

RESOLUTION NO. 2013-69

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, APPROVING THE DISPOSITION OF SPECIFIC TOWNSHIP
RECORDS**

WHEREAS, by virtue of Resolution 88-18 adopted July 11, 1988, the Township of Radnor declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and;

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it hereby *RESOLVED* that the Board of Commissioners of Radnor Township, Delaware County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records as detailed in Exhibit 'A' attached hereto.

SO RESOLVED, this 13th day of May, A.D. 2013.

RADNOR TOWNSHIP


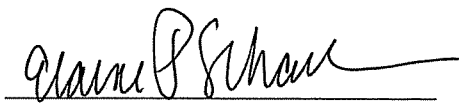
ATTEST:  By: 
Robert A. Zienkowski, Secretary
Name: Elaine P. Schaefer
Title: President

EXHIBIT 'A'
RADNOR TOWNSHIP RECORDS DISPOSITION LIST
RESOLUTION 2013-069
MAY 13, 2013

FINANCE AND ADMINISTRATION DEPARTMENTS

| Description of Records | Retention & Disposition Schedule Section No. | Retain/Notes |
|---|--|--|
| 2005 quarterly payroll journals | PL-5 | 4 years; 2009 and forward |
| 2004 quarterly payroll journals | PL-5 | 4 years; 2009 and forward |
| 2005 quarterly payroll journals 1996, 1997, 1998, 1999 GL audit trails | PL-5 | 4 years; 2009 and forward |
| 2004 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2004 cash receipts | FN-12 | 3 years; 2010 and forward |
| 1995- 2003 quarterly payroll reports | PL-5 | 4 years; 2009 and forward |
| 2004 quarterly payroll journals, 2004 payroll deduction files 2003 A/P check register | PL-5 PL-6 | 4 years; 2009 and forward 7 years; 2006 and forward |
| 2006 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2006 cash receipts, 2006 journal vouchers | FN-12 | 3 years; 2010 and forward |
| 2005 bank statements | FN-9 | 7 years; 2006 and forward |
| 2004 bank statements | FN-9 | 7 years; 2006 and forward |
| 2003 bank statements | FN-9 | 7 years; 2006 and forward |
| 2003-2004 journal vouchers | FN-7 | 3 year; 2010 and forward |
| 2001-2003 journal vouchers | FN-7 | 3 year; 2010 and forward |
| 2000-2001 journal vouchers | FN-7 | 3 year; 2010 and forward |
| 1998-1999 journal vouchers | FN-7 | 3 year; 2010 and forward |
| 2002 quarterly payroll journals | PL-5 | 4 years; 2009 and forward |
| 2003 quarterly payroll journals | PL-5 | 4 years; 2009 and forward |
| 2000 quarterly payroll journals | PL-5 | 4 years; 2009 and forward |
| 2001 quarterly payroll journals | PL-5 | 4 years; 2009 and forward |
| 2004-2005 timesheets | PL-14 | 3 years; 2010 and forward |
| 1996-1997 quarterly payroll journals | PL-5 | 4 years; 2009 and forward |
| 2005 a/p check register | FN-11 | 7 years; 2006 and forward |
| 2000-2005 A/P & P/R check reconciliations | FN-9 | 7 years; 2006 and forward |
| 2005 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2005 cash receipts 2005 journal vouchers | FN-12 | 3 years; 2010 and forward |
| 2005 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2005 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2004 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2004 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2004 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2004 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2004 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2003 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2003 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2003 a/p checks | FN-11 | 7 years; 2006 and forward |
| 2003 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2003 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2007 audit papers | FN-7 | 3 years; 2010 and forward |
| 2001 receivables, 2002 tax receipts, delinq. tax collection and interims deed transfers | TA-12 TA-11 | 2 years; 2011 and forward Of Admin value |
| 2000 OPT | TA-6 | 7 years; 2006 and forward |
| 1994 Sewer Liens, 1998 Sewer Meter Readings, 1959-1986 Sewer Meter Readings, 1996 Sewer Liens, Sewer Connection Permits 1998/1999, Sanitary Sewer Assessment Records, by Property (1982-1989), Sewer Assessments 1983, 1991, 1992, Curb/Sidewalk Assessments/Repairs 1992-1998 | FN-3 | 7 years; 2006 and forward |

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FINANCE AND ADMINISTRATION DEPARTMENTS

| Description of Records | Retention & Disposition Schedule Section No. | Retain/Notes |
|---|--|--|
| Sanitary Sewer Assessment Payoffs by Property - 1974 - 1985 | FN-3 | 7 years; 2006 and forward |
| 2001 BPT | TA-6 | 7 years; 2006 and forward |
| 2000-2001 OPT | TA-6 | 7 years; 2006 and forward |
| 2000 Merchantile and BPT Tax Returns, 2000- 2001 Hearing Notices, Audits, 1997-1998 Act 511 Refunds | TA-6 | 7 years; 2006 and forward |
| 2000 OPT Returns | TA-6 | 7 years; 2006 and forward |
| 2005 Sewer Payments | FN-3 | 7 years; 2006 and forward |
| 2005 Sewer Payments | FN-3 | 7 years; 2006 and forward |
| 2005 Sewer Payments | FN-3 | 7 years; 2006 and forward |
| 2005 Sewer Payments | FN-3 | 7 years; 2006 and forward |
| 2005 Sewer Payments | FN-3 | 7 years; 2006 and forward |
| 1995-2010 CAFR (duplicates) | FN-4 | 5 years |
| 2010-2011 Treasurer Tax Certs | TA-2 | 2 years; 2012 and forward |
| 2003 tax receipts | TA-12 | 2 years; 2011 and forward |
| 2003 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2003 tax receipts | TA-12 | 2 years; 2011 and forward |
| 2002 cash receipts | FN-12 | 3 years; 2010 and forward |
| 2009-2010 Tax Certs | TA-2 | 2 years; 2012 and forward |
| 2007-2008 Tax Certs | TA-2 | 2 years; 2012 and forward |
| 2008-2009 Tax Certs | TA-2 | 2 years; 2012 and forward |
| 2011 Tax Certs | TA-2 | 2 years; 2012 and forward |
| 2005 RE Interims/Revisions, 2006 Delinquent Collections/Refunds | TA-12 | 2 years; 2012 and forward |
| 2007 RE payments | TA-12 | 2 years; 2012 and forward |
| 2007 RE payments | TA-12 | 2 years; 2012 and forward |
| 2007 RE payments | TA-12 | 2 years; 2012 and forward |
| 2007 RE payments | TA-12 | 2 years; 2012 and forward |
| 2007 RE payments | TA-12 | 2 years; 2012 and forward |
| 2007 RE payments | TA-12 | 2 years; 2012 and forward |
| 1999-2001 RE Assessment Books | TA-15 | 7 years; 2006 and forward |
| 2007 and 2008 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2008 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2008 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2008 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2008 RE Tax bills and Assessment Book | TA-12 | 2 years; 2012 and forward |
| 2009 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2009 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2009 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2009 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2009 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2009 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2005 RE Tax bills, 2001 & 2003 Interims, 2000 Duplicates and Tax Claims, 2004-2005 Various REC | TA-12 | 2 years; 2012 and forward |
| 2004 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2000-2004 Annual Report, CAFR "backups", working papers, 2008 Audit and Fixed Asset files | FN-4, FN-7, AL-22 | Bob Tate will retain Annual Report, 2008 Audit and Fixed Asset files |
| 2004-2007 CAFR, fixed assets files, Audit, working papers | FN-4, FN-7, AL-22 | Bob Tate will retain Fixed Asset files |

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FINANCE AND ADMINISTRATION DEPARTMENTS

| Description of Records | Retention & Disposition Schedule Section No. | Retain/Notes |
|---|--|--|
| 2001-2003 Business tax audits, 2001-2002 Amusement tax returns, 2002-2004 check requisitions for Act 511 refunds, 2004 Act 511 cash receipts, RFP for 2003-2005 audits, 2000-2004 CAFR working papers, 2004 Business Tax notice letters, 2003-2004 Business Tax Audit files | FN-4 (CAFR), TA-6 (Tax) | 7 years, 2006 and forward |
| 2006 real estate payments | TA-12 | 2 years; 2012 and forward |
| 2006 real estate payments | TA-12 | 2 years; 2012 and forward |
| 2006 real estate payments | TA-12 | 2 years; 2012 and forward |
| 2006 real estate payments | TA-12 | 2 years; 2012 and forward |
| 2006 real estate payments | TA-12 | 2 years; 2012 and forward |
| 2002-2006 real estate assessment books | TA-15 | 7 years, 2006 and forward |
| 2003-2005 refunds/delinquent taxes from delco | TA-12 | 2 years; 2012 and forward |
| 2001 refunds, delinquent tax claim, interim and deed transfers, 2003-2005 deed transfers, 2001-2004 interim | TA-12 | 2 years; 2012 and forward |
| 2004 EMST | TA-6 | 7 years, 2006 and forward |
| 2004 OPT | TA-6 | 7 years; 2006 and forward |
| 2001 and 2002 OPT | TA-6 | 7 years; 2006 and forward |
| 2000-2001 act 511 audits, 2000 QED audit, 2000 BPT returns | TA-6 | 7 years; 2006 and forward |
| 2004 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2000 BPT and MT payments | TA-6 | 7 years; 2006 and forward |
| 2005 Sewer Rent billing journal | FN-3 | 7 years; 2006 and forward |
| 2007 RE duplicate bills | TA-1 | 2 years; 2012 and forward |
| 2007 RE duplicate bills | TA-1 | 2 years; 2012 and forward |
| 2004 RE Tax collections/payments | TA-12 | 2 years; 2012 and forward |
| 2005 Cash Reports and redeposits | FN-12 | 3 years; 2010 and forward |
| 2005 Cash Reports | FN-12 | 3 years; 2010 and forward |
| 2005 Sewer Rent reports | FN-3 | 7 years; 2006 and forward |
| 2005 RE Tax payments | TA-12 | 2 years; 2012 and forward |
| 2005 RE Tax payments | TA-12 | 2 years; 2012 and forward |
| 2004 Mercantile Tax | TA-6 | 7 years, 2006 and forward |
| 2005 Mercantile Tax | TA-6 | 7 years, 2006 and forward |
| 2004 Business Privilege Tax | TA-6 | 7 years, 2006 and forward |
| 2004 Business Privilege Tax | TA-6 | 7 years, 2006 and forward |
| 2004 Business Privilege Tax | TA-6 | 7 years, 2006 and forward |
| 2004 Business Privilege Tax | TA-6 | 7 years, 2006 and forward |
| Daily Mail Cash Receipts 2002 | FN-12 | 3 years; 2010 and forward |
| Township Secretary (Clayton) Boc Packet Files | AL-2 | Retain duplicate copies as long as of administrative value |
| 1999 Business Privilege Tax | TA-6 | 7 years, 2006 and forward |
| Dictionaries and Codebooks (superseded) | AL-5 | Retain until superseded or revoked |
| 2008 Annual Reports | FN-4 | DUPLICATES - 5 years; 2008 and forward |
| Codebooks (superseded) | AL-5 | Retain until superseded or revoked |
| Daily Mail Cash Receipts 2003 | FN-12 | 3 years; 2010 and forward |
| 2003 Real Estate Tax Receipts | TA-12 | 2 years; 2012 and forward |
| 2002 Business Privilege Tax | TA-6 | 7 years, 2006 and forward |
| 1991-1999 Accident Liability Claims | AL-17 | Retain 6 years after final settlement; 2007 and forward |
| 2006-2009 Right to Know requests | AL-46 | Retain 2 years; 2011 and forward |
| 2010 Right to Know requests | AL-46 | Retain 2 years; 2011 and forward |

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COMMUNITY DEVELOPMENT DEPARTMENT

| Description of Records | Retention & Disposition Schedule Section No. | Retain |
|---|---|--|
| 2000 Rental Housing Apps 1978 and 1995 rental housing violation notice | FN-3 PZ-5 | 7 years; 2006 and forward until 3 years after disposition |
| Old codebooks (superseded) | AL-5 | Retain until superseded or revoked |
| 2005 Licensing and Insurance | PZ-7 | 7 years; 2006 and forward |
| 2000 Licensing and Insurance | PZ-7 | 7 years; 2006 and forward |
| 2004 Licensing and Insurance | PZ-7 | 7 years; 2006 and forward |
| 2001 Licensing and Insurance | PZ-7 | 7 years; 2006 and forward |
| 2001 Licensing and Insurance | PZ-7 | 7 years; 2006 and forward |

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POLICE DEPARTMENT

| Description of Records | Retention & Disposition Schedule Section No. | Retain |
|--|--|--|
| 2011 CRIMINAL HISTORY DISSEMINATION RECORDS | PO-9 | Retain 2YR-NON CRIMINAL RECORD; 2011 and forward |
| 2010 CRIMINAL HISTORY DISSEMINATION RECORDS | PO-9 | Retain 2YR-NON CRIMINAL RECORD; 2011 and forward |
| 2009-2010 CRIMINAL HISTORY DISSEMINATION RECORDS | PO-9 | Retain 2YR-NON CRIMINAL RECORD; 2011 and forward |
| 2008 CRIMINAL HISTORY DISSEMINATION RECORDS | PO-9 | Retain 2YR-NON CRIMINAL RECORD; 2011 and forward |
| 2008 CRIMINAL HISTORY DISSEMINATION RECORDS | PO-9 | Retain 2YR-NON CRIMINAL RECORD; 2011 and forward |
| 2006 VACATION/VACANT HOUSE CHECK RECORDS | PO-25 | 30 DAYS |
| 2004 VACATION/VACANT HOUSE CHECK RECORDS | PO-25 | 30 DAYS |
| 2005 VACATION/VACANT HOUSE CHECK RECORDS | PO-25 | 30 DAYS |
| 2004-2005 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2007-2008 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2007 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2008 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2007 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2008 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2007 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2007-2008 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 2002-2003 DAILY ACTIVITY RECORDS | PO-10 | Retain 3 years; 2010 and forward |
| 1999-2000 INITIAL ACTIVITY REPORTS | PO-6 | Retain 3 years; 2010 and forward/NON CASE FILE |
| 2001-2002 INITIAL ACTIVITY REPORTS | PO-6 | Retain 3 years; 2010 and forward/NON CASE FILE |
| 1991-1997 DISPATCHERS LOGS | PO-11 | Retain 3 years; 2010 and forward |
| 1990-1992 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1981-1984 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1984-1992 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1965-1991 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1981 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1978-1987 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1897 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1970-1979 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |

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| Description of Records | Retention & Disposition Schedule Section No. | Retain |
|--|--|-----------------------------------|
| 1970-1980 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1960-1970 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1991 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1991 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1982 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1982 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1985 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1985 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1908-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1908-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1988 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1982 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1986 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1986 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1976-1978 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1979 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1981 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1992 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1972-1986 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1970-1984 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1992 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1973-1985 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1971-1992 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |

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| Description of Records | Retention & Disposition Schedule Section No. | Retain |
|--|--|-----------------------------------|
| 1972 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1984-1990 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1990-1992 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1970-1979 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1970-1980 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1979 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1972 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1984 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1986 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1984 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1990 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1987 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1985 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1983 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1991 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1980-1989 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1992 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 2006 APPLICATION EMPLOYMENT (NOT HIRED) | PS-2 | Retain 2 years; 2011 and forward |
| 2009 DAILY ACTIVITY REPORT | PO-10 | 3 years; 2010 and forward |
| 2009 DAILY ACTIVITY REPORT | PO-10 | 3 years; 2010 and forward |
| 1990 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |
| 1976-1977 CRIMINAL HISTORY/INVESTIGATORY CASE FILE | PO-8 | Retain 20 years; 1993 and forward |

