



Colonel G. Jerry Russell  
Director

# Idaho State Police

Service since 1939



C.L. "Butch" Otter  
Governor

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Idaho Chief, Sheriff, or Prosecuting Attorney

ISP Forensic Services Records Retention

ISPFS has recently reviewed our policy and procedure for records retention. Questions were raised regarding cases where the statute is extended due to a John Doe warrant or the suspect leaving the state of Idaho. The current ISPFS retention schedule for case records is listed in the table below.

TITLE	SG#	RETENTION SCHEDULE
Blood Alcohol/Toxicology	SG 1630	10 years
Homicides & rape cases	SG 1630	Permanent
All other closed laboratory analysis files (including drug analysis)	SG1611A	10 years

It is impossible for ISP or ISPFS to know if a case record needs to be retained longer than the retention schedule due to a statute of limitations extension. ISP management feels it is the responsibility of the submitting agency or prosecutor to inform ISPFS in writing if the case record needs to be retained longer than the listed retention schedule. If written communication is received by the ISPFS laboratory, the case record and any retained evidence will be released to the submitting agency for retention. Requested original ISPFS case records will not be returned to the submitting agency until after the ISP mandated retention period has expired.

Questions regarding this communication may be addressed to me directly at 208-884-7207 or [kedrick.wills@isp.idaho.gov](mailto:kedrick.wills@isp.idaho.gov)

Sincerely,

Kedrick R. Wills, Major  
Police Services Commander