years	3/92	48.17	Y
Vocational Training Reimbursement Program Application	62.356	Pending	9/14		N
Voluntary Special Employment Work Report	11.641	2 years	1/87	11.64	Y
Voluntary Special Employment Supervisor's Field Log	21.305	6 periods; CHA/CDB Grant Records: 3 years	5/01	16.15	Y
Voluntary Withdrawal from Eligibility List for P.O. Exam	62.192	5 years	8/12	74.76	N
Volunteer Sign-In Sheet (JISC)	24.452	Pending	11/04		N
Waiver of /Request for Police Board Review of Suspension	44.222	File (Complaint. Reg.)	6/12	8.23	Y
Waiver of Counsel/Request to Secure Counsel	44.106	File (Complaint. Reg. or Drug)	6/06	10.5	Y
Waiver of Liability (Non-Chicago Police)	21.409	6 periods	8/08	22.54	Y
Waiver of Liability/Trained Dog Retired to Officer/Handler (Sale)	21.410-A	1 year	11/04	22.55	Y
Waiver of Liability/Trained Dog Retired to Officer/Handler (Gift)	21.410	1 year	11/04	22.55	Y
Warning to Water Craft Operator	21.443	Does Not Apply	6/00		N
Watch Commander's Log - Special Functions Group	21.309	6 months	8/09		Y
Watch Commander's Record-Period Performance Activity	21.947	5 years	5/89	22.108	Y
Watch Complement & Field Assignments Report	21.651	3 periods	2/85	14.4	Y
Watch Incident Log	21.916	6 periods	12/11	22.86	Y
Watch Selection Request	11.629	1 year	3/12	11.83	Y
Watercraft Report of Sound Level Meas.	21.449	1 year	7/97	22.159	N
Weekly Activity Report/District Tactical Teams (unit copy)	21.904	3 months	3/85	16.13	N
Weekly Assignment Schedule/ Det. Services	20.021	1 year	6/09	13.5	Y
Weekly Summary - Alternate Response Section	32.623	1 year	9/96	79.34	Y
Witness' Crash Statement	22.112	File (Traffic Crash) (copy) 7 years	5/01	23.7	Y

<b>Form Title / Record</b>	<b>Form No.</b>	<b>Retention</b>	<b>Rev. Date</b>	<b>Item No.</b>	<b>Online</b>
Worthless Document Case Report	11.415	See: Case Report File	5/00		N
Yearly Record of Medical Disability	62.403	3 years	12/91	71.1	N