



Sheridan Police Department
Policies and Procedures
14.5 Replaces 303.3
Chapter 14 – Records
Section 5 – Record Retention

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Signature:

The Sheridan Police Department will maintain and keep secure records necessary for the fulfillment of the department's public safety mission and as required by law.

14.5.1 Record Retention

- A. Public records are defined by Wyoming Statute 9-2-401(a)(v) and 16-4-201(a)(v) as the original and all copies of any correspondence, photos, forms, books, electronic records, etc., or other documents regardless of physical form, which have been made or received in transacting public business by a political subdivision.
- B. Wyoming Statute 9-2-410 establishes that all public records are the property of the State of Wyoming. The State of Wyoming Archives Division has created record retention schedules as guidelines for how long public records must be maintained. Record retention schedules are available from: <http://wyoarchives.state.wy.us/Retention/Municipalities.asp>.
- C. No records maintained by the department may be destroyed without the permission of the chief of police. Permission shall be requested in writing. Such requests will specifically list:
 1. The records to be destroyed;
 2. The time periods covered by the records;
 3. Whether or not any known litigation is or may be pending connected to incidents covered by the records; and
 4. Retention schedule requirements.
- D. Prior to destruction, department personnel shall be asked if they know of any cases to be retained other than those required by law.
- E. Records authorized for destruction will be rendered unreadable by a method determined to be efficient and effective such as shredding or burning.