

Law Enforcement, Corrections & Parole

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G168	Accident Reports	This series includes dates and descriptions of accidents, people involved, climates, and descriptions of vehicles/vessels involved where the accident occurred, and related files.	Hold three (3) years after accident report is completed, then dispose.	4/20/2023
G169	Arrest Records, Reports, and Logs - Felonies	This series consists of files related to felony arrests. Included is documentation of the arrest of an individual by a state law enforcement agency.	Hold felony records, or crimes for which there is no statute of limitations, seventy-five (75) years; then dispose.	4/20/2023
G170	Arrest Records, Reports, and Logs - Non-Felonies	This series consists of files related to non-felony arrests. Included is documentation of the arrest of an individual by a state law enforcement agency.	Hold non-felony records five (5) years after the final disposition of the case, then dispose.	4/20/2023
G171	Dispatch Logs	This series consists of logs maintained by the dispatch unit which contain information regarding time, location, units dispatched in an incident, and other information.	Hold three (3) years, then dispose. Logs involved in litigation, by or against the state entity, are disposed of five (5) years after final disposition of the case.	4/20/2023

G172	Dispatch Recordings	This series consists of files related to dispatch tape recordings. Included are tape or digital recordings of calls received by dispatchers and radio communications between law enforcement personnel.	Hold tape or digital recording thirty (30) days, then dispose. Recordings involved in litigation are disposed of five (5) years after final disposition of the case. Hold recordings of felonies, or crimes for which there is no statute of limitations seventy-five (75) years, then dispose.	4/20/2023
G173	Expungements	This series consists of files related to expungements. Included are various law enforcement records (offense reports, arrest reports, and all other records stipulated in a court order).	Hold files until case is finalized, then dispose.	4/20/2023
G174	Capital Offense Reports	This series consists of files related to capital offense reports. Included are cases gathered by the investigating law enforcement officer at an incident. They are common in form and format and detail all information concerning the reported incidents. Additional information is often contained in a supplemental report, which is included as a part of this series.	Hold files seven (7) years, then dispose.	4/20/2023
G175	Non-Capital Offense Reports	This series consists of files related to non-capital offense reports. Included are cases gathered by the investigating law enforcement officer at an incident. They are common in form and format and detail all information of reported incidents. Additional information is often contained in a supplemental report, which is included as a part of this series.	Hold four (4) years, then dispose.	4/20/2023
G176	Tickets - Violations of Law	This series include traffic citations and tickets for violation of laws where issued by a state law enforcement officer.	Hold three (3) years after resolution and audit, then dispose.	4/20/2023

G177	Training Records, General	This series documents training activity provided to law enforcement personnel. Information may include description of training activates, sign-in sheets, and general information regarding the training provided.	Hold ten (10) years, then dispose.	4/20/2023
G178	Training Records, Individual	This series documents all training received by individuals employed by a state law enforcement agency.	Hold three (3) years following separation of employment.	4/20/2023
G180	Video/Audio Recordings - Mobile & Stationary Units, Non-Evidentiary	Non-evidentiary recordings created by mobile units, including both in-car and body-worn cameras.	Hold thirty (30) days, then dispose.	4/20/2023
G259	State Inmate Master Files	This series consists of files related to inmate master files. Included are commitment, detention, treatment programs, criminal history, classification, behavior, time computation, release and detainers, history records, confinement, assignments, medical class, psychological records, parole revocation certificates, release certificates, arrest and retake warrants, documentation on violations, pre-release investigators reports, preliminary parole revocation hearing, FBI rap sheet, correspondence supervised, earned release certificates, and social admission sheets.	Hold files one hundred and twenty-five years (125) after date of birth, or five (5) years after death, whichever occurs first, then dispose.	7/17/2025

G260	State Inmate Daily Activity Files	This series consists of routine administrative files related to the daily operations at Department of Corrections, Parchman. Included are medication refill lists, supervisor's weekly tool audits, key issuance logs, visitor's log forms, visitor tally sheets, telephone log forms, gate vehicle delivery logs, vehicle logs, transportation radio logs, refrigerator temperature logs, area certified count sheets, medication transfer sheets, use of aspirins/Tylenols forms, daily inmates medication distributions signature sheets, vehicle enter-exit logs, control room key issuance log, control medication logs, and other related files.	Hold in the current files area five (5) years, then dispose.	7/17/2025
------	-----------------------------------	--	--	-----------