

KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

Policy: 106 Physical Records Retention

Issue/Rev: April 25, 2022

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Issuing Authority: Executive Director Doug Schroeder

I. Purpose: The purpose of this policy is to ensure that necessary physical records are adequately protected and maintained, and to ensure that records that are no longer needed by the Kansas Commission on Peace Officers' Standards and Training (KSCPOST) or are of no value are discarded at the proper time and with the proper destruction method.

II. Policy Statement: This policy represents the KSCPOST's policy regarding the retention and disposal of physical records.

III. Scope: This policy applies to all members of the Kansas Commission on Peace Officers' Standards and Training.

IV. Definitions:

Central Registry Files: Director approved forms and letters regarding officer employment records.

Investigative Files: Any physical records received from a law enforcement agency, court, witness statements or officer to include, but not limited to offense reports, arrest reports, investigator narratives, photographs, newspaper articles, court records, journal entries, written complaints, attorney correspondence, financial records, complainant information, and media storage devices.

Physical Records: Physical records are those records, such as paper, that can be touched and which take up physical space.

Training Reports: Training forms submitted by Kansas agencies to the KSCPOST to enter the data online.

V. Procedures: The following is KSCPOST physical record type and retention period.

Physical Record Type	Retention Period
Purchase Receipts	1 year from date of purchase
Training Reports submitted to KSCPOST	2 years from receipt
Annual Budget Files	5 years from fiscal year
KSCPOST Employee Personnel File	10 years beyond last date of employment
Investigative Files	Retain permanently
Central Registry Files	Retain permanently
Delinquent Reports	Retain permanently
Field Training Officer Manuals	Retain permanently

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Hearing Files	Retain permanently
Commission Minutes and Agendas	Retain permanently
Agency Files	Retain permanently

VI. Destruction Method: All physical records, once beyond the scheduled retention period, shall be destroyed permanently (shred or fire) so that the personal information of individuals contained in the file is protected.