

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
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Active Criminal Warrants	DPOL 9258	Until superseded		97.67	N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 Alcohol/Drug Influence Report	44.130	Pending	8/16		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)	8/16	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)	3/16	74.96	N
Application for a Limited Duty Assignment	62.473	Pending	9/15		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 Faci	21.707	Pending	1/10		Y
Application for Police Certificate	31.420	6 periods	10/15	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	8/16	10.65	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
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 charg.or6mo	3/02	49.5	N
Arrestee and Property Transport Manifest	21.971	Pending	9/07		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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/711 Visitation Notification	11.573	Pending	10/16		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
Authorization to Release Information and Waiver	62.164	Pending	1/17		Y
B.I.A. Cooperating Individual Agreement	44.170	5 years	8/16	10.58	Y
B.I.A. Cooperating Individual Control Log	44.169	5 years	8/16	10.58	Y
B.I.A. Cooperating Individual Request	44.171	5 years	8/16	10.59	Y
B.I.A. Cooperating Individual Use Log	44.168	5 years	8/16	10.56	Y
B.I.A. General Progress Report	44.135	CR File	3/16		N
B.I.A. Reliability/Advancement of Funds Report	44.166	7 years	8/16	10.54	N
B.I.A. Request for Photographs	44.164	1 year	8/16		Y
B.O.C. Field Assignment Form	43.415	1 year after completion of assignment	9/16	39.80	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
Background Investigation Inquiry	62.133	Permannent (Pesonnel Jacket)	10/15		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Biographical Index	12.120	Until no longer useful	8/80	2.7	N
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	11/15	92.3	Y
Bureau of Internal Affairs Confidentiality Policy	44.279	Pending	8/16		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.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 Observation Standards Checklist	15.534	Pending	4/16		N
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 Training Log - Explosive	21.471	Lifetime of Canine	3/16		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
CART Funds Request	21.719	2 years	1/16		Y
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 (white & yellow) 1 period	8/14	11.82	N
Cash Bail Transmittal (Binder)	21.920	Current period + 1 period	12/15	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
Central Detention Log	34.432	1 year unit, 9 years Records Storage	4/97	93.7	N
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	9/15		Y
Certification of Eligibility for an Accommodation Due to Pregnancy	62.476	Pending	9/15		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 - Time Roll	61.209	Permanent	10/15		Y
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.)	1/17	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
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.)	8/16	8.28	Y
Command Channel Review	44.113	File (C.R.)	8/16	8.27	Y
Command Channel Review-Sustained Log Number Investigation	44.113-A	File (C.R.)	8/16	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
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 adjudication.		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
Conditions of Station Adjustment Notification and Agreement	24.147	Original - Permanent, Copies -1 year	7/16		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
Confidential Informant Agreement	43.408	Discretion of the Unit Cmdr.	4/16	46.5	N
Confidential Informant Request	43.410	Discretion of the Unit Cmdr.	4/16	46.7	N
Confirmation of Telephone Notification-BIA	44.211	File (C.R.)	8/16	8.21	Y
Consent by Patient to Disclosure of Information	44.117	File (C.R.)	4/12	10.12	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
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 Report (unit copy)	43.404	7 years 3 years after case closed	3/85	39.72	Y
Contact Analysis Report/Detective Division	23.188	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 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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
CPD Arrest On/Around Chicago Public School Property	24.458	Pending	4/14		Y
CPD Certification of Record Search	12.132	Pending	5/16		Y
CPD Member Appearance Report - Grand Jury / Branch 66	21.618	1 year	9/15		Y
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 Registrants Notification of Requirements	23.218	Pending	7/15		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.)	8/16	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 Report - Chaplains Section - Unit 118	11.930	Pending	1/17		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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 Prisoner Log Record	21.975	2 years	3/16		N
Daily Vehicle Activity Report	34.312	1 period	8/71	88.6	Y
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	1/16		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	10/16		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 Funds Request	21.710	2 years	1/16		Y
District Level Strategy	21.231	Pending	4/16		Y
District Meeting Sign in Sheet	21.228	1 year	12/09	22.175	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Domestic Incident Notice (Braille Version) Log	11.574	Does Not Apply	12/09		Y
Domestic Violence Assessment	11.812	Pending	1/16		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
Driver Information Exchange Card	22.122	None	9/15		Y
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
E-Mail Search Request	65.119	Pending	11/15		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	9/15		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Evidence (plastic bag)	11.511	Destroy upon disposition of property	10/96	11.35	Y
Evidence and Recovered Property Section (ERPS) Inspection Sheet	34.562	2 years	9/16		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
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
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Firearms Evidence Label	33.119	Does Not Apply	12/03		N
Firearms Inventory Control	34.612	Life of firearm + 1 year	9/15	94.5	N
Firearms Registration	31.562	Permanent	10/15	102.1	N
Firearms Registration Letter	31.621	Does Not Apply	3/11		Y
Firearms Training Unit Attendance Sheet	63.346	Pending	2/16		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 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
Haircut & Grooming Standards Poster - Female	15.541	Not Applicable	9/15		Y
Haircut & Grooming Standards Poster - Male	15.540	Not Applicable	9/15		Y
Headquarters Parking Registration	11.905	Pending	4/08		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Helicopter Flight Data Tracker	21.330	Pending	11/16		Y
Helicopter Homeland Security Mission Sheet	21.333	Pending	11/16		Y
Helicopter Radio Assignments and Events	21.331	Pending	11/16		Y
Helicopter Secondary Mission Sheet	21.332	Pending	11/16		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 Duty/Non-Bid Unit Assignment	62.500	Personnel Jacket	7/15		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	9/15		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
Identification Index	41.305	Until no longer useful	4/90	48.10	N
Illinois Law Enforcement Alarm System Log	21.311	Pending	1/16		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 Category Table	44.248	Not Applicable	8/16		Y
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 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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Injury on Duty Processing	62.384	1 year	915	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	12.113	1 year	4/16	2.6	Y
Intra-Departmental Memo/Admin. Asst.	12.106	1 year	12/15	2.3	N
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
Inventory Control Record	DPOL 8794-01	(copy 1) 10 years (copy 2) until next inventory		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 Reporting Party/Victim/Witness	44.223	Does Not Apply	8/16		Y
Investigator's Checklist	44.108	Until investigation complete (non-record)	8/16		Y
Investigatory Stop Audit Report	11.917	Pending	12/16		Y
Investigatory Stop Pocket Guide	11.913	Not applicable	1/16		Y
Investigatory Stop Receipt	11.912	Not applicable	6/16		Y
Investigatory Stop Report	11.910	Pending	4/16		Y
Investigatory Stop Report Deficiency Notification	11.914	Pending	7/16		Y
Investigatory Stop Report Oversight Observation Report	11.916	Pending	12/16		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 Court Compliance Calendar Case Folder	24.149	Pending	9/16		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	6/16		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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	9/15		N
Law Enforcement Polygraph Examination (Pre-Employment)	62.120	Pending	10/15		N
Law Enforcement Polygraph Examination (Pre-Employment) Post Test	62.128	Pending	10/15		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	9/15		Y
Limited Duty Notification Letter - A (30 Days)	62.478	Permanent (Personnel Jacket)	9/15		N
Limited Duty Notification Letter - B (90 Days)	62.479	Permanent (Personnel Jacket)	9/15		N
Lineup/Photo Spread Advisory Form -B.I.A.	44.284	File (Complaint Reg.)	8/16		Y
Lockup Facility Weekly Inspection Report	21.974	Pending	7/16		Y
Lockup Keepers Monthly Food Record	34.613	3 years	4/12	94.4	N
Log No.Case Summary	44.213	5 years	8/16	10.19	N
Log Number Investigation Conflict Certification	44.201	Pending	8/16		Y
Log Number Review and Return	44.508	File (C.R.)	8/16	10.47	Y
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
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
Mediation Agreement	44.255	Disciplinary File	8/16		Y
Medical Absence Follow-up Report	62.402	File (Personnel Jkt.)	8/80	74.50	N
Medical Certification for Limited Duty Assignment	62.475	Pending	9/15		Y
Medical Continuing Education Form	21.558	Not Applicable	1/15		Y
Medical Excuse	62.435	File (Medical Jkt.)	1/16	74.61	N
Medical Jacket	NONE	7 yrs. after termination, if no claims or litigation; disabled member: until death		71.4	N
Medical or Complaint Log Investigation Conflict Certification	62.369	Pending	5/06		Y
Medical Roll Certification	62.396	File (Medical Jkt.)	9/15	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	7/16		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
Missing/Found Person Case Report	11.407	File (Case Report) Open Cases -Perm. Cleared Cases-1 year Pink-60 days Open Cases - Permanent Cleared Cases - 1 year 60 days (pink copy) 60 days	11/90	49.1	N
Monitor's Intercept Log	41.119	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Narcotic Evidence Log & Transmittal	33.335	5 years (copy) 1 year	7/13	108.8	Y
Narcotics Saturation Daily Activity Sheet	41.308	Pending	8/16		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	8/15		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	8/16		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 Noncompliance with the Conditions of Station Adjustment	24.148	Original - Permanent, Copies -1 year	7/16		N
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
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 -Advocate Section	44.509	Pending	8/16		Y
Notification of Charges/Allegations	44.115	File (Complaint. Reg.)	8/16	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	8/16		Y
Notification of Duty Restrictions (Recruit)	44.308	Pending	10/16		N
Notification of Duty Restrictions (Sworn Members)	44.301	File (C.R.) (Copy) Conclusion of Investigation.	8/16	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Notification of Duty Restrictions Per Director, Human Resources Division-No Pay Status	62.114	Pending	8/12		N
Notification of Legal Action to Recover Damages	62.388	File (Medical Jacket)	9/15	74.44	Y
Notification of Log Investigation	44.258	Pending	9/16		Y
Notification of Medical Services Policies and Restrictions	62.481	Permanent (Personnel Jacket)	9/15		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.)	8/16	10.20	Y
Notification Relative to Police Board Hearing	44.501	1 year	8/16	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
Officer Friendly Program Teaching Schedule	51.104	1 year	6/16		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
Ordinance Complaint	NONE	(gold Dept. copy) 3 periods (pink Dept. copy) 3 periods after adjudication (blue officer's copy) 6 months after last entry in bk.		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
Override Affidavit - Bureau of Internal Affairs	44.128-A	Pending	8/16		Y

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Override Affidavit - Independent Police Review Authority	44.128-B	Pending	8/16		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 settlement	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
Palmprint Elimination Card	33.807	1yr. After 80th birthday or death	5/16	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
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
Peer Review Polygraph Score Sheet	23.263	Investigative Case File	1/16		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
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

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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 leave. If excused w/o pay retain 3	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	9/15		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.)	8/16	8.4	N
Police Board Hearing	44.512	File (Complaint. Reg.)	8/16	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
Police Records/Non-Department Inquiry	31.553	1 year	3/72	97.52	N
Police Shooting Checklist	11.386	3 yrs. unless pending litigation	10/15	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	2/16	105.1	Y
Polygraph Consent Form (Pre-Employment)	62.117	Pending	10/12		N

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Polygraph Examination Test Questions Pre-Employment	62.119	Pending	10/12		N
Polygraph Examiner Tracking Sheet	23.262	5 years	1/16		Y
Polygraph Examiner's Worksheet	33.501	7 years	2/16	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	2/16	105.1	Y
Polygraph Subject's Consent	33.503	7 years	2/16	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
Pre-Disciplinary Hearing	44.256	Pending	9/16		Y
Pre-Disciplinary Meeting - Notice to Union (AFSCME)	44.257	Pending	9/16		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 entry	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
Receipt for Impounded Vehicle (copies 2 & 3)	34.325	2 yrs. after disposition & audit	4/04	85.11	N
Receipt for Original Chicago Police Department Records	12.133	Pending	5/16		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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 (CALEA)	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	4/16	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	Pending	7/15		Y
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 (Civilian Members)	44.307	Pending	8/16		Y
Release of Duty Restrictions (Sworn Members)	44.306	File (C.R.) (copy) Conclusion of investigation	8/16	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.	4/16	46.6	N
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 useful	9/15	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	5/16	3.5	Y
Reporting Party/Victim/Witness Statement	44.250	Pending	8/16		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Repossessed Vehicle Card	31.236	3 days	9/00	98.11	N
Reprimand	44.101	File (Complaint. Reg.)	8/16	10.1	Y
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 Record	44.259	Pending	12/16		Y
Request for Disposition Letter to Reporting Party	44.225	1 year	8/16	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	8/16	10.2	Y
Request for Issuance of Temporary ID Card-BIA	44.302	(Orig.) Conclusion of Investigation (Copy) File (C.R.)	8/16	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	8/16		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	8/16	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	8/16	9.10	Y
Request for Review of Discipline (For Discipline of Eleven (11) to Thirty (30) Days)	44.251-A	Pending	8/16		Y
Request for Review of Discipline (For Discipline of Thirty-One (31) to (365) Days)	44.251-B	Pending	8/16		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Request for Time Extension	44.114	File (Complaint. Reg.)	8/16	10.9	Y
Request for Use of Department Owned Locker	11.658	Personnel Jacket	2/13		Y
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.)	8/16	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)	9/15	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 Juvenile-Legal age + 1 year	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)	3/16	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
Senior/Disabled Services Monthly Report	52.307	18 mos.	3/13	120.12	Y
Sergeants Mission Activity Log	21.320	Pending	4/15		Y
Sex Offender Community Notification Letter	23.223	Does Not Apply - No retention	1/17		Y
Sexual Assault Incident Notice	23.404	Does Not Apply	1/17		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
Social Media Covert Identity Authorization (SMCID)	41.307	Pending	5/16		N
Special Event Evaluation Report First Amendment Information	11.466	60 days/no longer useful 10 days	4/84	12.12	Y
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
Specific Issue Polygraph Score Sheet	23.264	Investigative Case File	1/16		Y
Specifications	44.212	File (C.R.)	8/16	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.)	8/16	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.) (copies) Until no longer useful	8/16	10.7	Y
Summary Report Digest	44.112-A	(orig.) Complaint. Reg.) (copies) Until no longer useful	8/16	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Supervisor's Guidelines Nondisciplinary Intervention Program	62.215	Does Not Apply	4/12		Y
Supervisor's Management Log	11.455	3 periods	2/16	11.21	Y
Supplemental Recommendation Agreement	44.173	Pending	8/16		N
Supplementary Report	11.411-A & B	File (Case Report) (pink copy) 60 days	2/12	11.10	N
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.)	8/16	8.24	Y
Sustained Case Tracking Log	44.522	Until case closed.	8/16	10.53	N
Sworn Affidavit For Log Number Investigation	44.126	Pending	8/16		Y
Sworn Affidavit For Log Number Investigation (Electronically Recorded Statement)	44.127	Pending	8/16		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 Plan/Raid Preparation List	41.304	Pending	8/16		Y
Tactical Response Report	11.377	3 yrs. unless litigation	8/16	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	8/16		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.	8/16		Y
Traffic Stop Statistical Study - Driver Information Card	21.103	Pending	12/11		N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Training Class Card	63.200	1 year	1/03	59.2	N
Training Deficiency Notification	63.345	1 year	9/16	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	7/15	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
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 Civil Violation Complaints	22.808	Pending	1/17		Y
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 Crash Reports	31.660	(white) 1 period (yellow) 2 periods (blue) until yellow rec'd	4/16	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	9/15		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 Commanding Officer Transition Checklist	11.920	Pending	9/15		Y
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

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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 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
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 (pink) 60 days 15.4	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.)	8/16	8.23	Y
Waiver of Counsel/Request to Secure Counsel	44.106	File (Complaint. Reg. or Drug)	8/16	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	2/16	22.86	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
Worthless Document Case Report	11.415	See: Case Report File	5/00		N
X-CAT Field Test Narcotic Kit List	21.244	Pending	12/15		Y
X-CAT Field Test Narcotic Kit Log	21.243	3 years	9/15		Y
Yearly Record of Medical Disability	62.403	3 years	12/91	71.1	N