

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2405
SUBJECT Indexing & Cross-Referencing of "Old" (Legacy) Data		
REVISED		
REFERENCE SCLEA 14.6 & G/O 2406	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 1

A. PURPOSE

To clarify the indexing and cross-referencing procedures for "old" (legacy) data from the pre-electronic era.

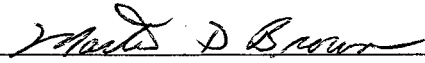
B. POLICY

All state and federal laws and SLED rules and regulations will be followed regarding records management, security and access. Information contained in written reports stored in the Records Unit will be released outside this agency in accordance with South Carolina Code of Laws 23-3-110 through 23-3-140.

C. INDEXING and CROSS-REFERENCING

1. Identification Jacket Index (Legacy "old" data)
 - a. The Records Unit maintains hard copies of legacy files in alphabetical order by the defendant's last name in a secure storage area.
 - (1) The hard copies of the legacy files contain the names of the following principals in an event:
 - (a) Victims
 - (b) Complainants
 - (c) Suspects
 - (d) Persons arrested

By order of:



 Martin D. Brown, Chief of Police

3-12-2010
Date