

**RI Statewide Enhanced E 9-1-1 Emergency Telephone System “Approved Schedule February 1998”**

Records Series No.	Record Series Title and Description	Retention
<b>E911.1</b>	<b>Voice Recordings (Magnetic Tape)</b> Magnetic tape recordings produced for all incoming and outgoing emergency telephone calls terminating at, or emanating from the 9-1-1 Emergency Operations Center. In addition, incoming and outgoing radio transmissions will be recorded on the same voice tape. The purpose of these tapes is primarily for 9-1-1 to use to play back when message content is difficult to understand, or to refer to when confirmation of an address is requested. Voice tape recordings may prove of value in legal proceedings where incriminating statements have been made. (Each tape will contain 24 hours of taped data.)	Retain three years.
<b>E911.2</b>	<b>Telecommunications Device for the Deaf (TDD) Tapes</b> TDD tapes will contain printed communications of emergency service requests generated by speech and/or hearing impaired individuals who transmit their typewritten message for 9-1-1 service via telephone lines which terminates at the 9-1-1 Operations Center. The purpose of these tapes is as an alternative means of communication for those who cannot hear or speak. Tapes may be used to disclaim any allegation of misfeasance or nonfeasance. (TDD tapes will be filed monthly by time and date received and attached to ALI printout. Duplications will be made as for CMDR printouts on a “need to know” basis and only by official request.)	Retain three years.
<b>E911.3</b>	<b>Call Message Detail Recorder (CMDR) Computer Printouts</b>	Retain three years

