

FORMS RETENTION SCHEDULE - Alphabetical Listing

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
"Hot Spot" Designation Application	21.372	Pending	9/17		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Active Criminal Warrants	DPOL 9258	Until superseded		97.67	N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 Message	11.490	orig. 1 year	2/18	78.34	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
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
Annual Lockup Inspection Summary Report	21.976	Pending	9/19		Y
Applicant Fingerprint Card	62.168	File (Pers. Jacket)	2/17	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
Appraisal of Health History	62.424	File (Medical Jacket)	7/10		N
Approval For Ride-Along For City Of Chicago Employees	11.424	1 year after expiration	8/19		Y
Approval for Ride-Along For Persons Not Employed By The City Of Chicago	11.425	1 year after expiration	8/19	121.15	Y
Arrest Information	11.430	Permanent	11/72	11.13	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 charg.or6mo	3/02	49.5	N
Arrest Warrant & Return Verification	31.219	Pending	8/19		Y
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/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	11/18	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.O.D. Service Request	60.110	Pending	4/17		Y
B.O.P. Daily Assignment Activity Log	21.328	Pending	3/13		Y
B.T.S. Action Request	60.107	Pending	4/17		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 Evaluation - Inspection Division	42.502	Pending	6/17		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
BIA Evidence Checklist	44.265	Pending	7/17		Y
BIA Investigative File Control	44.266	Pending	7/17		N
BIA Photo Line-Up Advisory Form - (Administrative)	44.264	Pending	7/17		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
Biohazard Label	34.560	Does Not Apply	3/94		N
Boat Accident Investigation Report	21.456	Pending	8/19		N
Boat Maintenance Work Order	21.462	1 year	3/06		Y
BOC Application For Covert Illinois Driver's License	41.704	5 years after exp. Of license.	2/19	48.23	Y
Body Worn Camera Video	NONE	90 days unless extended hold requested			N
Body Worn Camera Video Review Report	21.130	Pending	4/18		Y
Body Worn Camera Videos Viewed	21.131	Pending	4/18		Y
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	1/19		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	6/13	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
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
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
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	7/17	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
Certified Declaration - Arsonist	23.227	Pending	5/17		N
Certified Declaration - Gun Offender	23.226	Pending	4/17		N
Certified Declaration - MVOAY	23.225	Pending	4/17		N
Certified Declaration - Sex Offender	23.224	Pending	4/		N
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	11.155	1 year until no longer useful	9/03	11.88	Y
Chicago Police Department Travel Request Form	61.306	3 years	3/17	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.	8/17	53.4	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Child Care Referral/Placement Report	24.108	1 year after reaching legal age	8/11	49.10	N
Child Safety Seat Program Inspection Report	21.250	Pending	6/19		Y
CHRIS Case Problem	11.439	2 years	11/99	11.105	Y
Chronic Missing Juvenile - Joint Home Visits Log	24.411	Pending	1/19		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	1/17	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
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.	1/09	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.)	9/17	8.28	Y
CLEARNET Additional Information	65.121	Retention of the form it is being added to			N
Command Channel Review	44.113	File (C.R.)	9/17	8.27	Y
Command Channel Review-Sustained Log Number Investigation	44.113-A	File (C.R.)	9/17	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 Mediation Card	21.140	Not Applicable	6/18		N
Community Organizer's Daily Activity Report	21.241	Pending	7/14		Y
Community Relations Division Funds Request	21.714	Pending	6/17		Y
Community Risk information Sheet	24.402	3 months	3/18		Y
Community Volunteer Check List (JISC)	24.443	Pending	11/04		N
Community Volunteer Confidentiality Form (JISC)	24.444	Pending	11/04		N
Community-Driven Approaches to Crime reduction Strategic District Plan	21.144	Pending	9/19		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Community-Driven Approaches to Crime Reduction Strategic District Plan Overview	21.145	Pending			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 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
Condition of Station Adjustment - CTTV Workshop Requirement	24.420	Pending	7/18		N
Condition of Station Adjustment - CTTV Workshop Violation	24.421	Pending	7/18		N
Conditions of Station Adjustment Notification and Agreement	24.147	Original - Permanent, Copies -1 year	7/17		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
Confidentiality Policy Force Review Unit	20.006	Pending	5/18		Y
Confirmation of Telephone Notification-BIA	44.211	File (C.R.)	9/17	8.21	Y
Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction	32.604	Pending	2/18		Y
Consent by Patient to Disclosure of Information	44.117	File (C.R.)	4/12	10.12	Y
Consent to Assume Online Identity Authorization	23.271	Pending	6/18		Y
Consent to Audio Record Statement - Civilian Department Member	44.267	Pending	12/17		Y
Consent to Audio Record Statement - Non-Department Members	44.260	Pending	5/17		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
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	4/19	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	7/18	16.16	N
Contingency Fund Register	61.310	7 years & after audit	7/18	68.12	Y
Contingency Fund Voucher	61.311	7 years & after audit	7/18	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's Advisment of Rights and Waiver	43.434	Pending	4/19		N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
Course Summary Sheet-eLearning Modules-Streaming Video	63.121	Pending	6/17		Y
Course Summary Sheet-Guest Presenters	63.122	Pending	6/17		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
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 Enterprise Database Review & Appeal	31.615	Pending	1/19		N
Criminal Registrants Notification of Requirements	23.218	Pending	6/19		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.)	9/17	10.3	Y
Criminal Trespass Affidavit	21.718	Permanent	12/14		Y
Crisis Intervention Team Application	15.518	Pending	5/18		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Cruelty/Illegal Animal Fighting ILCS Quick Reference Guide	21.122	Does Not Apply	6/13		N
CTTV Workshop Parent/Guardian Notification Call Log	24.422	Pending	7/18		Y
CTTV Workshop Participants Roster and Session Log	24.423	Pending	7/18		Y
CTTV Workshop Sign-In Sheet	24.424	Pending	7/18		Y
Curfew Violation Report	24.111	6 periods 1 year (if court filing, transfer to juv. jacket)	10/16	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	2/18		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 /Park District Patrol	21.953	60 Days	11/17	22.143	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 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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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	6/17		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	7/19		Y
Dive Log	21.445	1 year	4/92	22.134	Y
Dive Report	21.444	3 years	8/19	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	3/19		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	2/18		Y
Domestic Violence Referral	21.700	1 year	12/93		Y
Donor's Agreement/Mounted Unit	21.429	Life of horse	4/04	22.63	Y
Driver Information Exchange Card	22.122	None	1/19		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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 Assistance Program Authorization for Release of Information	62.482	Pending	2/18		N
Employee Change of Address Form- City of Chicago	PER-72	Personnel Jacket	8/10		Y
Employees With Occupational Exposure	62.295	Pending	7/17		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
Engaging Youth and Emerging Adults Evaluation Report	21.135	Pending	9/19		Y
Equal Employment Opportunity Complaint	11.707	3 years after settlement, (Copy 1 & 2) 5 years after investigation	4/10	11.107	Y
Equipment & Supply Section Naloxone Issuance Log	34.623	Pending	6/18		Y
Equipment Labeling	62.296	Pending	7/17		Y
Equipment Transaction Receipt	62.141	5 years	10/10	74.80	N
Equipment Transaction Receipt - Deployment Operations Center	11.903	Pending	9/17		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
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Evidence Envelope	33.101	Destroy upon disposition of property	9/85	114.4	N
Evidence Label - Large Size	33.310	Does Not Apply	5/96		N
Evidence Label - Small Size	33.310-A	Does Not Apply	3/17		N
Evidence of Purchase/Official Advance Funds Advance Funds	43.411	7 years & audit	3/19	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 Request	42.505	Pending	6/19		Y
Extreme Weather Report Results	20.003	Pending	3/12		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 Test Authorization Card	15.545	Pending	4/18		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
Firearms Disposition	31.610	1 year	10/13	97.72	N
Firearms Evidence Envelope	33.404	Destroy all disposition of firearm	8/18	114.22	N
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
Force Options Model (Poster)	11.960	Does Not Apply	11/17		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
Formal Waiver of Extradition Certification	31.272	Pending	8/19		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	1/19	97.23	Y
Fugitive Arrest Receipt	31.273	Pending	8/19		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	2/18		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)	2/19	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	4/19		Y
Helicopter Flight Data Tracker	21.330	Pending	11/16		Y
Helicopter Homeland Security Mission Sheet	21.333	Pending	11/16		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
Help Us Keep Kids Away from Crime in Your Area brochure	24.404	3 months from date returned	3/18		Y
Hepatitis B Vaccine Declination	62.294	Pending	10/17		Y
Hire Certification Form:Non-Bid Duty/Non-Bid Unit Assignment	62.500	Personnel Jacket	5/17		Y
Holiday Premium Pay Listing	DPOL 8795	Finance 6 months (Unit Copies) 6 months		66.12	N
Home Background Interview - Declaration of Applicant	62.173	Pending	2/17		Y
Homeless Sex Offender Weekly Log	23.228	Pending	6/19		N
Homicide Case Folder	23.406	Pending	6/17		Y
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
IDCFS Hotline Action Request	24.132	2 months (current month and prior month)	8/17		N
Identification Index	41.305	Until no longer useful	4/90	48.10	N
If You Are Arrested With Personal Property (Poster)	34.570	Does Not Apply	3/14		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	1/18		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Information Report	11.461	(Without Sex Offender Information) 1 yr. & no longer useful (With Sex Offender Information) 15 yrs. (First Amendment Information) 10 years	6/18	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	9/15	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	12/17	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	10/19		Y
Investigatory Stop Receipt	11.912	Not applicable	6/16		Y
Investigatory Stop Report	11.910	Pending	7/17		Y
Investigatory Stop Report - Unit Monthly Audit	11.918	Pending	5/18		Y
Investigatory Stop Report Deficiency Notification	11.914	Pending	10/19		Y
Irregularity Report	42.503	(all copies) 2 years	4/10	58.1	Y
JISC Arrest Disposition Screening Instrument	24.419	Pending	7/18		Y
JISC Overflow Referral Form	24.418	Pending	5/18		Y
Job Hazard Assessment	62.297	Pending	7/17		Y
Job Opportunity Be Announcement	62.135	1 year after vacancy filled	6/08	74.2	N
Juvenile - Attorney/711 Visitation Notification	11.575	Pending	5/17		Y
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 Felony Investigative Summary Sheet	23.411	Permanent or until the associated juvenile arrest is expunged			Y
Juvenile Jacket	NONE	Unit-until age 17; in Records Ctr. 80th birthday or death	8/83	49.19	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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. Related Incident Folder	23.407	Pending	3/19		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
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
LEADS User Request Form	31.114	2 periods	8/18		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
Letter of Recommendation	62.138	Pending	2/18		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
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	9/17		Y
Log Number Review and Return	44.508	File (C.R.)	8/16	10.47	Y
Log of Persons Referred to the Narcotics Arrest Diversion Pilot Program - 011 District	21.185	Pending			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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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	9/19	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
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	5/18		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	11/14	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 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
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
Negative Identification Notification	31.218	Pending	8/19		Y
Neighbor Interview Canvass Report	44.262	Pending	5/17		N
Neighborhood Policing Program - Daily Activity Report	21.142	Pending	1/19		Y
Neighborhood Policing Program - Problem Solving Report - Follow UP	21.141-B	Pending	1/19		Y
Neighborhood Policing Program - Problem Solving Report - Closure	21.141-C	Pending	1/19		Y
Neighborhood Policing Program -Problem Solving Report-Identification	21.141-A	Pending	1/19		Y
News/Press Releases (orig.)	NONE	Permanent		6.1	N
No Firearms Beyond This Point (Poster)	11.955	Does Not Apply	10/17		N
Noise Flash Diversionary Device Control Sheet	21.319	Pending	11/14		Y
Non-Bid Duty Assignment Justification 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 Candidates 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 For Free Legal Services (Poster)	11.940, A & B	Does Not Apply	2/17		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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	3/19		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 Non-Eligibility for U Nonimmigrant Status Certification	31.117	Pending	1/19		Y
Notice of Recommendation for Mediation Review	44.263	Pending	6/17		Y
Notice of Rights of Persons Under Arrest (Poster)	11.950,-A-F	Does Not Apply	2/17		Y
Notice Of Violation Of Business Solicitation On The Public Way	11.429	Does Not Apply	3/12		Y
Notice to Employees Leaving Employment	62.144	Personnel Jacket	4/17		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 - FOID Card	62.142	Pending	2/19		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 Legal Action to Recover Damages	62.388	File (Medical Jacket)	9/15	74.44	Y
Notification of Log Investigation	44.258	Pending	5/19		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 or Civil Law Case	22.908	1 Year	9/17	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	9/17	10.29	N
Notification to ANOV Respondent of Negative Cannabis Test	12.126	NO RETENTION	7/12		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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 Friendly Program Teaching Schedule	51.104	1 year	6/16		Y
Officers Daily Activity Log - Violence Reduction Initiative	21.318	Pending	4/15		Y
Open & Vacant Building Checklist	21.111	1 year	5/18	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	9/17		Y
Override Affidavit - Civilian Office of Police Accountability	44.128-B	Pending	9/17		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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Parent/Guardian Request For Juvenile Court Referral	24.410	Permanent with associated Juvenile Arrest Report or until expunged	8/18		Y
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 - Civilian Members	62.134	Pending	11/17		Y
Performance Evaluation-Supervisory	PER-96	5 years	9/85	11.78	Y
Performance Evaluation - Sworn Supervisors	62.357	Pending	9/17		Y
Performance Improvement Plan (PIP) - Sworn Supervisors	62.358	Pending	9/17		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	11/17	50.1	Y
Personal History Questionnaire - Civilian	62.162	File (Personnel Jkt.); if rejected 3 yrs.	1/08	74.4	N
Personal History Questionnaire -Sworn (PHQ)	62.152	File (Personnel Jacket); if rejected 3 years	11/06	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 Service Citation (Dept. copy)	NONE	2 yrs. & after audit		100.35	N

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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
Pest Sighting Control Sheet	11.941		4/17		Y
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-Your Car Has Been Involved In an Accident	11.476	Not Applicable	10/19		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
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Polygraph Examiner's Worksheet - H.R.D.	62.121	Pending	6/18		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 Nee		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	2/19		Y
Pre-Recorded Funds	43.413	2 years	3/92	45.10	N
Probable Cause Statement & Judicial Determination	23.191	Pending	10/08		Y
Probationary Police Officer Information Sheet	62.206	Pending	10/12		Y
Processing Detective Outreach Form	24.403	3 months	3/18		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 Safety Investigation Instructions	11.921	Not Applicable	11/18		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 Formal Statement - Department Members	44.261	Pending	5/17		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	10/17		Y
Registered Confidential Informant Additional Officer Authorization	43.431	Pending	8/19		N
Registered Confidential Informant Additional Officer Authorization	43.421	Pending	4/19		N
Registered Confidential Informant Agreement	43.408	Discretion of the Unit Cmdr.	10/19	46.5	N
Registered Confidential Informant Deactivation	43.433	Pending	8/19		N
Registered Confidential Informant Progress Report	43.437	Pending	6/19		N
Registered Confidential Informant Request	43.410	Discretion of the Unit Cmdr.	8/19	46.7	N
Registered Confidential Informant Use Log	43.407	Discretion of the Unit Cmdr.	4/19	46.4	N
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
Registration Report	43.429	3 years	10/19		N
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	43.409	Discretion of the Unit Cmdr.	5/19	46.6	N
Reliability/Advancement of Funds Report	23.190	3 yrs. If litigation pending 3 yrs. after case closed	4/02	38.56	Y
Relocated Vehicle Release	11.479	13 periods	11/79	11.28	Y
Remedial Training Notification	21.187	Pending	9/19		Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Repair/Service Request -Public Safety Headquarters Building	11.802	1 year	11/17	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
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	5/17	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 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	9/17	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 Public Safety Headquarters Secured Access Authorization	65.108	2 years	10/19	62.27	Y

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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 Reimbursement	61.314-A-D	7 years and after audit	2/18	42.1	N
Request for Review of Discipline (Reprimands and Suspensions from One (1) to (10) Ten Days)	44.246	Case Report File pending court disposition	9/17	9.10	Y
Request for Review of Discipline (For Discipline of Eleven (11) to Thirty (30) Days)	44.251-A	Pending	9/17		Y
Request for Review of Discipline (For Discipline of Thirty-One (31) to (365) Days)	44.251-B	Pending	9/17		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 Time Extension	44.114	File (Complaint. Reg.)	9/17	10.9	Y
Request for Time Extension Force Review Unit	20.007	Pending	5/18		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 eligibility 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.)	1/18	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Safe School Plan Information Sheet	11.720	1 year	1/18	11.114	Y
Salary Record	61.401	Permanent	8/73	66.8	N
School Absentee Report	24.116	Until end of school term (June)	3/17	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
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	1/19		Y
Sharps Injury Log	62.293	Pending	7/17		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	3/19	22.187	Y
Sobriety Safety Check Activity Report	21.641	10 years	3/19	22.185	Y
Sobriety Safety Check Point Log	21.640	10 years	3/19	22.184	Y
Sobriety Safety Check Post-Event News Release	21.647	10 years	3/19	22.183	Y
Sobriety Safety Check Post-Event Notification Form	21.645	10 years	3/19	22.189	Y
Sobriety Safety Check Post-Event Website Posting	21.646	10 years	3/19	22.190	Y
Sobriety Safety Check Pre-Event Notification Form	21.644	10 years	3/19	22.188	Y
Sobriety Safety Check Results Log	21.642	10 years	3/19	22.186	Y
Social Media Covert Identity Authorization (SMCID)	41.307	Pending	5/16		N
Social Media Exploitation (SOMEX) Team Intelligence Report	23.270	Pending	5/18		N
Social Media Request	23.171	Pending	6/18		Y
Special Event Evaluation Report First Amendment Information	11.466	60 days/no longer useful 10 days	9/17	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	8/17	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
Springfield Hotline Log	24.127	current year + 2 years	8/17		N
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Statement of Crime Victim's Rights Office of the Attorney General	NONE	Yellow copy - Retain in the District Review Office	9/19		Y
Statement of Economic Interest (blue)	NONE	3 years		11.80	N
Station Adjustment Compliance Initiative - Joint Home Visits Log	24.412	Pending	1/19		Y
Status of Firearm	31.614	Permanent	3/93	102.6	N
Storeroom Delivery Memo	34.603	6 periods	8/71	80.38	N
Strategic Decision Support Center (SDSC) Continuity Log	20.024	Pending	7/19		Y
Strategic Decision Support Center (SDSC) Site Visit Log	20.022	Pending	9/19		Y
Strategic Decision Support Center (SDSC) Unannounced Staffing and Operations Visit	20.023	Pending	7/19		Y
Stress Management Training Application	11.667	1 year	8/18	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	9/17	10.7	Y
Summary Report Digest	44.112-A	(orig.) Complaint. Reg.) (copies) Until no longer useful	9/17	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	3/19	11.21	Y
Supplemental Recommendation Agreement	44.173	Pending	8/16		N
Supplementary Report	11.411-A	File (Case report) (Pink copy)-60 days	8/85	11.10	N
Supplementary Report -Bureau of Detectives	11.411-B	File (Case Report)	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
SWAT Incident Log	21.324	Pending	1/19		Y
Swiping Procedures (Sign)	11.970	Does Not Apply	9/19		N
Swiping Reminder (Sign)	11.971	Does Not Apply	9/19		Y
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Tactical Plan/Raid Preparation List	41.304	Pending	8/16		Y
Tactical Response Report	11.377	3 yrs. unless litigation	3/19	11.122	Y
Tactical Response Report - Investigation	11.377-I	Peending	3/19		Y
Tactical Response Report - Review	11.377-R	Pending	3/18		Y
Taser Non-Field Deployment Report	11.379	2 years	3/12		Y
Task File	NONE	Permanent		55.13	N
Task History	15.153	File in Task File Permanent	10/17		Y
Task History-ETD	63.119	Permanent	10/19		Y
Task Record	15.104	File (Task) or 7 yrs. Index-permanent	10/17	55.6	Y
Task Record-ETD	63.118	Permanent	10/19		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 Repair Request	32.704	Until Job Complete	3/87	79.28	N
Termination of Registered Confidential Informant Agreement	43.435	Pending	4/19		N
Terms of the Supplemental Recommendation Agreement	44.172	Pending	8/16		N
Thirty Day Administrative Duty Assignment For Firearm Discharge Incidents Checklist	12.124	Pending	2/18		Y
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.	11/17		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	6/18	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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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 Response Sheet-Forms Management	15.155	Pending	7/19		Y
Transmittal/Curfew Violation-School Absentee	24.112	1 period	9/13	53.3	Y
Traumatic Incident Stress Management Program Authorization For Status Release	62.483	Pending	11/17		Y
Traumatic Incident Stress Management Program Notification	62.480	Pending	6/18		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	8/19	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 Naloxone Issuance Log	21.245	Pending	6/18		Y
Unit Naloxone Returned or Lost Log	21.246	Pending	6/18		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
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
Vehicle Impoundment/Seizure Report	34.347	Pending	2/17		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	2/17	11.22	Y
Vicarious Trauma Relief Program Notification	62.486	Pending	1/19		N
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	1/19		Y
Victim Intake Form (JISC)	24.450	Pending	04/05		N
Victim Notification of Sexual Assault Evidence	23.410	Pending	2/18		Y
Victim/Offender Sign-In Sheet (JISC)	24.451	Pending	04/05		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	2/17	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.)	9/17	8.23	Y
Waiver of Counsel/Request to Secure Counsel	44.106	File (Complaint. Reg. or Drug)	8/16	10.5	Y
Waiver of Extradition-English	31.271	Pending	8/19		Y
Waiver of Extradition-Spanish	31.271-S	Pending	8/19		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
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

Form Title / Record	Form No.	Retention	Rev. Date	Item No.	Online
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