



Oklahoma County Sheriff's Office Records Retention Schedule Summary

Record Code	Record Type	Minimum Retention
ACC-1000	Accounting Records	The date that the record is created. 7 Years
CLE-1000	911 Communications Center Records	The date that the record is created. 7 Years (or longer if involved in litigation)
CLE-1020	Body Worn Camera Footage	The date that the record is created. 180 Days (1 Year if related to an incident)
CLE-1040	Charge Packets and logs	The date that the investigation is concluded or the charges are dropped. Active + 7 Years
CLE-1060	Custodial Property Records	The date that the record is created. 10 Years
CLE-1100	Evidence Records	The date that the record is created. 7 Years (or longer if involved in litigation)
CLE-1120	Incident Reports	The date that the record is created. 7 Years
CLE-1140	Jail Records (prior to 7-1-2020)	The date of release. Active + 7 Years
CLE-1160	NCIC Records	Governed by FBI Guidelines
CLE-1180	Open Records Requests	The date that the record is created. 7 Years
CLE-1200	Request to Preserve Records	The date that the record is created. 7 Years
CLE-1220	Sheriff Sale Records	The date that the sale is finalized. Active + 7 Years
CLE-1240	Use of Force Reports	The date that the incident occurred. 7 Years (or longer if involved in litigation)
FAC-1100	Vehicle Incidents	Retain Permanently Permanent
FAC-1120	Vehicle/Fleet Records	The date that the asset is sold or disposed of. Active + 7 Years
HUM-1180	Personnel Records	The date that employment terminates Active + 7 Years