



**PENNSYLVANIA STATE POLICE**  
Bureau of Communications & Information Services  
CLEAN Administrative Section  
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# GROUP FILING REQUIREMENTS

## **Group 1:**

Messages sent on the terminal: one folder for current month and one folder for previous month. Filed by date from front to rear (separated by file number).

## **Group 2:**

Actual record entry files. A file should be created for each type of file and the active entries maintained in the file.

**Article:** an article record containing a TYP field code beginning with "Q", "T", or "Z" will be retained in the NCIC Article File until it is cleared/cancelled. All other article records are retained balance of year entered plus an additional year.

**Boat:** Retained for balance of year entered plus four years.

**Gun:** Retained until cleared/cancelled by entering agency. Recovered guns are retained remainder of year entered plus two years.

**License Plate:** Retained for balance of year entry plus four years.

**Missing Person:** Adult, Juvenile and Person of Interest: Retained until cleared/cancelled by entering agency.

**Securities:** Retained for balance of year entered plus four years. Except Travelers Checks and Money Orders which will be retained for balance of year entered plus two years.

**Unidentified Person:** Retained until cleared/cancelled by entering agency

**Vehicle File:** Retained for balance of year entered plus four years. Felony vehicle retained 90 days from date of entry.

**Wanted Persons:** Retained until cleared/cancelled by entering agency.

**Protection From Abuse: (PSP ONLY)** Retained for 36 months or until cleared/cancelled or expired.

**Identity Theft:** Retained until cancelled or date of purge.

**Violent Person File:** Retained until cleared/cancelled by entering agency.

**Cleared/Cancelled Entries:** Original entry message from the previously mentioned files and the cleared/cancellation message are to be filed in this file and must retain the previous 60 days.

**Group 3:**

**Hit confirmation file:** The original inquiry and HIT response should be maintained in the investigative report and a copy is to be maintained within this file for a minimum of the previous 12 months or if an agency believes there is any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout they may be retained longer.