

**Georgia Department of Public Safety
Policy Manual Exhibit**

SUBJECT RECORDS RETENTION – SPECIAL INVESTIGATIONS DIVISION	EXHIBIT NUMBER 13.02-2
REFERENCE #13.02 - RECORDS, FORMS, AND REPORTS	DATE 6/26/2007

A. Internal Investigation Files

1. Records used to investigate complaints against public safety officers shall be retained for 20 years after settlement and then destroyed locally. Capitol Felony Investigation Case Files shall be retained for 50 years and then destroyed locally.
2. Speed Detection Investigations Files shall be retained for four years and then destroyed locally.

B. Permit Files

1. Radar Permits (renewed every three years): The original resolution and original Department of Transportation-approved road list as well as updates to the road list shall be retained indefinitely. Additional records such as applications, officer certifications, calibration records and radio station frequency license shall be retained for the current permit cycle plus one past permit cycle, and then destroyed locally.
2. Firearm Permits (renewed annually) shall be retained for the current year, plus three years and then destroyed locally.
3. Window Tint Exemptions Permits (renewed annually) shall be retained for the current year, plus one year and then destroyed locally.

C. Polygraph Files

1. Polygraph case files containing official polygraph reports and associated documents will be maintained in SID in a secured file for a period of three years. On an annual basis the above referenced reports and documents compiled more than three years prior will be transferred to the State of Georgia Archives to be maintained for 50 years in accordance with State of Georgia confidential record retention regulations.
2. Polygraph sign-in sheets will be retained for the current year plus one year and then destroyed locally.
3. Polygraph medical questionnaires shall be retained for the current year plus one year and then destroyed locally.

D. Background Investigations files shall be maintained in accordance with the Department of Public Safety Policy #19.01.02, B, 2, f.