



# DEPUTY SHERIFFS' TRAINING BULLETIN

Number 112

COMMONWEALTH OF PENNSYLVANIA

April 2011

## PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

By mutual agreement PCCD will continue to provide support for the LTC system through June 30, 2011.

PCCD plans to deploy Release 7 of the LTC system on April 29, 2011. Release 7 includes implementation of a data retention policy, Ad Hoc reporting, scheduled reports, and several other minor system enhancements.

The Ad Hoc Reporting User Guide for Issuing Authorities is available from the PCCD Deputy Sheriffs' Education and Training Program web page at:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5387&&SortOrder=2&level=3&parentid=5282&css=L3&mode=2>

Please note: The Ad Hoc Permit and Permit Action reports with a date range selection criteria greater than 1 year must be executed prior to 8:00 am or after 5:00 pm. This rule has been implemented to mitigate potential system performance issues. In the event we begin to experience performance issues due to ad hoc reporting activity, the ad hoc reports may temporarily be removed.

With the implementation of a data retention schedule, permit records will automatically be deleted 7 years after the original issue date, unless the permit is renewed within the same county with the same name, and date of birth. If the permit is renewed within the same county with the same name and date of birth, **all** Permit records will be retained for 7 years after the **last** permit issue date. For example, if an individual renews his or her permit every five years for three consecutive five year periods, all three permit records for that individual will be retained 7 years after the last permit issue date. In the event an individual has changed his or her name, the name change must be made via the duplicate correction process prior to the renewal in order to retain the original permit record according to the renewal retention schedule. Applications that were processed which resulted in Incomplete; Approved or Denied status will be deleted 7 years after the Date Submitted entered on the Application tab. Eligible records will be deleted the last day of each month beginning in April.

Please call the PSP Help Desk at (877) 777-3375 regarding any issues you may encounter with the LTC system in the future.