

**Georgia State Patrol
Policy Manual Exhibit**

SUBJECT RECORDS RETENTION	EXHIBIT NUMBER 13.02-1
REFERENCE #13.02 - RECORDS, FORMS, AND REPORTS	DATE REVISED 8/25/2004

- A. Post Blotter (Station Log Book) shall be maintained in the Posts indefinitely.
- B. Crash Reports shall be maintained in the Posts for three years (including the current year) and then destroyed locally.
- C. Monthly Work Period Roster (DPS-548) shall be maintained in the Posts for three years (including the current year) and then destroyed locally.
- D. Post Citation Log (DPS-470) shall be maintained in the Posts for three years (including the current year) and then destroyed locally.
- E. The following documents shall be maintained in Posts for three years (including the current year) and then destroyed locally:
 - a. Correspondence file (documents relating to operating a Patrol Post);
 - b. Reports file (unless otherwise noted);
 - c. Finance and property file;
 - d. Requisitions file;
 - e. Computer print-out file;
 - f. Revocation and suspension file, and
 - g. Georgia State Patrol Misdemeanor Citations File.
- F. The Georgia State Patrol Felony Citations File shall be maintained in the Post for a period of seven years, and then destroyed locally.
- G. Notification of Destruction
 - a. At the end of each year, when the above noted documents have been destroyed locally, the Post Commander shall notify the Records Management Officer at Headquarters and apprise them, which records were destroyed.
 - b. The Records Management Officer shall in turn apprise the State Archives of which records were destroyed.
- H. The Records Management Officer in Headquarters should be consulted any time questions arise relative to this policy.