

	<b>LOM 1.3 Records Retention</b>	
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	Document Manager: John Bowen	Approved By: Ryan Larrison

## 1.3 Records Retention

### 1.3.1 Purpose

The purpose of this policy is to establish a records management governance structure for the Forensic Science Division in order to ensure:

- Fulfillment of all federal, state, and other legal requirements
- Privacy and security of laboratory and constituent information
- Retention of and access to records throughout the retention period
- A consistent, orderly, and effective process of records review, transfer, and destruction

### 1.3.2 Case Records

Laboratory reports, supporting documentation, and photographs shall be retained in accordance with Official Order 5, Section 5.3.1.

#### 1.3.2.1 Level 1

**NOTE:** Level 1 case files include the following: *Homicides, Criminal Sexual Assaults and Attempts, Felonious Assaults and Kidnapping.*

Retention	Laboratory	Server	State Records Center, 3400 N. Grand River, Lansing, MI	MSP Photo Lab
Laboratory Case Files - Hardcopies	5 Years		70 Years	
Laboratory Case Files - Electronic		70 Years		
Impression Evidence	5 Years		70 Years	
Crime Scene Photographs	10 Years		70 Years	
Crime Scene Photo Negatives	10 Years			Indefinitely

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### 1.3.2.2 Level 2

*NOTE: Level 2 cases are all other crimes not listed in level 1.*

Retention	Laboratory	Server	State Records Center, 3400 N. Grand River, Lansing, MI	MSP Photo Lab
Laboratory Case Files - Hardcopies	5 Years		30 Years	
Laboratory Case Files - Electronic		30 Years		
Impression Evidence	5 Years		30 Years	
Crime Scene Photographs	10 Years		30 Years	
Crime Scene Photo Negatives	10 Years			Indefinitely

### 1.3.3 Other FSD Records

Corrective action reporting, audits, continuing education, monitoring of performance, and other records are controlled by record retention schedules maintained within the State of Michigan General Schedule (GS), or the Michigan State Police Records Retention and Disposal Schedule that is further broken down by division. For FSD, this includes the MSP Human Resources Record Retention Schedule.