

City of Desert Hot Springs RECORDS RETENTION SCHEDULE

OFFICE OF RECORD	RECORDS DESCRIPTION	RETENTION / DISPOSITION						COMMENTS / REFERENCE
		Active (In Office)	Inactive (Storage)	Total Retention	V.H.C. (Vital Historical Confidential)	Image: (S=Scan M=MFR I=Import)	Destroy Paper After Imaged & QC'd?	

- If record is not listed here, refer to the *Secretary of State Local Government Records Management Guidelines (February 2006)*
- Litigation, complaints, claims, public records requests, audits, and/or investigations, suspend normal retention periods (retention resumes after settlement or completion)

RETENTION CODES:

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LEGISLATIVE BODIES: CITY COUNCIL/COMMISSION/BOARD/STANDING COMMITTEE MEETINGS & PROCEEDINGS									
1	City Clerk	Notices of Adjournment	CU+2	-	CU+2	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
2	City Clerk	Notices of Special Meetings	CU+2	-	CU+2	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
3	City Clerk	Notices of Rescheduled Meetings	CU+2	-	CU+2	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
4	City Clerk	Notices of Continuation	CU+2	-	CU+2	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
5	City Clerk	Declarations of Posting	CU+2	-	CU+2	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090.7; GC 40801
6	City Clerk	Original Agendas	CU+2	-	CU+2	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090 (d)
7	City Clerk	Minutes	Permanent	-	Permanent	H			Authority: GC 34090(e)
8	City Clerk	Audio and Video Recording	CU+3 months	-	CU+3 months	H			Authority: Secretary of State Local Government Retention Management Guidelines (February, 2006); GC 34090.7
9	City Clerk	Resolutions (Adopted and Not Adopted)	Permanent	-	Permanent	V, H			Authority: GC 34090(e)
10	City Clerk	Staff Report	Permanent	-	Permanent	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)

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11	City Clerk	Correspondence	Permanent	-	Permanent	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
12	City Clerk	Handouts Distributed during Board Meeting	Permanent	-	Permanent	H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
LEGISLATIVE BODIES: CITY COUNCIL/COMMISSION/BOARD/STANDING COMMITTEE CORRESPONDENCE									
13		Incoming Correspondence	CU+2	-	CU+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
14		Outgoing Correspondence	CU+2	-	CU+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
APPOINTMENT DOCUMENTS (LEGISLATIVE BODIES: COMMISSION/BOARD/STANDING COMMITTEE MEMBERS)									
15	City Clerk	Applications	T+2	-	T+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
16	City Clerk	Letters of Appointment	T+2	-	T+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
17	City Clerk	Letters of Resignation	T+2	-	T+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
PROFESSIONAL SERVICES									
18		Request for Proposals/Bids	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
19		Requests for Qualifications	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15

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20		Proposals/Bids Received (Successful Consultant)	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
21		Proposals/Bids Received (Unsuccessful Consultant)	CL+2	-	CL+2	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
22		Qualifications Received	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
23		Project Specifications & Backup Data (Scope of Services)	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
24		Executed Professional Services Agreements	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

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25		Executed Professional Services Agreements Amendments	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
26		Insurance Documents	P	-	P	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090
27		Invoices/Receipts	CU+7	-	CU+7	-			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
28		Related Correspondence	CU+2	-	CU+2	-			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
SERVICE PROVIDERS (NON-PROFESSIONAL SERVICES)									
29		Requests for Proposals/Bids	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
30		Requests for Qualifications	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
31		Proposals/Bids Received (Successful Consultant)	CL+1	9	CL+10	-			Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.

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32		Proposals/Bids Received (Unsuccessful Consultant)	CL+2	-	CL+2	-		Note: CL=completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: GC 34090 (d)
33		Qualifications Received	CL+1	9	CL+10	-		Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
34		Project Specifications & Backup Data (Scope of Services)	CL+1	9	CL+10	-		Note: CL= completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
35		Insurance Documents - Insurance Policies - Certificates of Insurance	Permanent	-	Permanent	V, H		Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090
36		Executed Service Provider Agreements	CL+1	9	CL+10	-		Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
37		Executed Service Provider Agreements - Amendments	CL+1	9	CL+10	-		Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
38		Invoices/Receipts	CU+7	-	CU+7	-		Authority: Secretary of State Local Government Records Management Guidelines (February, 2006)
39		Related Correspondence	CU+2	-	CU+2	-		Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)

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SUPPLIES & EQUIPMENT									
40		Purchase Agreements	T+2	-	T+2	-			Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
41		Invoices/Receipts	T+2	-	T+2	-			Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
42		Warranties	T+2	-	T+2	-			Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
43		Manuals	T+2	-	T+2	-			Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
44		Service Maintenance Information	T+2	-	T+2	-			Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
45		Related Correspondence	T+2	-	T+2	-			Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
FAIR POLITICAL PRACTICES COMMISSION									
46	City Clerk	Statement of Economic Interests (FPPC Form 700) (GC 87200 Filers: City Council; Planning Commission; City Manager; City Attorney; City Treasurer) - Assuming Office - Annual Filings - Leaving Office - Amendments	CU+4	-	CU+4	V, H			Note: Filing official makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, 2CCR 18115

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47	City Clerk	Statement of Economic Interests (FPPC Form 700) (Designated filers under City's Conflict of Interest Code) - Assuming Office - Annual Filings - Leaving Office - Amendments	CU+5	5	CU+7	V, H			Note: After original has been on file for at least 2 years, filing official may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current list of all statements filed. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87300, 87302, 87500, 2CCR 18115 Authority: 2 CCR 19844.2(c) (3) (G)
48	City Clerk	FPPC Form 801 (Gift to Agency Report)	CU+5	-	CU+5	V, H			Authority: 2 CCR 19844.2(c) (3) (G)
49	City Clerk	FPPC Form 802(Tickets Provided by Agency)	CU+5	-	CU+5	V, H			Authority: 2 CCR 19844.2(c) (3) (G)
50	City Clerk	Related Correspondence	Permanent	-	Permanent	V, H			Authority: GC 34090(a)
LEGAL									
51		Legal Opinions	S+2	-	S+2	C			Authority: Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC34090; GC 34090(d)
52		Litigation Files (Copies)	CL+2	-	CL+2	C			Note: Duplicate series; original is with District General Counsel Authority: GC 34090
53		Advertising	CU+2	-	CU+2	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 343; GC 911.2; GC 34090.
54		Subpoenas	CU+2	-	CU+2	-			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
GENERAL CORRESPONDENCE/COMMUNICATIONS									
55		Chron Files	CU+2	-	CU+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)

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56		E-Mail Messages and Attachments	*	-	*	V, H, C			* E-mails not kept in the ordinary course of business may be deleted immediately. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 years for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item.
57		Telephone/Radio Communications	CU+180 days	-	CU+180 days	V, H			Note: Recordings of telephone and radio communications includes the routine daily taping and recording of telephone communications; and all radio communications relating to the operations of the District. Recordings subject to litigation/court action shall be preserved until pending litigation is resolved. Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
58		General/Public	CU+2	-	CU+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February, 2006); GC 34090(d)
GENERAL OPERATIONS									
59		Photographs	CL+2	-	CL+2	V, H			Authority: GC 34090(d)
60		Reports and Studies	CL+2	-	CL+2	V, H			Authority: GC 34090(d)
61		Articles & News-Clippings	CL+2	-	CL+2	V, H			Authority: GC 34090(d)
62		Publications	CL+2	-	CL+2	V, H			Authority: GC 34090(d)
63		Newsletters	CL+2	-	CL+2	V, H			Authority: GC 34090(d)
64		Press Releases	CL+2	-	CL+2	V, H			Authority: GC 34090(d)
FINANCE									
65		Audit and Tax Reports to State and Federal Agencies - Final Reports - Source Material and Backup Data - Procedures for Preparation	CU+10	-	CU+10	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337.15; GC 34090.

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66		Final Budgets Documents	Permanent	Permanent	Permanent	H			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
67		Operating Budgets	S+2	-	S+2	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
68		Revenue Files - Revenue Reports and Studies - Correspondence and Backup Data	Permanent	Permanent	Permanent	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
69		Sales and Purchase Records	CL+2	-	CL+2	V			Authority: GC 34090(d)
70		Accounting Records	S+2	-	S+2	V, H			Authority: GC 34090.
71		Financial Account Information from Donation Forms	CU+2	-	CU+2	-			Authority: GC 34090.

PURCHASING									
72		Checks/Registers/Ledgers	CU+7	-	CU+7	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
73		Fees/Receipts	CU+7	-	CU+7	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
74		Grants	S+2	-	S+2	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
75		Invoices	CU+7	-	CU+7	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
76		General Purchasing	AR+2	-	AR+2	-			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
77		Purchase Orders	A+4	-	A+4	V			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
78		Requisitions – Purchasing	A+2	-	A+2	V			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337

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79		Vendor Register-Purchasing	Permanent	-	Permanent	V, H			Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337
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City of Desert Hot Springs

RECORDS RETENTION SCHEDULE – POLICE DEPARTMENT

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POLICE CHIEF / ADMINISTRATION							
1	Carry Concealed Weapon Permits (CCW Permits) - APPROVED	Expiration + 2 years		Expiration + 2 years			Department preference; GC §34090 et seq.
2	Carry Concealed Weapon Permits (CCW Permits) - DENIED	2 years		2 years			Department preference; GC §34090 et seq.
3	EOC Activations & Drills	10 years		10 years		S / I	Department Preference; GC §34090
4	Overtime Slips	When No Longer Required		When No Longer Required			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
5	Sick Forms	When No Longer Required		When No Longer Required			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
6	Sign-in Sheets	When No Longer Required		When No Longer Required			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
CAD / DISPATCH							
7	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	Minimum 180 days		Minimum 180 days			Department Preference (consortium standard); Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
INVESTIGATIONS							
8	Informant Files	Minimum 5 years		Minimum 5 years			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090

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9	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		No Longer than 5 years		S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
10	Investigation Files and Arrest Files	Transfer to Records		Transfer to Records				Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
11	Pawn Slips	2 years		2 years				Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
12	Regulatory Permits and Backgrounds (Solicitors, Massage, Taxi, etc.	Expiration + 2 years		Expiration + 2 years				Department preference; GC §34090 et seq.
13	Subpoenas (Personal Appearance - Police Personnel)	2 years		2 years				GC §34090
JAIL								
14	INS Booking Sheets, INS Counts	2 years		2 years				GC §34090
15	Jail In-Custody Rosters	2 years		2 years				GC §34090
16	Jail Video Recordings (Jail surveillance, security)	1 year		1 year				GC §34090.6(a)
17	Logs: Activity, Custody Logs & Lists, DA Log for Inmates, Daily Counts, Daily Food Services, Freezer Temperature Forms, Safety & Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs, US Marshall Logs	2 years		2 years				GC §34090
18	Medical Screen Forms, Sheets	2 years		2 years				GC §34090

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19	Monthly Counts, Official Counts	2 years		2 years				GC §34090
20	Pre-booking forms	2 years		2 years				GC §34090
21	Property Sheets	2 years		2 years				GC §34090
22	Self-Pay Prisoners / Private Jail Contracts (Pay to Stay)	Completion + 5 years		Completion + 5 years	Yes: Before Completion	S/I	Yes: Upon Completion	Statute of Limitations: Contracts & Spec's=4 years (E&O does not apply); Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq.; GC §34090
23	US Marshall Inmate Files	Completion + 5 years		Completion + 5 years	Yes: Before Completion	S/I	Yes: Upon Completion	Statute of Limitations: Contracts & Spec's=4 years (E&O does not apply); Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq.; GC §34090
PATROL								
24	Canine (Police Service Dogs) Program Files / Training Files: Animal Files	Separation + 3 years		Separation + 3 years				3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
25	Canine (Police Service Dogs) Program Files: Action Reports, Monthly Reports	5 years		5 years				Department preference; GC §34090 et seq.
26	Officer Daily Logs	When No Longer Required		When No Longer Required				Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
27	PAS Device Calibration Logs	5 years		5 years				Department preference; GC §34090 et seq.
28	Special Events / Ops Plan	Minimum 2 years		Minimum 2 years		S / I	Yes: After QC & OD	Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
29	Traffic Control: Radar Calibration Records	2 years		2 years				GC §34090 et seq.
30	Vacation House Checks / Extra Patrol requests	When No Longer Required		When No Longer Required				Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
31	Watch Commander Logs	When No Longer Required		When No Longer Required				Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

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PROFESSIONAL STANDARDS UNIT

32	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	Minimum 5 years		Minimum 5 years		S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
33	Internal Affairs Investigations - Individual Officers / Complaints Against Officers (May include criminal acts, moral turpitude, complaints generated from a citizen)	Final Disposition + 5 years		Final Disposition + 5 years				State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
34	Internal Pursuit Critiques	Incident + 5 years		Incident + 5 years				Department preference; GC §34090 et seq.
35	Pitchess Motions Notifications	2 years		2 years				GC §34090
36	Use of Force Review	Incident + 5 years		Incident + 5 years				Department preference; GC §§12946, 34090

PROPERTY & EVIDENCE

37	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention Period of the Evidence		S / I	Yes: After 1 year	Department Preference; GC §34090
38	Forfeiture Notification	2 years		2 years				GC §34090
39	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Minimum 2 years				Department Preference; GC §34090
40	Lost & Found Property (Documents related to)	2 years		2 years				GC §34090
41	Property Auctions	2 years		2 years				GC §34090

RECORDS

42	Backups (Computer)	When No Longer Required		When No Longer Required				Used for Disaster Recovery Purposes only; copies; GC §34090.7
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43	Citations - Moving Violations, Marijuana	2 years		2 years				GC §34090
44	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years				Filed on line with the State; GC §34090
45	Field Investigation Cards (FI's) - After Entry into RMS	After Entry Into RMS		After Entry into RMS				Preliminary Drafts; GC§ 34090 et seq.
46	Logs: Arrest Packet, JDIC	When No Longer Required		When No Longer Required				Used for Disaster Recovery Purposes only; copies; GC §34090.7
47	NCIC Validation	2 years		2 years				GC §34090
48	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	Permanent		Permanent				PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
49	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Follows the Retention of the Evidence, Minimum 2 years				PC§ 832.18(b)(5)(B) & (C); GC §34090.6 et seq.
50	Officer Recordings: Body-Worn Cameras - that are NOT evidence	Minimum 60 days		Minimum 60 days				PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
51	Officer Recordings: Mobile Audio Video (MAV) Recordings - that are NOT evidence	1 year		1 year				Those segments of videos that are determined to be evidence are retained as evidence; GC §34090.6 et seq.
52	Patrol Ride-A-Long Waiver Form	2 years		2 years				GC §34090 et seq.
53	POLICE REPORTS / INCIDENT REPORTS: ALL FELONIES & MISDEMEANORS, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.	10 years		10 years	V	S/M/I	Yes: After QC & OD	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Statute of Limitations is 2 years; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

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54	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Vital: Before Disposition	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
55	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered		Firearm Found or Recovered	V	S/M/I	Yes: After QC	PC§ 11108(b); GC§ 34090
56	POLICE REPORTS / INCIDENT REPORTS: IF IMAGED, Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Child Abuse / Felony DNA (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)	Permanent		Permanent	V	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)
57	POLICE REPORTS / INCIDENT REPORTS: Juvenile Child Abuse or Severe Neglect	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Vital: Before Disposition	S/M/I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
58	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	S/M/I	Yes: After QC & OD	("Shall" Destroy); H&S §11361.5; GC §34090

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59	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
60	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes			(Courts and other Agencies "Shall" destroy); H&S § 11361.5 et seq., 11357(e)
61	POLICE REPORTS / INCIDENT REPORTS: Missing Persons (Returned)	Until CLETS Entry No Longer Exists - Minimum 2 years		Until CLETS Entry No Longer Exists - Minimum 2 years	Yes: Before Disposition	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
62	POLICE REPORTS / INCIDENT REPORTS: Sealed Adult, Juvenile and Ward Cases - Except those with Except Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	S/M/I	Yes: After QC & OD	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
63	Police RMS Database	Indefinite		Indefinite	Yes			Data Fields / Records are interrelated; GC §34090
64	Public Information Requests	2 years		2 years				GC §34090
65	Registrants: Arson - Adults	Permanent		Permanent		S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

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66	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
67	Registrants: Narcotic	5 years		5 years				Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
68	Registrants: Sex Offenders - Adults	Permanent		Permanent		S/M/I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq.
69	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		S/M/I	Yes: After QC & OD	Pursuant to PC §290 et seq.; W&I §781;
70	Video Recordings - Parking Lots, Police Operations	When No Longer Required		When No Longer Required				Records "regular and ongoing operations"; GC §34090.6
71	Warrants (Recalled or Served	When No Longer Required		When No Longer Required				Court records
POLICE: TRAINING								
72	Background File / Recruitment File - Police Employees & Police Volunteers (SUCCESSFUL)	Minimum Separation + 6 years		Minimum Separation + 6 years		S / I	Yes: After QC & OD	Department preference; Consistent with retention for Personnel Files in Human Resources; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
73	Background File / Recruitment File - Police Employees & Police Volunteers (UNSUCCESSFUL)	10 years		10 years				Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
74	Livescan Application Forms	2 years		2 years				GC §34090
75	Personnel Files - Police Department Employees / Training Files (By Employee)	Minimum Separation + 6 years		Minimum Separation + 6 years	Before Separation			Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
76	Personnel Training Evaluations	When No Longer Required		When No Longer Required				Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.