

Summary of Video Security/Safety Systems Video Data Not Used for Criminal or Investigative Purposes Retention Period

Code	Function/Category/Sub-Category (if applicable)	Retention Period	Notes
0007A1*	Public Safety Records/ Non-Crime Related Public Safety Records/ Audio and Video Recordings not used for criminal or investigative purposes	Official Record: Retain records until administrative use ceases.	See Notes below.

Notes

1. All Other Copies: Copies which may be disseminated to others that are used for other purposes such as disciplinary actions or other investigational activities should be maintained for the retention periods designated for the function of the activities involved. Any other copies are considered non-records, and should be retained only until their usefulness has passed, but never any longer than the official record.
2. This section does not apply to lab incident records.