



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551177 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: NIU-003 **Record Series Title:** Intelligence Files

Record Series Description: Records of information received on criminal activity by citizen or law enforcement agencies either by telephone or in writing. These reports are kept for five years from the date of the last information received. Information might include names addresses vehicles and specifics on criminal activity. Copies of such reports are sent to the local agencies. Retention does not exceed five years unless further intelligence on the same criminal suspects is developed.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 5 years ater date of the last activity.		Shred

Approvals:

Created		Date: 7/24/2002
Approved	Sherrye Willis, Records Officer	Date: 12/2/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 12/9/2002
Approved	Charles Arp, State Archivist	Date: 12/11/2002
Approved	Martin Meeks, State Auditor	Date: 12/11/2002

Notes:

Note Date	Note Description	User
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