

Number / User Class	Name	Retention Period	Examples for Training	Legal Retention Requirements	Crimes Associated	Evidence.com Action (beyond retention)	Custom Tags Associated
	1 Incident / Citizen Contact (No Crime)	2 yrs	933 false, civil, 945, medical	Basic	None		
	2 Traffic / Bike / Ped Stop	2 yrs 2 yrs or sooner if deleted per policy		Basic	OMC, VC, PC (Infractions only)		
	3 Accidental / False Signal	2 yrs or sooner if deleted per policy		Basic			
	4 Test / Vehicle Inspection	2 yrs or sooner if deleted per policy		Basic			
	5 Mental Health	2 yrs		Basic			
	6 Violent Felony / DOA	Indefinite		SOL	187, all DOAs, 245s, Mayhem, Kidnapping, Robbery, Carjacking, Arson, Explosive Device, Weapons of mass destruction, aggravated batteries with SBI/GBI		
	Misdemeanor Case (including report, statements, cite, or arrest)	2 yrs		SOL	Thefts, 602s, OMC and VC misdemeanors, 242s		
	7 Felony Case (including report, statements, cite, or arrest - no violent felonies or sex crimes)	3 yrs		SOL	10851, 459, grand thefts, VC and PC non-violent felonies		
	8 Domestic Violence	5 yrs		SOL, prior action charging 13552 Traffic Collisions non-fatal is 5 yr for reports - matching to keep digital evidence the same	243(e)(1), 273.5, stalking,		
	10 Collision	5 yrs		SOL (Possible homicide)			
	11 Missing Person / Runaway	Indefinite		SOL, prior action charging			
	12 DUI	10 yrs			261, 288, 289, 220, 243.4, 314, any other sex crime that can result in placement on 290 list	Restricted	
	13 Sex Crimes	Indefinite		SOL			
	14 Vehicle Pursuit	5 yrs		Administrative SOL Possible IA/DLI - intake/Sergeant/etc. to update category if so			
	15 Sergeants / Commanders Admin	2 yrs	IBC, explaining things to citizens, etc.				IA - Complainant Interview IA - DLI Work IA - General IBC
Admin	IA/DLI	Indefinite		Administrative SOL		Confidential	
Admin	Never Delete	Indefinite		Administrative SOL			UOF Level 1 UOF Level 2 UOF w/SBI or GBI UOF Level 3 UOF Level 4
Admin	Use of Force - Levels 1 and 2	Indefinite		Administrative SOL		Restricted	
Admin	Use of Force - Levels 3 and 4	Indefinite		Administrative SOL			
Criminal	Felony - Filed by DA	20 yrs		SOL plus appeals			
Investigation	Homicide	Indefinite		SOL		Restricted	
Division	Misdemeanor - Filed by DA	10 yrs		SOL plus appeals			
Criminal	Missing Person / Runaway - Returned (replace other missing person category)	2 yrs		Basic (cures possible homicide SOL of other category)			City Audit Government Investigation Litigation Discovery PRA Subpoena
Legal	Legal - OCA/Records/Authorized Users Only	Indefinite		CAO Order			
Traffic	Collision - 901C	Indefinite		CAO Order		Restricted	
Traffic	Collision - Major Injury / Fatal	Indefinite		SOL		Restricted	
Training	Training	2 yrs		Basic			AXON BWC TRAINING TESTING - In Class Only Basic Academy Training - No Field Use