

SCHEDULE 19 – LAW ENFORCEMENT

Series	Series Title	Description	Retention
19.1.a	Accident Records, Fatality	Copies of records maintained by Traffic Division, State Police, for traffic accidents resulting in at least one death.	15 years, following accident
19.1.b	Accident Records, Nonfatality	Copies of records maintained by Traffic Division, State Police, for traffic accidents in which no one was killed. Retained long enough so that any juvenile involved has time to attain maturity and file suit before records are destroyed.	25 years, following accident
19.2	Arrest Records	Record of arrest, including mug shots and fingerprints.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years
19.3	Civil Process Services	Records documenting service and attempts to serve civil processes, including but not limited to: Notice to Quit, Writ of Possession, Forcible Entry and Detainer, and Summons. Records include copy of document served, documentation of service, financial recordings/receipts, and related records. Information may include name of person receiving service, date and time of service or attempted service, fees received, and officer serving papers.	6 years
19.4	Communications Records	Log of radio transmissions. Also called Dispatch Records.	2 years
19.5	Complaint Logs/Cards	Log kept in any format by law enforcement agency, recording all complaints.	Permanent
19.6.a	Investigative Case Records, All Other	All other investigative cases not covered under 19.6.b-19.6.e.	7 years Confidential, Per Title 16, Section 614
19.6.b	Investigative Case Records, Criminal Cases - Cleared	Investigation files for criminal cases that have been closed.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential, Per Title 16, Section 614

Series	Series Title	Description	Retention
19.6.c	Investigative Case Records, Criminal Cases - Open	Investigation files for criminal cases that remain open.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential, Per Title 16, Section 614
19.6.d	Investigative Case Records, Homicides	Investigation files for homicides.	Permanent Confidential, Per Title 16, Section 614
19.6.e	Investigative Case Records, Sudden/Accidental Death	Investigation files for sudden or accidental deaths (not classified as homicides).	Permanent Confidential, Per Title 16, Section 614
19.7	Juvenile Records	Records of juveniles who are the subject of investigations.	Until former juvenile is 23 years old Confidential, Per Title 15, Chapter 507, §3308
19.8	Pawn Slips	Record of pawn shop activity	6 years
19.9	Summonses Issued by Animal Control Officers and Local Shellfish Wardens	Summonses issued by local animal control officers and shellfish wardens.	3 years
19.10	Telecommunication Terminal Logs (Teletype)	Teletype from telecommunication terminals.	2 years
19.11.a	Telecommunication Terminal Messages (Master Copy Retained by State Police) - All Other	All telecommunication terminal messages except NCIC. Cannot be destroyed if METRO (Maine Telecommunication and Radio Operations) Manual requires otherwise.	Current plus one year
19.11.b	Telecommunication Terminal Messages (Master Copy Retained by State Police) - NCIC III Inquiry Logs	National Crime Information Center inquiry logs.	Until NCIC audit
19.12	Uniform Crime Reports	Uniform Crime Reports.	Current plus one year
19.13	Uniform Traffic Ticket and Complaint	Traffic tickets.	Until final court disposition