

Municipal Police Training Academy “Approved December 1997”

Records Series No.	Record Series Title and Description	Retention
MPA1.1	Police Trainee Files All records relating to student training and certification. Records may include, but are not limited to, photo, recruit fact sheet, recruit information sheet, application for enrollment, written and physical examinations, FBI fingerprint test results, incident reports, copy of graduation certificate from academy and all other information received or generated by the academy relating to a specific student. Note: Records may be microfilmed in accordance with RI Administrative Code, REC-1-87, Microfilm Standards. Additional references: 38-3-5.1 Reproduction of Public Records--Destruction of original records, and 42.8.1-13 Legal status of reproductions.	Retain 40 years from date of graduation.
<u>Administration</u>		
	General Office Administrative Records Fiscal Records Reference Records	See Records Retention Schedule # 1
	Personnel Records Payroll Records	See Records Retention Schedule #2
MPA2.1	Certificates of Records Destruction Certification forms submitted to and signed by the State Archivist/Public Records Administrator authorizing the disposal of records under the retention periods as listed in this and other applicable schedules.	Permanent.