

UMATILLA COUNTY SHERIFF'S OFFICE

"Conservators of the Peace"

Sheriff Terry L. Rowan



Undersheriff Jim Littlefield

RECORDS RETENTION POLICY

EXPUNGED RECORDS: Dispose of expunged records according to the directive of the court and retain expungement orders for 75 years or according to the directive of the court.

SEALED RECORDS: Retain sealed records for 75 years or according to the directive of the court.

RETAIN INFINITELY (OR 75 YEARS AFTER CASE IS CLOSED) CASES IN WHICH THE OFFENSE IS:

- Murder
- Aggravated Murder
- Attempted Murder
- Conspiracy or Solicitation to commit murder, aggravated murder or any degree of manslaughter.
- Rape I
- Sodomy I
- Unlawful Sexual Penetration I
- Sexual Abuse I

MISSING PERSON REPORTS AND CASES INVOLVING STOLEN FIREARMS WILL BE RETAINED UNTIL CLEARED.

RETAIN FOR 30 YEARS CASES IN WHICH THE OFFENSE IS:

- Rape II
- Sodomy II
- Unlawful Sexual Penetration II
- Strangulation
- Criminal Mistreatment I (Child Abuse is considered to be Criminal Mistreatment)
- Rape III
- Sodomy III
- Sexual Abuse II
- Using child in a display of sexual conduct
- Encouraging child sexual abuse I
- Incest
- Promoting prostitution
- Compelling Prostitution
- Luring a minor

RETAIN ALL OTHER CASE FILES FOR 10 YEARS.

RETAIN CITATIONS FOR 2 YEARS (*Criminal Citations should be filed and retained in the associated case file*).

RETAIN PUBLIC RECORD REQUESTS (*with response and including report if request is not denied*) FOR 2 YEARS.

RETAIN PAWN BROKER AND SECOND HAND DEALER REPORTS FOR 2 YEARS.

RETAIN PROPERTY DISPOSITION FORMS WITH CASE FILE, OR FOR TWO YEARS IF RECORD HAS BEEN PURGED.

This Records Retention Policy was created in accordance with OAR 166-150-0135 and ORS § 131.125.