

## Minimum Retention Period for LEADS Related Files

File Type	Minimum Retention Period	File Contents
<b>Active CHF</b>	Until Cleared, Cancelled, or Purged	Original LEADS enter acknowledgment Modified entry and modification acknowledgment (if applicable)
<b>Active Add-ons</b>	As long as CHF entry remains active	Original add-on enter acknowledgment
<b>Cleared CHF</b> - Includes Cleared, Cancelled, and Purged	1 year from date record was cleared	All copies from active CHF file Clear acknowledgment Indicate reason for clearing record and recovering agency information
<b>Validation Packets</b>	18 months	LEADS validation list with status of each record indicated
<b>Valid Hits</b> <ul style="list-style-type: none"> <li>- Articles</li> <li>- Boats</li> <li>- CPIC (Canada)</li> <li>- Foreign Fugitive File</li> <li>- Guns</li> <li>- License Plates</li> <li>- Missing Persons</li> <li>- Securities</li> <li>- Stolen / Felony Vehicles</li> <li>- Wanted Persons</li> </ul>	7 years	Original hit Confirmation messages sent/received (if applicable) SOS responses CHRI responses Locate acknowledgment (if applicable) <i>NOTE: NCIC requires how, when, and to whom the hit was disseminated be noted on each valid hit. Use of the Valid Hit Service form is recommended.</i>
<b>Valid Hits</b> <ul style="list-style-type: none"> <li>- Deported Felon File</li> <li>- Field Notification Program</li> <li>- Gang Member</li> <li>- Protection Orders</li> <li>- Sex Offender</li> <li>- M/VOAY (Murderer/Violent Offender Against Youth)</li> <li>- Supervised Release</li> <li>- Registered Persons</li> <li>- US Secret Service Protective File</li> <li>- Violent Gang &amp; Terrorist</li> <li>- Violent Person</li> </ul>	1 year	
<b>Directed Messages</b>	1 year	
<b>Daily Bulletin</b>	1 year	Each agency is held responsible to ensure their users have read the Daily Bulletin. Use of the read and initial method is recommended.
<b>CHRI Monthly Log</b>	1 year	Available online for at least the previous 18 months
- If also used as a secondary dissemination log	3 years	
<b>LEADS Agreements</b>	Until either agency terminates	Must have current agency head's signature