



OFFICE OF ATTORNEY GENERAL
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Memo To: All Agencies Utilizing Records from the Office of Attorney General, Crime Laboratory Division, Toxicology Section

From: Charles E. Eder, State Toxicologist *CEE*

Date: January 5th, 2015

Regarding: Records Retention

The following records are no longer issued directly to County Recorders or equivalent. The list indicates the frequency of issue and the retention schedule for each record type. These records are available on the Attorney General's website under the Crime Lab Division or by contacting the Crime Lab. If you have any questions or need additional information, please contact the laboratory.

LIST OF RECORDS

<u>Record Type</u>	<u>Issued</u>	<u>Retention</u>
Approved Methods: Breath Alcohol (Evidentiary and Screening) Alcohol/Volatiles Analysis (Blood Alcohol Analysis) Drug Screening Analysis (Toxicology)	As Needed	6 Years ALA
Approved Devices and Supplements: Breath Alcohol Devices and Breath Alcohol Testing Equipment Alcohol/Volatiles Analysis Instruments (Blood Alcohol Analysis) Drug Screening Analysis Instruments (Toxicology)	As Needed	6 Years ALA
Submission Forms: Submission for Blood (104), Submission for Urine (104-U), Coroner and Traffic Fatality	As Needed	6 Years
List of Certified Chemical Test Operators (and Supplements)	As Needed	6 Years ALA
List of Individuals Certified to Conduct Blood Alcohol Analysis	As Needed	6 Years ALA
List of Individuals Certified to Conduct Drug Screening Analysis	As Needed	6 Years ALA
List of Approved Designations of Individuals Medically Qualified to Draw Blood	As Needed	6 Years ALA
Breath Alcohol Records: (includes but not limited to) Subject test records, instrument test records, installation forms, ethanol gas standard install reports, ethanol gas standard certificates, chain of custody, operator forms, maintenance and repairs	As Needed	6 Years ALA
Memos: (includes but not limited to) Designees, Appointments, County Recorder, records retention, emergency room (alternate devices), operator cards	As Needed	6 Years ALA

6 Years ALA – 6 Years After Last Action