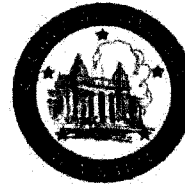


SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
3.10  
(ID # 8529)

MEETING DATE:

Tuesday, December 11, 2018

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY-CLERK-RECORDER: Approval of the Revised Departmental  
Records Retention Schedule for the Sheriff's Department [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached revised Departmental Records Retention Schedule for the Sheriff's Department.

ACTION: 4/5 Vote Required, Policy

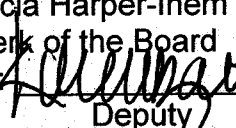
  
\_\_\_\_\_  
Kan Wang, Assistant Assessor-County-Clerk-Recorder 11/26/2018

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: December 11, 2018  
xc: ACR

Kecja Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ NA	\$ NA	\$ NA	\$ NA
<b>NET COUNTY COST</b>	\$ NA	\$ NA	\$ NA	\$ NA
<b>SOURCE OF FUNDS: NA</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: NA</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**


In accordance with the provisions of Board Policy A-43, the Records Management and Archives Program (RMAP) worked with appropriate departments to review the Records Retention Schedule attached. Approval will authorize the disposal of certain records following mandatory retention requirements, thereby enabling the County to reduce the cost of storage for obsolete materials while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met. Prior agenda references are noted on the appropriate cover page. Per Government Code 26202, this item requires a 4/5 vote.

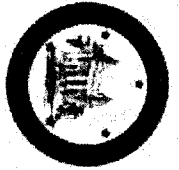
**Impact on Residents and Businesses**

The citizens of Riverside County benefit from the efficiencies gained through the application of generally accepted recordkeeping principles.

**ATTACHMENTS: SHERIFF DRRS**

Supersedes DRRS adopted April 10, 2018 as Agenda Item #3.6

  
 \_\_\_\_\_  
 Gregory V. Priaplos, Director County Counsel      11/28/2018



**County of Riverside, California  
Departmental Records Retention Schedule  
(DRRS\_SHF\_2018\_Rev03)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "Pertaining to the Management, Retention, Destruction or Disposition of County Records," and Board of Supervisors, County of Riverside Policy A-43: "County Records Management and Archives Policy."

Inquiries or comments regarding this schedule should be directed to:

County of Riverside  
Records Management and Archives Program (RMAP)  
2724 Gateway Drive  
Riverside, CA 92507  
951-486-7067  
(County Mail Stop 2625)

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**Introduction**

This Departmental Records Retention Schedule (DRRS) for the Sheriff-Coroner-Public Administrator Department is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted April 10, 2018 as agenda item # 3.6.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department before disposition may be implemented. These retention requirements are recommended in order to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by the department, the statute or regulation override this schedule and the department must amend its records retention schedule as soon as practicable. In addition, a record may not be destroyed if notice of litigation, audit, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

**Explanation of Fields**

**Record Series Codes:** The Record Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Record Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

**Record Series Title:** The Record Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

**Record Series Description:** A description of the Record Series Title that includes examples, not an exhaustive list, of the record types found within the group.

**Official Records:** The agency or department responsible for the county's official record.

**Official Record Retention:** The length of time that the official record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

**Citation / Rationale:** The legal citation or operational/business reason for retaining the official record for the period specified.

**Final Disposition:** The recommended final status or arrangement for the official record, usually disposed of by confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

**Explanation of Codes**

**Best Practice =** Best Practice determined through business and government agency benchmarks.

**BP =** California Business and Professions Code

**CalRRS =** California's Records Retention Schedule as posted at the Secretary of State's website

**CCR =** California Code of Regulations

**CCP =** California Code of Civil Procedure

**CFR =** Code of Federal Regulations

**CL =** Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, upon completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

**CR =** Creation date

**CU =** While current

**CY =** Calendar year end

**GC =** California Government Code

**HS =** California Health & Safety Code

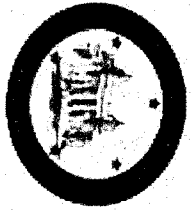
**P =** Permanent

**PC =** California Penal Code

**REV =** Revised

**T =** Termination (of use, employment or service)

**WIC =** California Welfare & Institutions Code



# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Sheriff's Department  
Division: ALL DIVISIONS  
Section: ALL SECTIONS

Schedule Type: Departmental Records Retention Schedule (DRRS)  
Schedule #:  
**DRRS\_SHF\_2018\_Rev03**

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head:

  
Stanley Sniff, Sheriff-Coroner-Public Administrator

Date: 11-20-2018

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Administration (ADM)</b>							
SHF-ADM100	Deceased File (In the Line of Duty)		Personnel and Medical file of employee killed in the line of duty.	Administration	P	Best Practice	Dept.
SHF-ADM150	Department Roster		A listing of all department employees including volunteer, reserve and retired.	Administration	CU + 2	GC 26202	Shred/Delete
SHF-ADM250	Medical Records - employees		Records related to employees' medical condition including baseline health, new hire physical, annual physicals, worker's compensation, etc.	Administration	P	Best Practice	Dept.
SHF-ADM300	Policy & Procedures		Records documenting departmental policy and implementation procedures. Records series includes departmental directives (DD) and departmental memoranda (DM). Records series may also include mission statements, manuals, and policy/procedures for trusted systems.	Administration	P	Best Practice	Dept.

FORM APPROVED COUNTY COUNSEL  
BY MCT 27 NOV 2018  
MICHAEL C THOMAS DATE

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF- BCTC100	Academy Recruitment Files			Records generated during an individual's participation in academy training. All written records generated are retained.	Ben Clark Training Center	P	Best Practice	Dept.
SHF- BCTC150	Course Curriculum File			Training presentation recording scope, content, and time period of training courses.	Ben Clark Training Center	CL + 15	GC 26202; Best Practice	Shred/Delete
SHF- BCTC200	Course Presentation File			Records including the course outline, class roster with signatures, training reimbursement requests and student evaluations.	Ben Clark Training Center	CL + 15	GC 26202; Best Practice	Shred/Delete
SHF- BCTC250	Employee Training File			Records documenting the training received by an individual during their employment with the department. Records series may include certificate applications, training history (including firearms training), manual issuance, trainee progress reports, writing skills agreement and attendance of classes not offered by the BCTC.	Ben Clark Training Center	P	Best Practice	Dept.
SHF- BCTC300	Instructor Resumes			Current resume for all course instructors.	Ben Clark Training Center	T + 15	GC 26202; Best Practice	Shred/Delete
SHF- BCTC350	Personal Body Armor Upgrade agreement			Contract with employee to pay the difference between county contribution and cost of vest	Ben Clark Training Center	Return of Body Armor + 2	GC 26202; Best Practice	Shred/Delete
SHF- BCTC400	Ammunition Request			Records documenting a request made by a station or bureau for ammunition to be used for training and/or qualifications.	Ben Clark Training Center	CY + 2	GC 26202	Shred/Delete
SHF- BCTC450	Special Orders			Records related to the request for and participation in training. Records series may include a request for training, requests for per diem and records documenting the time/date, location and name of class.	Ben Clark Training Center	FY + 7	GC 26202; Audit Support	Shred/Delete

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF- BCTC500		Training Manuals		Manuals used by employees as reference for the appropriate actions to be taken in a particular instance.	Ben Clark Training Center	REV + 15	GC 26202; Best Practice	Shred/Delete
SHF- CID100		Latent Fingerprint Case Files - High Priority Persons Crimes		Latent fingerprints for person crimes including PC187 - PC192 (Homicides), PC207 - PC210 (Kidnapping), and PC261 (Rape).	Cal-ID	P	PC 799; Best Practice	Dept.
SHF- CID150		Latent Fingerprint Case Files - Property Crimes / Low Priority Person Crimes		Latent fingerprints casework for property crimes and lower priority persons crimes not listed in SHF-CID100.	Cal-ID	CL + 20	GC 26202; Best Practice	Shred/Delete
SHF- CID200		Ten Print Cases - Property / Person		Ten Print casework for property and person crimes.	Cal-ID	CL + 20	GC 26202; Best Practice	Shred/Delete
SHF- CPA100		Autopsy and Consult Records		List of autopsy and consultations completed.	Coroner	P	Best Practice	Dept.
SHF- CPA150		Coroner Case File		Records related to decedent case, proceedings and findings. Records include the autopsy protocol, the tracking list for autopsy protocols, lists of personal property held or released by the Public Administrator, and various logs including evidence log, medication log, historical logs, packet request log, photo log and blood log.	Coroner	P	GC 27463.5; Best Practice	Dept.
SHF- CPA200		Curriculum Vitae (CV)		Pathologists resume for attorneys when required to testify.	Coroner	CY + 2 or End of Service; whichever is later	GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-CPA250	Histology Samples Tracking - PC 187 and Coroner Review Cases		Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy.	Coroner	P	PC 799; Best Practice	Dept.
SHF-CPA300	Histology Samples Tracking - Natural deaths		Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a natural death.	Coroner	Identification of remains + 2	GC 26202; GC 27521(e); Best Practice	Shred/Delete
SHF-CPA350	Histology Samples Tracking - Traumatic deaths		Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a traumatic death.	Coroner	Identification of remains + 2	GC 26202; GC 27521(e); Best Practice	Shred/Delete
SHF-CPA400	Histology Samples Tracking - Undetermined Cause		Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy undetermined cause of death.	Coroner	Identification of remains + 5	GC 26202; GC 27521(e); Best Practice	Shred/Delete
SHF-CPA450	Indigent & Cremation Program		Loan applications for indigent cremation services	Public Administrator	CL + 7	GC 26202; Best Practice	Shred/Delete
SHF-CPA500	Personal Property Inventory Sheets		Lists personal property of decedent held by the Coroners Office	Coroner	P	Best Practice	Dept.
SHF-CPA550	Photographs		Photographs taken in the course of regular departmental duties including autopsy photos.	Coroner	P	Best Practice	Dept.
SHF-CPA600	Public Administrator Case File		Decedent's death certificate, will, investigator notes, correspondence, creditor claims, inventories, tax returns and Employer Identification Number (EIN), sales reports, pleadings, court accountings, etc.	Public Administrator	CL + 10	GC 26202; Best Practice	Shred/Delete
SHF-CPA605	Public Administrator Case File - Unidentified Decedent		Records pertaining to Coroner Referral; notes reference mortuary used, cost of interment, location of remains; Certificate of Death, etc. Once the deceased has been identified, the retention period will fall under SHF-CPA600.	Public Administrator	P	GC 26202; Best Practice	Shred/Delete



Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-CPA650		Public Administrator Estate Auction		Records related to Estate Auctions including sale proceeds, commissions, advertisements, etc.	Public Administrator	FY + 10	GC 26202; Best Practice	Shred/Delete
SHF-CPA700		Statistic Form File		Completed statistic form for all Coroner cases	Coroner	CU + 2	GC 26202	Shred/Delete
SHF-CPA750		X-Rays - Natural Deaths		X-rays of decedents used by the pathologist during autopsy	Coroner	CR + 2	GC 26202	Shred/Delete
SHF-CPA800		X-Rays - PC 187 and Coroner Review Cases		X-rays of decedents used by the pathologist during autopsy	Coroner	P	PC 799; Best Practice	Dept.
SHF-CPA850		X-Rays - Traumatic Cases		X-rays of decedents used by the pathologist during autopsy	Coroner	CR + 2	GC 26202	Shred/Delete
SHF-COR100		Administrative Logs		Tracking system developed to ensure that policies and procedures are being followed. Records series includes logs such as blanket exchange log, cell search log, citation log book, criminal history (CII) log, inmate property audit log, etc.	Corrections	CY + 3	GC 26202; Best Practice	Shred/Delete
SHF-COR200		Application for Visitation or Mail Cover		Records documenting the focused screening of mail and/or visits received by a specific inmate.	Corrections	CY + 3	GC 26202; Best Practice	Shred/Delete
SHF-COR250		Booking File - not homicide		All Inmate related documents maintained in inmates file for non-homicide (PC187-PC199) inmates. Records series may include Booking sheets, Certificate of Incarceration, copies of court orders, disciplinary action report, medical waivers, probable cause statement, release verification, etc.	Corrections	Release of inmate + 10	GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-COR300	Booking File - homicide		All Inmate related documents maintained in inmates file for inmates convicted of homicide, which includes PC187-PC199. Records series may include Booking sheets, Certificate of Incarceration, copies of court orders, disciplinary action report, medical waivers, probable cause statement, etc.	Corrections	P	PC 799; Best Practice	Dept.
SHF-COR350	Daily Court Calendar		Court calendar used to identify inmates schedule to appear.	Corrections	CY + 2	GC 26202	Shred/Delete
SHF-COR500	Use of Force (Form 553)		Records related to the use of force. Records series includes documentation of use of a special weapon and use of force on an inmate.	Corrections	CY + 5	GC 26202; PC 4019.5(e); Best Practice	Shred/Delete
SHF-COR550	Work Release / Alternative Sentencing Program		Records related to an individual's participation in a work release program including Riverside Alternative Sentencing Program (RASAP), Supervised Electronic Confinement Program (SECP), etc.	Corrections	Completion of Program + 10	GC 26202; Best Practice	Shred/Delete
SHF-CS100	Civil Process		Documents related to the service of civil process.	Court Services	CL + 5	GC 26202; Best Practice	Shred/Delete
SHF-CS150	Civil Process - Rejection		Notification of rejection of civil process due to errors in the paperwork.	Court Services	CY + 3	GC 26202; Best Practice	Shred/Delete
SHF-CS200	Writs		Records of all service documents associated with service of a Writ of Execution or Writ of Sale. Series may include the writ, proof of service and collection documents.	Court Services	CL + 5	GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF- ISB100	Extradition Files		Records documenting the arrest process. Series may include portions of the booking file, drop holds, receiving sheet, probable cause statement, medical waiver, photos, release verification, copies of court paperwork, copies of warrants, etc.	ISB	CY + 7	GC 26202; Audit Support	Shred/Delete
SHF- PSB100	Civil Case Files - fatality or minor		Civil file for cases involving a minor or the death of a person. This is the department copy of files relating to claim or lawsuit filed naming the department or department personnel. Records series includes dog bite cases involving a minor or resulting in death.	PSB	CL + 20	PC 832.5(b); Best Practice	Shred/Delete
SHF- PSB150	Civil Case Files - not fatality or minor		Civil file for cases not involving a minor or resulting in the death of a person. This is the department copy of files relating to claim or lawsuit filed naming the department or department personnel. Records series includes dog bite cases not resulting in death. May include copy of form requesting reimbursement for damages caused by the County of Riverside or a county employee. May also include claims against a suspect for the damage of County property.	PSB	CL + 10	PC 832.5(b); Best Practice	Shred/Delete
SHF- PSB200	Employee Complaints / Grievances		Employee complaints against department made to Federal or State Agency. Series includes complaints filed under the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing.	PSB	CL + 5	GC 26202; 29 CFR 1602.14; 29 CFR 1602.30; Best Practice	Shred/Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-PSB250	Internal Affairs Records		Records related to the internal investigations of personnel, policies and/or procedures. Records series includes the logs used to track time spent on each investigation.	PSB	CR + 5	PC 832.5(b); Secretary of State Local Government Records Management Guidelines	Dept.
SHF-PSB350	Legislative Liaison Records		Copies of quarterly reports to State, receipts, bills tracked, time spent on activities.	PSB	End of legislative cycle + 5	GC 26202; Best Practice	Shred/Delete
SHF-SIB100	Asset Forfeiture Case Files		Investigator files of asset forfeiture cases. Includes investigation and proceedings information. Also includes notification to legal owner.	SIB	Date of Judgment signing + 100	GC 26202; Best Practice	Shred/Delete
SHF-SIB150	Fictitious License Request		Information such as driver's license number or notarized social security number received for undercover operations. These are signed by the captain and are issued to only one officer. Numbers are not shared or reused.	SIB	T + 75	GC 26202; Best Practice	Shred/Delete
SHF-SIB200	Massage Parlor Background Checks		Records related to the background checks for massage parlor operators and technicians. This packet includes the license renewal.	SIB	Expiration + 3	GC 26202; Best Practice	Shred/Delete
SHF-GEN010	Activity Logs		Paper record documenting the daily activity of field personnel. These documents, for example, who responded to an incident.	General	CY + 5	GC 26202; Best Practice	Shred

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-GEN015	After Action Report			Documents incidents or training within the facility or at a site. Report is used to review action taken in an effort to identify learning opportunities, which includes Pursuit files.	General	CY + 5	GC 26202; Best Practice	Shred/Delete
SHF-GEN020	Alarm Records			Documents department response to false alarms. Records may include notification of response and appeals to false alarm claim.	General	CL + 2	GC 26202	Shred/Delete
SHF-GEN030	Audio, Telephone and Radio Communications			Recordings of on-going or daily operations. Records may include communications related to 911 calls and Dispatch radio communications.	General	2 years and with written consent of dept. attorney	GC 26202.6; Best Practice	Shred/Delete
SHF-GEN040	Audit Reports			Records documenting any audit of the department's operations. Records series includes the final audit report.	General	P	Best Practice	Dept.
SHF-GEN045	Body Worn Camera Video			Records of media, images and audio are to be considered Investigative records. These records will be downloaded to Department computers for proper storage and retention.	General	CR + 13 months	GC 26202.6; PC 832.18(b)(5)(A); Best Practice	Delete
SHF-GEN050	Case Files - Problem Oriented Policing (POP) Unit			Case files handled by the Problem Oriented Policing Unit. This series refers to the paper files only.	POP Unit	CL + 5	GC 26202; Best Practice	Shred
SHF-GEN060	Citations			Citations issued by deputies for infractions. These can sometimes be the only record of an incident. Retention applies when the citation is not attached to an incident report.	General	CY + 10	GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-GEN070	Class B License File		Records tracking the Class B license status of staff assigned to transportation. Records series may include DMV paperwork and the drug & alcohol test form that identifies individuals who have been randomly selected to submit to drug tests.	General	CL + 2	GC 26202	Shred/Delete
SHF-GEN080	Clearance Letters		Letters notifying recipient whether party listed in letter has had any law enforcement contacts. Records series includes the form completed by the public and any backup documentation.	General	CY + 2	GC 26202; PC 13323; Best Practice	Shred/Delete
SHF-GEN090	CILETS Entries - paper copy		The printed record from the California Law Enforcement Telecommunications System. The printed copy is audited along with the electronic entry and therefore must be maintained. Printed copies may be added to a case file as appropriate.	General	CY + 2	GC 26202	Shred
SHF-GEN100	Complaints		Various logs documenting complaints about department employees or their actions that are received from the public.	General	CL + 5	PC 832.5(b); GC 26202; Best Practice	Shred/Delete
SHF-GEN110	Consent to Carry a Concealed Weapon (CCW) Applications		Application to carry a concealed weapon.	General	Expiration + 4	GC 26202; Best Practice	Shred/Delete
SHF-GEN120	Confidential Informant File		File contain information on confidential informants for the department.	General	T + 10	GC 26202; Best Practice	Shred/Delete
SHF-GEN130	Criminal History Checks (CII)		Records related to inquiries made into an individual's criminal history. Records series includes records created when accessing the Department of Justice's criminal record/information.	General	CY + 3	11 CCR 707(c); GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF- GEN140	Department of Motor Vehicles Records	Records completed and submitted to the Department of Motor Vehicles for a variety of traffic violations. Records series includes DS427 and DL310, which are used to report unsafe drivers. May also include other DMV forms.	Stations	CY + 2	GC 26202	Shred/Delete
SHF- GEN150	Duty Assignment	Daily list of activities of a specific unit. Also list of personnel assigned to specific shift within individual units or facilities.	General	CY + 5	GC 26202; Best Practice	Shred/Delete
SHF- GEN160	Field Interview Records	Records created in the field during the interrogation process. Records series may include field interrogation notes and subsequent reports.	General	CL + 5	GC 26202; Best Practice	Shred/Delete
SHF- GEN170	Field Notes	Hand written notes made by a deputy in a format other than incident report.	Officer	Destroy once incorporated into incident report or CR + 3	GC 26202; Best Practice	Shred
SHF- GEN180	Firearms and Narcotics	Records documenting all firearms and narcotics received by the Sheriff or Coroner. Records also document the destruction of these at the appropriate time.	General	P	Best Practice	Dept.
SHF- GEN190	Firearms Sales / Transfer of Ownership	Notification to the Sheriff Department of an employee's sale and/or transfer of a firearm.	General	Termination of employment + 7	GC 26202; Best Practice	Shred/Delete
SHF- GEN200	Gang Records	Information relating to local gangs and their members used for tracking and prosecuting members. Records series includes the Cal Gang Identification Card, which lists the individual, their gang affiliation, physical description, etc.	General	CL + 5	GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-GEN205	K9 Files	Records relating to K9s. Documents include when the dog was purchased, handler information, type of food the dog eats, medical information, academy dates, equipment issued, accolades, and training.	General	Death or Retirement of Animal + 10	GC 26202; Best Practice	Shred/Delete
SHF-GEN210	Incident Reports - Permanent	Incident reports for specific crimes such as PC514 embezzlement of public money, homicides (PC187-PC199), suicides, suspicious death, officer involved shootings (OIS) and sex cases. Also includes kidnapping cases where victim is not recovered; runaway and missing persons where the person has not been found. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data.	General	P	PC 799; Best Practice	Dept.
SHF-GEN220	Incident Reports	General incident reports that do not include specified crimes, which are listed in SHF-GEN210. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data.	General	CY + 10	PC 11105.03(b)(4); GC 26202; Best Practice	Shred/Delete
SHF-GEN240	Indemnity Waivers	Release of department liability for activities within department facilities or Ride Alongs. Records series includes those signed by contractors, staff and visitors.	General	CY + 5	CCP 335.1; GC 945.6; GC 26202; Best Practice	Shred/Delete
SHF-GEN250	Inspection Records	Records documenting formal inspections by outside agencies, such as the Board of Corrections, Health Department, Fire Department, or representatives of the department. Records series includes safety cell log, Commanders Facility Inspection records.	General	CL + 6	GC 26202; Best Practice	Shred/Delete



Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF- GEN260	Juvenile Detention Logs	Documents all juveniles detained at station.	Stations	CL + 2	GC 26202; California Youth Authority	Shred/Delete
SHF- GEN265	Live Scan Records	Records related to the processing of Live Scan fingerprints. Records series includes the applicant submission form and any tracking logs developed.	Personnel	CY + 2	GC 26202	Shred/Delete
SHF- GEN270	Logs	Records that list names, dates and/or actions completed by department personnel. Maintained to ensure compliance with department policies and procedures.	General	Last entry + 2	GC 26202	Shred/Delete
SHF- GEN280	Operations Package	Package containing operation specific information. Records may include business plan, logistics summary, emergency response plan, etc.	General	CY + 5	GC 26202; Best Practice	Shred/Delete
SHF- GEN290	Pass-On Logs	Daily reporting of significant activities of a shift. Documents pass this information on to the next shift.	General	CY + 2	GC 26202	Shred/Delete
SHF- GEN300	Pawn Slips	Records documenting items purchased by a pawn broker.	General	CY + 3	BP 21633; Best Practice	Shred/Delete
SHF- GEN310	Program Records	Records documenting the activities of and participants in department programs such as the Anti-Graffiti Program, Policy Activity League, etc.	General	Termination of Participation + 7	GC 26202; Best Practice	Shred/Delete
SHF- GEN320	Property Records	Records related to property received by or issued from the department. Records series includes property release forms, inventory sheets, UPS signature forms, etc.	General	CY + 2	GC 26202; Best Practice	Shred/Delete

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-GEN330	Public Information Request Files		Records documenting the departments response to a public records request made under the California Public Records Act or other appropriate authority.	General	CY + 5	GC 26202; Best Practice	Shred/Delete	
SHF-GEN340	Records Lawfully Ordered Destroyed - Adult		Records destroyed on the basis of a valid court order. Examples include not substantiated child abuse cases, marijuana cases or cases where a defendant is found factually innocent.	General	Upon a lawfully administered court order; sealed for 3 years from the date of the arrest	GC 26202; PC 851.8(a) Best Practice	Shred/Delete	
SHF-GEN341	Records Lawfully Ordered Destroyed - Minor		Records destroyed on the basis of a valid court order. Examples include not substantiated child abuse cases, marijuana cases or cases where a defendant is found factually innocent.	General	Upon a lawfully administered court order; 5 years after court record sealed	GC 26202; WIC 389(c) and WIC 781(d) Best Practice	Shred/Delete	
SHF-GEN350	Registrant File - Arson		Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Disposition of case + 100	PC 457.1(b)(2); GC 26202; Best Practice	Shred/Delete	
SHF-GEN360	Registrant File - Arson (minor)		Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Age 25 or upon court order to seal and destroy record	PC 457.1(d); PC 457.1(b)(3); Best Practice	Shred/Delete	
SHF-GEN370	Registrant File - Narcotics and Gangs		Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	CL + 5	PC 186.32(c) (Gang); HS 11594 (Narcotics); Best Practice	Shred/Delete	

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-GEN380	Registrant File - Sex Offender	Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Disposition of case + 75	PC 290.08	Shred/Delete
SHF-GEN390	Registrant File - Sex Offender (minor)	Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Upon court order to seal and destroy records	WIC 781(a); WIC 781(d)	Shred/Delete
SHF-GEN400	Registrant Information Release	Written record of information provided to the public regarding registered sex offenders.	General	CR + 5	PC 290.01(d)(4)(B)	Shred/Delete
SHF-GEN405	Retention of Electronic Documents Systems (REDS) - Quality Control Log	Record documenting the quality of the scanner ensuring its accuracy to the Scanner Calibration Sheet related to the Retention of Electronic Documents System (REDS).	General	P	Best Practice	Dept.
SHF-GEN410	Restraining Orders	Records related to restraining orders. Records series includes the restraining order and proof of service for temporary restraining orders.	General	CL + 2	GC 26202	Shred/Delete
SHF-GEN420	Search and Rescue	Records related to the coordination of volunteer efforts.	General	FY + 7	GC 26202; Best Practice; Audit support	Shred/Delete
SHF-GEN425	Specialty License Records	Applications and supporting documentation for businesses such as alcoholic beverage control, bingo, fortune telling, massage and those that are sex orientated.	SIB	Expiration + 3	GC 26202; BP 4601(f); Best Practice	Shred/Delete
SHF-GEN430	Statistical Reports	Records related to the tracking and reporting of all instances of a type of crime or Sheriff action within the County. Records series may include Uniform Crime Report required by DOJ, homicide reports required by FBI, law enforcement officers killed or assaulted, hate crimes, etc.	General	CY + 10	GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF- GEN440	Surveillance / Security Video		Recordings of on-going or daily operations. Records includes routine video of operations that are not needed for an investigation including mobile in-car video and jail and building surveillance video.	General	13 months and with written consent of dept. attorney	GC 26202.6	Shred/Delete
SHF- GEN450	Survey Responses		Records of various government and private surveys.	General	CY + 2	GC 26202	Shred/Delete
SHF- GEN455	Vehicle Monitoring Systems		Vehicle monitoring systems such as Automated Vehicle Locator System (AVL) per DD #15-043.	General	CR + 2	GC 26203	Delete
SHF- GEN460	Vehicle Release Packets		Documents all supporting information on release of stored vehicles. Packet ensures that everything is in order before releasing vehicle to owner. Records are linked to report and CLETS entry noting its release.	Stations	CL + 2	GC 26202	Shred/Delete
SHF- GEN470	Vehicle Storage Notices		Copy of notice sent to registered owner of vehicle that has been impounded.	General	CY + 4	GC 26202; Best Practice	Shred/Delete
SHF- GEN480	Work Schedules		Records documenting days, shifts and daily assignments of staff. Records series includes projected and actual work schedules, daily sign-in sheets, cleaning schedules, etc.	General	CY + 3	GC 26202; Best Practice	Shred/Delete
SHF- GEN490	Youth Court / Diversion Records		Records documenting youth referred to Youth Court as well as case information.	General	CL + 2	GC 26202	Shred/Delete