

Retention Reference Summary – UTC

U.T.C. Manual, Section 3, page 3 of 4:

Periodic audits will be made by the Bureau of Records' Senior Liaison Officers for accountability purposes pursuant to 316.650 (2) - (8), Florida Statutes. Agencies will be audited every three to four years, unless audits are requested more frequently or the Department suspects additional audits are necessary.

U.T.C. Manual, Section 2, page 1 of 2:

Part Three (Pink) – OFFICER COPY.

This part is reserved for the officer/agency to retain for accountability purposes, to maintain record of court's action and for officers to make notes to be used for testifying in court.

F.S. 316.650(4):

(4) The chief administrative officer of every traffic enforcement agency shall require the return to him or her the officer-agency copy of every traffic citation issued by an officer under the chief administrative officer's supervision to an alleged violator of any traffic law or ordinance and all copies of every traffic citation that has been spoiled or upon which any entry has been made and not issued to an alleged violator. In the case of a traffic enforcement agency that has an automated citation issuance system, the chief administrative officer shall require the return of all electronic traffic citation records.

Florida Department of State, General Records Schedules, GS2 for Law Enforcement, Correctional Facilities & District Medical Examiners.

Citation Logs - Item #101

This record series documents citations issued, listing ticket number, name of violator, date ticket was issued, and the officer's name. This series may also list any citations which are damaged or upon which an entry was made but the citation was never issued. These records are created pursuant to s. 316.650, F.S., Traffic citations; s. 327.74, F.S., Uniform boating citations; or s. 372.701, F.S., Arrest by officers of the Fish and Wildlife Conservation Commission; recognizance; cash bond; citation. See also "CITATION TRANSMITTAL RECORDS" and "CITATIONS."

RETENTION:

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Citation Transmittal Records - Item #102

This record series documents those traffic citations and the citation numbers which have been issued and sent to the Department of Highway Safety and Motor Vehicles or the Fish and

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Wildlife Conservation Commission. This retention is for the copy retained by the transmitting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. These records are created pursuant to s. 316.650(6), F.S., Traffic citations, or s. 327.74(6), F.S., Uniform boating citations. See also “CITATION LOGS” and “CITATIONS.”

RETENTION:

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Citations - Item #103

This record series consists of citations and complaints notifying the alleged violator to appear and answer to charges of violating traffic, wildlife, boating, or other municipal ordinances or state or federal laws. The series contains the case docket number; court location; name, address, and pertinent facts of the offender; description of the vehicle; types of offense and prevailing conditions; name and badge number of the officer or other complainant; court appearance date; and the signature of the offender. Issued along with traffic citations may be an “affidavit-of-compliance” indicating that a non-commercial vehicle is operating in an unsafe manner or with inoperable equipment, per s. 316.610, F.S., Safety of vehicle; inspection. Copies of citations go to the Clerk of the Court, the individual cited, and any applicable state agency (Department of Highway Safety and Motor Vehicles, Department of Environmental Protection, or the Florida Fish and Wildlife Conservation Commission). This retention is for the copy retained by the issuing agency, not for the copy sent to the Clerk of Court, Department of Highway Safety and Motor Vehicles, the Department of Environmental Protection, or the Fish and Wildlife Conservation Commission. Citations may also be known as “parking tickets,” “boating tickets,” “wildlife citations,” “parking citations,” “traffic summons,” or “non-moving citations.” These records are created pursuant to s. 316.650, F.S., Traffic citations; s. 327.74, F.S., Uniform boating citations; or s. 372.701, F.S., Arrest by officers of the Fish and Wildlife Conservation Commission; recognizance; cash bond, citation.

For Code Enforcement citations, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #236, “CODE ENFORCEMENT HEARING CASE FILES,” and Item #237, “CODE VIOLATION RECORDS.” See also “ACCIDENT RECORDS: MOTOR VEHICLE,” “ACCIDENT REPORT FORMS: MOTOR VEHICLE,” “CITATION LOGS,” “CITATION TRANSMITTAL RECORDS,” and “NOTICES: TO APPEAR IN COURT.”

RETENTION:

- a) Record copy. 60 days after citation issued.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.