

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date:

LOCAL AGENCY RECORDS  
RETENTION SCHEDULE

LOCAL GOVERNMENTS  
Public Safety  
Law Enforcement

Record Group  
Number

Series	Records Title and Description	Function and Use
L6707	<b>Body-Worn Camera Recordings (Audio/Video)</b>	The audio and video created by the body worn camera documents incidents and happenings that occur while a person is acting in his/her capacity as a law enforcement officer. Footage produced by body-worn cameras may be used as evidence in civil or criminal investigations, reviewed administratively for officer compliance with department policies, used as a tool in law enforcement training, or utilized as a reference in incident documentation, to improve evidence collection, to strengthen officer performance and accountability, to enhance agency transparency, to document encounters between police and the public, and to investigate and resolve complaints and officer involved.
	<b>Access Restrictions</b>	
	<b>Contents</b>	This record series may contain: Time, date, statement by officer and others (witness etc.), video of scene, audio of involved persons, and other incidental recordings.
	<b>Retention and Disposition</b>	Retain all recordings of DUI-related incidents for fourteen (14) months if there is no appeal or if they do not document the actual happening of an accident involving a motor vehicle or after a decision has been made not to prosecute. Destroy upon order from District Court. If the actual happening of an accident is recorded, retain twenty-six (26) months if there is no appeal. Destroy upon order from District Court. Retain non-evidentiary recordings for thirty (30) days, then destroy. Evidentiary recordings used in any investigation, pending investigation, litigation or open records requests must be kept until all investigative or legal activity is completed. Then destroy the original and all copies of the recording.