


EXHIBIT "A"

PROPOSED REVISIONS TO THE RECORDS RETENTION SCHEDULE DATED APRIL 3, 2017

SECTION III – RETENTION SCHEDULES

Addition:

HOUSING

Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
Section 8 Rental Assistance Waiting List Files	CL + 3			24 CFR Part 908 982.158	Waiting list file including original applications



LIBRARY


Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
Library Card Applications	CU+2			GC 34090	Original applications for library cards

Move the following item from LIBRARY to CITY CLERK:


Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
<i>Miscellaneous</i>					
Passport Transmittal Lists	CU + 1			Passport Agents Resource Guide (PARG)	




POLICE DEPARTMENT









Records Series Title	Legal Retention	Staff Recom. Retention	Optical I	Citation	Description
ADMINISTRATION					
Alarm Activation Incidents	CU + 2			GC 34090 PC 13103	Retained in the Alarm Data Base Indefinitely. Hard copy destroyed after 1 year
Alarm Permits	P			GC 34090 PC 13103	Retained in the Alarm Data Base Indefinitely. Hard copy destroyed after 1 year
Background Investigation – Hired	T + 5			GC 34090	
Background Investigation – Non-Hired	CL + 2			GC 34090	
Grants/Audits/Successful Applications/Program Rules and Regulations	CU + 5			GC 34090 CFR Requirements	CFR Requirements for Individual Grants to Local Governments are 3-5 years depending on Grant
Internal Affairs Investigations – Annual Reports to the State	CU + 5			GC 34090	
Internal Affairs Investigation – Citizen's Complaints	CL + 5			GC 34090 GC 12946 EVC 1045 PC 832.5	State requires minimum 5 years
Internal Affairs Investigations – Internal Complaints	CL + 5			GC 34090 GC 12946 PC 801.5	State and Federal Laws require retention until final disposition of formal complaint; State requires 2 years after action is taken
Internal Affairs Investigations – Officer Involved Death Investigations	P			GC 34090 GC 12946 EVC 1045 PC 801.5 PC 832.5	State guideline recommends 25 years, officer involved shooting
Range Records of Training and Shoots	CU + 2			GC 34090	Sign in Sheets, Hold Harmless, Firearms Training Records
Range Inventory	CU + 2			GC 34090	Inventory of Range Firearms
Reports and Studies of police operations	CU + 2			GC 34090	




Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
Timesheets and Time Request Slips	CU + 4			GC 34090	See Finance Retention Schedule
Training Files	T + 5			GC 34090	
Training Attendance Roosters, Outline Material and agreements	CU + 2	CU + 5		GC 34090	
Volunteer Files	T + 2			GC 34090	Volunteer Files/Background
COMMUNICATIONS					
Vehicle and Radio Equipment Logs, Manuals and Records	T + 2			GC 34090 OSHA requires 1 year	Minimum 2 years. Retained until termination of equipment use; manuals, instructions, procedures
DISPATCH/CAD					
Audio Recordings, audio tapes, telephone and radio communications	CU+100 days 100 days	CU+ 366 days AC +1		GC 34090.6(a)	Except for recordings used as evidence/litigation or potential claims, retain for at least 100 days after record is Active With exception of recordings used as evidence/litigation or potential claims shall be preserved for 100 days after conclusion of court action
INVESTIGATION					
Asset Forfeiture – Proceeding and Documentation	CL + 2			GC 34090	
Detective Investigation Files and Arrest Files	Transfer red into Records Case Files			GC 34090.5 PC 13103	
Detective Investigative Files – Homicides	P			PC 799	

Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
Intelligence Files	Inactive + 2	Inactive +5		GC 34090	
Sex Registrant Files	P			PC 290	Permanent or Registrant Deceased
JAIL					
Daily Synopsis	CU + 2			GC 34090	Shift Inspections by Supervisor
Daily Transportation Logs	CU + 2			GC 34090	Daily transportation
Inspection Files	CL + 2			GC 34090	Inspection by various Agencies
Surveys – statistics of arrests, escapes and unusual occurrences	CU + 2			GC 34090	Prepared monthly, quarterly and annually and forwarded to California Standards Authority
Video Recordings: Jail Monitoring	<u>CU+1 365 days</u>	<u>AC +1</u>		GC 34090.6	<u>Except for recordings used as evidence/litigation or potential claims, retain for at least 365 days after record is Active</u> With exception of recordings used as evidence/litigation or potential claims shall be preserved for 100 days after conclusion of court action
PATROL					
Daily Rooster and Assignments	CU + 2			GC 34090	Stored in Records
Neighborhood Watch Meeting Minutes, Donations, Recipients and Agendas	CU + 2			GC 34090	
Recordings: Mobile Video System (MVS) in Vehicle	<u>CU+1 365 days</u>	<u>AC +1</u>		GC 34090.6(c)	Except for recordings used as evidence/litigation or potential claims, retain for at least 365 days after record is Active <u>With exception of recordings used as evidence/litigation or potential claims shall be preserved for 100 days</u>

Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
					after conclusion of court action Not including Video determined to be evidence
<u>Recordings: Body Worn Camera</u>	<u>60 days</u>	<u>AC +1</u> <u>366 days</u>		<u>832.18(A) PC</u>	Except for recordings used as evidence/litigation or potential claims, retain for at least 60 days after record is Active. With exception of recordings used as evidence/litigation or potential claims shall be preserved for 100 days after conclusion of court action
Ride Along Requests	CU + 2			GC 34090	Stored in Records
Video Recordings: Front Desk, Public Areas and Parking Lot monitoring	<u>CU+1</u> <u>365 days</u>	<u>AC +1</u>		GC 34090.6(c)	Except for recordings used as evidence/litigation or potential claims, retain for at least 365 days after record is Active. With exception of recordings used as evidence/litigation or potential claims shall be preserved for 100 days after conclusion of court action
PROPERTY & EVIDENCE					
Evidence Disposition forms and Court Disposition forms Property and Evidence sheets	Case Adjudicated			GC 34090 PC 13103	Attached to hard copy of property report and scanned with electronic file in Records when no longer needed or case closed
Video Recordings: Property and Evidence Video Monitoring	<u>CU+1</u> <u>366 days</u>	<u>AC +1</u>		GC 34090.6(c)	<u>Except for recordings used as evidence/litigation or potential claims, retain for at least 365 days after record is Active</u> Routine Video Monitoring

Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
RECORDS					
Audio Recordings, tapes, telephone and radio communications	CU + 100 days	CU + 5 366 days		GC 34090.6(a)	With exception of recordings used as evidence/litigation or potential claims shall be preserved for 100 days after conclusion of court action
CHP Stolen Vehicle Reports (CHP 180)	CU + 10			GC 34090 PC 13103	DOJ Requires 10 year retention in Database
Citations Hardcopies	CU + 2			GC 34090	Including moving and parking violations
Court Tracking System	CU + 2			GC 34090	Subpoena database containing subpoena number, officer name, case number, defendant information and status
Criminal History Files	CU + 2			GC 34090	Maintained for Audits
Daily Patrol Rosters	CU + 2			GC 34090	
Database: Crossroads	CU + 2			GC 34090	Electronic Citations interrelated with RMS System
Database: RMS System (PSSI-ICIS)	Per Retention Schedule			GC 34090	Database contains all Data Modules interrelated
District Attorney Prosecution and Discovery Request	CU + 2			GC 34090 PC 13103	
Field Investigation Cards (FI)	CU + 2	CU + 5		GC 34090	
Fingerprint Applicants Files	CU + 2			GC 34090	Paperwork authorizing fingerprinting and background checks for business license applicants
Impounded Vehicle Logs	CU + 2			GC 34090	
Incident Reports: Arrest, Sealed Reports	Court Order/Date of Arrest +			PC 851.8 PC 13103	Upon petition and Court Order records must be destroyed after 3 year from Date of Arrest

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Incident Reports: Arrest, Sealed Reports/Juveniles	Court Order/Sealing Date + 5			WIC 826(a)&(b) PC 13103	Upon petition and Court Order records must be destroyed after 5 years from Sealing Date
Incident Reports: Felonies (Capital Crimes)	P			PC 799 PC 13103	All Capital Crime Reports retained Permanently
Incident Reports: Felony/Aggravated Sex Crimes	P			PC 800 PC 290 PC 13103	
Incident Reports: Firearms Lost or Stolen/not recovered	P			DOJ PC 13103	DOJ requires retention permanent if not recovered
Incident Reports: Missing Persons/found	CU + 2			GC 34090 PC 13103	
Incident Reports: Missing Persons/not found	P			DOJ PC 13103	DOJ requires retention permanent if not found
Incident Reports: Non Criminal	CU + 2			GC 34090 PC 13103	Does not involve identifiable property
Officer Subpoenas	CU + 2			GC 34090 PC 13103	
Pawn Slips	CU + 2	CU + 3		GC 34090	
Permits and Expired Business Licenses – Vendors (taxi, massage therapist, swap meet, etc.)	T + 2			GC 34090	Receipt required by section 21663 of the Business and Professions Code
Press Releases	CU + 2			GC 34090	
Registrants: Arson (Adults and Juvenile)	P			PC 457.1	Unless Court Order to Seal Juvenile Record
Registrants: Narcotic	P			H&S 11590 H&S 11594(a)	Unless no longer required to register + 5 years
Repossession Reports/Private Property Towed and Stored	C +30 days				Non Record
Restraining Orders	T + 30 days				Non-Record – Original maintained by issuing Court

Records Series Title	Legal Retention	Staff Recom. Retention	Optical	Citation	Description
Ride Along Applications	CU + 2			GC 34090	
Statistical Reports	CU + 2	CU + 5		GC 34090	Crime statistics and inter-office monthly reports
Statistical Reports submitted to DOJ: Uniform Crime Reports (UCR), Homicide Report, etc.	CU + 2	5		GC 34090	Reports are submitted monthly to Department of Justice (DOJ)
Traffic Collision Reports	CU + 2	4		GC 34090 PC 13103	
Traffic Collision Reports/Fatal	CU + 2	P		GC 34090 PC 13103	
TRAFFIC					
Parking and Impound Hearings	CU + 2			GC 34090 PC 13103	
Radar Calibration Records	CU + 3			GC 34090	Retained until calibration certificate expires