

POLICY
502A

EFFECTIVE
DATE
1-19-17

Eugene Police Department



Informants Appendix A

Retention Guide

1. Is the Informant File obsolete?

Yes – Does not need to be retained unless meets other criteria below. OAR 166- 200-0350(42)

No - Retain

2. Was the informant used in a matter that generated an Incident Case File?

Yes: Minimum retention (a) Cases involving crimes with no statute of limitations, retain 75 years after case closed; (b) Protective custody files, retain until minor's age of majority or emancipation; (c) All other cases, retain until statute of limitations expires. OAR 166-200-0350(41). Check to confirm no other categories apply before destruction.

No: Continue below

3. Was the informant used in a case where an arrest was made?

Yes – The minimum retention (a) Homicides, retain 20 years; (b) felonies, retain 10 years; (c) Misdemeanors, retain 5 years. OAR 166-200-0350(23). Check to confirm no other categories apply before destruction.

No – Continue below

4. Was the informant used in a case involving the Criminal Intelligence Unit (CIU) of the Organized Crime Section of the Oregon Department of Justice?

Yes - Minimum retention (a) "Permanent files" as defined by OAR 137-090-0080, retain 5 years; (b) "Temporary files" as defined by OAR 137-090-0080, retain 1 year; (c) "Working files" as defined by OAR 137-090-0080, retain 30 working days. OAR 166-200-0350(25). Check to confirm no other categories apply before destruction.

No – Continue below

5. Consider whether Informant File is relevant to litigation, tort claims, or other employment matters. If so, consult with City Attorney's Office. If not, Informant File may be purged.