

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Citizen Complaint & Internal Audit			14-001	Correspondence – General Office Interdepartmental Memos to/from CCIA	2 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-002	Correspondence – General Outside sources to CCIA	2 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-003	CCIA Payroll records bi-weekly	3 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-004	Vouchers	3 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-005	CCA Investigative Reports	5 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-006	CCA Interview Cassette Tapes	5 years	Cassette and Electronic Media	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-007	Interview CDs	5 years	CD and Electronic Media	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-008	Investigative DVD/MVR	5 years	DVD/MVR	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-009	Purchase Orders	3 years	Paper	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-010	Audit Working Papers	3 yrs from Audit issue or resolution of legal action	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-011	Audit Reports	10 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-012	Employee Travel Expense Records	3 years	Paper	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-013	Budget	3 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-014	Meeting Minutes CCA Board and Audit Committee	5 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-015	Audit Work Plan	3 years from plan year	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-016	Manuals & Handbooks	Until obsolete	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-017	Records Request	5 years	Paper and Electronic	09/09/2014	Glenn, Kenneth

Citizen Complaint & Internal Audit			14-018	Employee ID Badge	Destroy upon termination w/o RC-3E	Plastic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-019	Accident Report	3 years after claim is settled	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-020	Records Retention Documents	5 years	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-021	Continuing Education Records	2 Years from end of compliance period	Paper and Electronic	09/09/2014	Glenn, Kenneth
Citizen Complaint & Internal Audit			14-022	Cash Receipts	3 years provided audited	Paper and Electronic	09/09/2014	Glenn, Kenneth