



## Using Records Retention Schedules: How Long Do Police Drone Recordings Need to Be Kept?

**Purpose:** Provide guidance to law enforcement agencies on how long recordings from police drones need to be retained.

The minimum retention periods for recordings from police drones are listed in the *Law Enforcement Records Retention Schedule*:

### Incident Identified – Until Matter Resolved and Exhaustion of Appeals Process

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE09-01-08 Rev. 3	<p><b>Recordings from Mobile Devices – Incident Identified</b></p> <p>Recordings, created by the law enforcement agency using <b>mobile recording devices</b>, and whether manually or automatically triggered, that are <i>known</i> to have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.</p> <p><b>Includes all mobile recordings, regardless of where recording device is mounted</b>, such as:</p> <ul style="list-style-type: none"> <li>• Bodycam (device on officer’s chest, shoulder, head, cap, sunglasses, pole/stick, etc.);</li> <li>• Dashcam (or any other device mounted on the inside or outside of the vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);</li> <li>• Dogcam (on an animal’s body - canine, equine, etc.);</li> <li>• Drone (unmanned aerial vehicle or any other remote controlled equipment).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i></li> <li>• <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001).</i></li> </ul>	<p><b>Retain</b> until matter resolved <i>and</i> until exhaustion of appeals process <i>then</i> <b>Destroy</b>.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

### No Incident Identified – 90 days

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
LE09-01-09 Rev. 5	<p><b>Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras)</b></p> <p>Recordings, created by the law enforcement agency using <b>mobile recording devices (other than body worn cameras)</b>, and whether manually or automatically triggered, that are <i>not known</i> to have captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.</p> <p>Includes, but is not limited to mobile recordings such as:</p> <ul style="list-style-type: none"> <li>• Dashcam (or any other device mounted on the inside or outside of the vehicle – car, motorcycle, boat, all terrain vehicle (ATV), bike, scooter, etc.);</li> <li>• Dogcam (on an animal’s body – canine, equine, etc.);</li> <li>• Drone (unmanned aerial vehicle or any other remote controlled equipment).</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Intercepted Communications/Conversations – Recorded (DAN LE2010-075);</i></li> <li>• <i>Recordings from Mobile Devices – Buffered Data/Images (DAN LE2017-001);</i></li> <li>• <i>Recordings from Mobile Devices – Incident Identified (DAN LE09-01-08);</i></li> <li>• <i>Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras) (DAN LE2016-001).</i></li> </ul>	<p><b>Retain</b> for 90 days after date of recording <i>then</i> <b>Destroy</b>.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

The *Law Enforcement Records Retention Schedule* is available from Washington State Archives’ website.

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**