

<b>East Haven Police Department</b>  	Type of Directive: <b>Policies &amp; Procedures</b>	<b>No. 801.3</b>
	Subject/Title:  <b>Records Retention</b>	Issue Date:  <b>June 13, 2023</b>
		Effective Date:  <b>July 1, 2023</b>
	Issuing Authority:  <b>Honorable Board of Police Commissioners</b>	Review Date:  <b>Annually</b>
References/Attachments:  <b>Connecticut General Statutes § 11-8, 11-8a Connecticut State Library PRM 101, PRP 04</b>	Rescinds:  <b>801.2</b>	Amends:  <b>N/A</b>

## I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding the requirements for records retention and the process through which such records may be digitized and/or destroyed in accordance with Connecticut General Statutes § 11-8 and 11-8a, as outlined by Connecticut State Library Public Records Memorandum 101.

## II. POLICY

- A. The East Haven Police Department creates various types of public records through its activities. The following procedures shall be followed before any records are digitized and/or destroyed.
- B. Different records have different retention times as defined by State statute and the Municipal Records Retention/Disposition Schedule. Some records must be maintained indefinitely pursuant to State law. The digitizing and disposition of public records shall follow the procedures outlined within this policy.

## III. PROCEDURES

- A. Digitizing and Destruction of Public Records
  - 1. Prior to digitization, personnel shall scan the hard copy in accordance with the procedures outlined in Connecticut State Library Public Records Memorandum 101.
  - 2. Procedures for digitization and disposition of original paper copies shall include, at a minimum:

- a. A complete scan of the public records.
- b. A quality control check, including a secondary review of the scanned copy to ensure accuracy.
- c. Maintaining a minimum resolution of the digital scan of three hundred (300) pixels per inch (PPI) for optical character recognition processing.
3. The Department shall authorize the digitization and disposition of original public records, with exceptions to include the following:
  - a. Records requiring retention due to litigation.
  - b. Records with a retention period of permanent/archival/life.
  - c. Other extenuating circumstances.
4. Public records with a permanent/archival/life retention period may only be digitized and destroyed following approval from the Connecticut State Archives.
5. All copies shall be processed and maintained pursuant to the procedures outlined in the Connecticut State Library Public Records Memorandum 101 – Disposition of Original Records After Scanning and Connecticut Public Records Policy 404 – Electronic Records Management.