

SHI

Code	Name
ACC	Accounting
ACC-1000	Accounting Records
CLE	Oklahoma County Law Enforcement Services CLES
CLE-1000	911 Communications Center Records
CLE-1020	Body Worn Camera Footage
CLE-1040	Charge Packets and logs
CLE-1060	Custodial Property Records
CLE-1100	Evidence Records
CLE-1120	Incident Reports
CLE-1140	Jail Records (prior to 7-1-2020)
CLE-1160	NCIC Records
CLE-1180	Open Records Requests
CLE-1200	Request to Preserve Records
CLE-1220	Sheriff Sale Records
CLE-1240	Use of Force Reports
FAC	Facilities and Property Management
FAC-1100	Vehicle Incidents
FAC-1120	Vehicle/Fleet Records
HUM	Human Resources

HUM-1180

Personnel Records

ERIFF'S OFFICE RETENTION SCHEDULE

Retention	Record Owners
The date that the record is created. 7 Years	SHERIFF OFFICE BOCC DISTRICT YARD
The date that the record is created. 7 Years (or longer if involved in litigation) The date that the record is created. 180 Days (1 Year if related to an incident)	SHERIFF OFFICE SHERIFF OFFICE
The date that the investigation is concluded or the charges are dropped. Active + 7 Years	SHERIFF OFFICE
The date that the record is created. 10 Years	SHERIFF OFFICE
The date that the record is created. 7 Years (or longer if involved in litigation)	SHERIFF OFFICE
The date that the record is created. 7 Years	SHERIFF OFFICE
The date of release. Active + 7 Years	SHERIFF OFFICE
Governed by FBI Guidelines	SHERIFF OFFICE
The date that the record is created. 7 Years	SHERIFF OFFICE
The date that the record is created. 7 Years	SHERIFF OFFICE
The date that the sale is finalized. Active + 7 Years	SHERIFF OFFICE
The date that the incident occurred. 7 Years (or longer if involved in litigation)	SHERIFF OFFICE
Retain Permanently Permanent	BOCC & DEPARTMENTS FACILITIES SHERIFF OFFICE BOCC DISTRICT YARD BOCC & DEPARTMENTS FACILITIES SHERIFF OFFICE BOCC DISTRICT YARD
The date that the asset is sold or disposed of. Active + 7 Years	

The date that employment terminates
Active + 7 Years

BOCC & DEPARTMENTS
HR / HEALTH AND SAFETY
JUVENILE BUREAU
SHERIFF OFFICE
BOCC DISTRICT YARD

Section / Sub Section

Okla. Stat. tit. 19, § 155.4(4)



Okla. Stat. tit. 19, § 517.1

Okla. Stat. tit. 19, § 517.1

Okla. Stat. tit. 19, § 517.1

Okla. Stat. § 60- 679.1(A)

Okla. Admin. Code § 735:80-1-8

Okla. Stat. tit. 19, § 517.1



Based on Sheriff's Office Request

Okla. Stat. tit. 19, § 517.1



29 CFR §§ 406.2-406.4, 406.8
Okla. Admin. Code § 380:30-3-3(d)