

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



**ITEM: 3.17  
(ID # 30481)**

**MEETING DATE:**  
Tuesday, June 02, 2026

**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER / RMAP: Approval of Revised Departmental Records Retention Schedule for the Sheriff's Department, All Districts. [\$0] (4/5th Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

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

**ACTION: 4/5 Vote Required, Policy**

Steven Horn, Assistant Assessor-County Clerk-Recorder

5/21/2026

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: June 2, 2026  
xc: ACR

Kimberly A. Rector  
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>                 | \$0                         | \$0                      | \$0                               | \$0                 |
| <b>NET COUNTY COST</b>      | \$0                         | \$0                      | \$0                               | \$0                 |
| <b>SOURCE OF FUNDS: N/A</b> |                             |                          | <b>Budget Adjustment: No</b>      |                     |
|                             |                             |                          | <b>For Fiscal Year: 2025/2026</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 Section 26202, this item requires a 4/5 vote.

The department is updating a record series' official record retention and citation / rationale for SHF-GEN030. Also, they created a new record series SHF-GEN215 for Incident Photographs and removed a record series SHF-PSB250 because it is the same as SHF-GEN100.

**Impact on Residents and Businesses**

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

**ATTACHMENTS:**

DRRS\_SHF\_2025\_Rev06

*Cesar Bernal*  
Cesar Bernal, PRINCIPAL MGMT ANALYST 5/23/2026

*Aaron Gettis*  
Aaron Gettis, Chief Deputy County Counsel 5/22/2026



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_SHF\_2025\_Rev06)

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  
RCRMHelpdesk@asrclrec.com  
<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

### Introduction

This Departmental Records Retention Schedule (DRRS) for Sheriff Department (SHF) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted June 14, 2022, as Item #3.4.

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. Retention schedule changes apply to all documents unless they have been digitally uploaded into a Trusted System. The regulatory requirements include the immutability standards for objects in a Trusted System. This includes the initial retention applied to the digital file per RMAP management. 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.

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### 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.

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### Explanation of Codes

|  |  |
|--|--|
| <b>Best Practice</b> = Best Practice determined through business and government agency benchmarks.   | <b>CU</b> = Current                      |
| <b>BPC</b> = California Business and Professions Code  | <b>CY</b> = Calendar year end            |
| <b>CCP</b> – California Code of Civil Procedure  | <b>FY</b> = Fiscal year end              |
| <b>CCR</b> = California Code of Regulations  | <b>GC</b> – California Government Code   |
| <b>CFR</b> – Code of Federal Regulations   | <b>REV</b> = Until revised or superseded |
| <b>CL</b> = 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. | <b>P</b> = Permanent                     |
|  | <b>PC</b> = California Penal Code        |
|  | <b>T</b> = Termination                   |

**CR** = Creation (of the record) date



# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Sheriff (SHF)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS\_SHF\_2025\_REV06**

Section: All

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule was developed in compliance with countywide standards and policies and conforms with accepted records and information management practices.

Department Head:

  
Chad Bianco, Sheriff - Coroner - Public Administrator

Date:

4/28/2026

## Record Series

| Code                                    | Title                               | 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, 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.             |
| <b>Ben Clark Training Center (BCTC)</b> |                                     |  |                           |                           |                         |                   |
| 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    |

FORM APPROVED COUNTY COUNSEL  
BY MCT 22MAY26 DATE  
MICHAEL C. THOMAS

| Record Series        |                                       | Title   | Description               | Copy of Record           | Official Record Retention | Citation / Rationale | Final Disposition |
|----------------------|---------------------------------------|---|---------------------------|--------------------------|---------------------------|----------------------|-------------------|
| Code                 |                                       |   |                           |                          |                           |                      |                   |
| 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       |                   |
| 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-BCTC550          | Uniform Records                       | Uniform and Equipment Issuance Forms  | Ben Clark Training Center | T + 2                    | GC 26202                  | Shred / Delete       |                   |
| <b>Call ID (CID)</b> |                                       |   |                           |                          |                           |                      |                   |

| Record Series            |  | Description  | Copy of Record | Official Record Retention     | Citation / Rationale    | Final Disposition |
|--------------------------|--|--|----------------|-------------------------------|-------------------------|-------------------|
| Code                     | Title  |  |                |                               |                         |                   |
| SHF-CID100               | Latent Fingerprint Case Files - High Priority Persons Crimes                 | Latent fingerprints for person crimes including PC664/187 (Attempted Homicide), 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 + 10                       | GC 26202; Best Practice | Shred / Delete    |
| SHF-CID200               | Ten Print Cases - Property / Person  | Ten Print casework for property and person crimes.   | Cal-ID         | CL + 10                       | GC 26202; Best Practice | Shred / Delete    |
| <b>Corrections (COR)</b> |  |  |                |                               |                         |                   |
| SHF-COR100               | Administrative Logs  | Tracking system developed to ensure that policies and procedures are being followed. Records series includes logs such as cell search log, citation 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    |
| SHF-COR300               | Booking File - homicide  | All inmate related documents maintained in inmates booking file, which includes PC 187-PC199. Records series may include booking sheets, Certificate of Incarcerations, copies of court orders, disciplinary action report, medical waivers, probable cause statement, etc.                        | Corrections    | Release of Inmate + 100 years | PC 799; Best Practice   | Dept.             |

| Record Series                                    |  | Description  | Copy of Record | Official Record Retention                    | Citation / Rationale                 | Final Disposition |
|--|--|--|----------------|--|--------------------------------------|-------------------|
| Code   | Title  |  |                |  |                                      |                   |
| SHF-COR350                                       | Daily Court Calendar   | Court calendar used to identify inmates schedule to appear.  | Corrections    | CY + 2                                       | GC 26202                             | 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 (RASP), Supervised Electronic Confinement Program (SECP), etc.   | Corrections    | Completion of Program + 10                   | GC 26202; Best Practice              | Shred / Delete    |
| <b>Coroner &amp; Public Administration (CPA)</b> |  |  |                |  |                                      |                   |
| 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    |
| 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    |

| Record Series |  | Description   | Copy of Record       | Official Record Retention     | Citation / Rationale                 | Final Disposition |
|---------------|--|---|----------------------|-------------------------------|--------------------------------------|-------------------|
| Code          | Title  |   |                      |                               |                                      |                   |
| 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    |
| SHF-CPA650    | Public Administrator Estate Auction                    | Records related to Estate Auctions including sale proceeds, commissions, advertisements, etc.   | Public Administrator | CL + 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-ray's of decedents used by the pathologist during autopsy.  | Coroner              | CR + 2                        | GC 26202                             | Shred / Delete    |

| Record Series                     |   | Description  | Copy of Record | Official Record Retention                               | Citation / Rationale   | Final Disposition |
|-----------------------------------|---|--|----------------|---|--|-------------------|
| Code                              | Title                                     |  |                |   |  |                   |
| SHF-CPA800                        | X-Rays - PC 187 and Coroner Review Cases  | X-ray's of decedents used by the pathologist during autopsy.   | Coroner        | P   | PC 799; Best Practice  | Dept.             |
| SHF-CPA850                        | X-Rays - Traumatic Cases                  | X-ray's of decedents used by the pathologist during autopsy.   | Coroner        | CR + 2  | GC 26202   | Shred / Delete    |
| <b>Court Services (CS)</b>        |   |  |                |   |  |                   |
| 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    |
| <b>General Departmental (GEN)</b> |   |  |                |   |  |                   |
| 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        | CR + 5 years and with written consent of dept. attorney | GC 26202; CA SB290 2023-2024 Family Code Section 6228; Best Practice | Shred / Delete    |

| Record Series |   | Description   | Copy of Record | Official Record Retention | Citation / Rationale              | Final Disposition |
|---------------|---|---|----------------|---------------------------|-----------------------------------|-------------------|
| Code          | Title   |   |                |                           |                                   |                   |
| 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-GEN041    | Auto-Injector Records                             | Records related to when opioid antagonist units, such as Naloxone, were received by the Sheriff's Department, the Lot #'s, expiration date, the station / bureau delivered to, and disposition (administered, expired, damaged, lost, etc.).    | General        | CR + 3                    | BPC 4119.9(b))                    | Shred / Delete    |
| 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 + 26 months            | GC 26202.6; PC 832.18 (b)(5)(A)   | 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.   | General        | CL + 5                    | GC 26202; Best Practice           | Shred / Delete    |
| 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    |
| SHF-GEN070    | Class B License File                              | Records tracking the Class B license status of staff assigned to transportation. Records series may include OMV paperwork and the drug & alcohol test form that identifies individuals who have been randomly selected to submit to drug tests. | General        | CL + 2                    | GC                                | 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    |

| Record Series |  | Description  | Copy of Record | Official Record Retention | Citation / Rationale                    | Final Disposition |
|---------------|--|--|----------------|---------------------------|---|-------------------|
| Code          | Title  |  |                |                           |   |                   |
| SHF-GEN090    | CLETS 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                                      | 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.S(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 contains 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    |
| 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-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.             |

| Record Series |  | Description  | Copy of Record | Official Record Retention          | Citation / Rationale                         | Final Disposition |
|---------------|--|--|----------------|------------------------------------|--|-------------------|
| Code          | Title                                  |  |                |                                    |  |                   |
| 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-GEN205    | Service Animal Files                   | Records relating to service animals. Documents may include when the animal was purchased, handler information, type of food the animal 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 PC273ab (resulting in the child's death), PC664/187, PC514 embezzlement of public money, homicides (PC187-PC199), suicides, suspicious death, fatal 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-GEN215    | Incident Photographs                   | Photographs taken in the course of regular departmental duties.  | General        | CY + 5                             | GC 26202; 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    |

| Record Series |                         | Description  | Copy of Record | Official Retention               | Citation / Rationale                 | Final Disposition |
|---------------|-------------------------|--|----------------|----------------------------------|--------------------------------------|-------------------|
| Code          | Title                   |  |                |                                  |                                      |                   |
| 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, Commanders Facility Inspection records, | General        | CL + 6                           | GC 26202; Best Practice              | Shred / Delete    |
| 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.  | General        | 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                           | GC 26202; 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 |  | Description   | Copy of Record | Official Record Retention  | Citation / Rationale                                     | Final Disposition |
|---------------|--|---|----------------|--|--|-------------------|
| Code          | Title                                      |   |                |  |  |                   |
| 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.S(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    |
| 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    |

| Record Series |  | Description   | Copy of Record | Official Retention                                   | Citation / Rationale                   | Final Disposition |
|---------------|--|---|----------------|--|--|-------------------|
| Code          | Title  |   |                |  |  |                   |
| 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.   | General        | 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    |
| 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; Best Practice              | Shred / Delete    |
| SHF-GEN450    | Survey Responses   | Records of various government and private surveys.  | General        | CY + 2   | GC 26202                               | Shred / Delete    |

| Record Series                              |                                  | Description   | Copy of Record | Official Record Retention | Citation / Rationale                  | Final Disposition |
|--|----------------------------------|---|----------------|---------------------------|---------------------------------------|-------------------|
| Code                                       | Title                            |   |                |                           |                                       |                   |
| SHF-GEN453                                 | Use of Force                     | Records related to the use of force.  | General        | CY + 5                    | GC 26202; PC 4019.S(e); Best Practice | 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 26202                              | 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    |
| <b>Information Services Bureau (ISB)</b>   |                                  |   |                |                           |                                       |                   |
| SHF-ISB090                                 | Extradition Files - In State     | Records documenting the process for fugitive arrested in Riverside County extradited to demanding state. 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 + 2                    | GC 26202                              | Shred / Delete    |
| SHF-ISB100                                 | Extradition Files - Out of State | Records documenting the process for fugitive arrested out of state being extradited to Riverside County. 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, financial records such as, traveling expenses, etc. | ISB            | CY + 7                    | GC 26202; Audit Support               | Shred / Delete    |
| <b>Professional Standards Bureau (PSB)</b> |                                  |   |                |                           |                                       |                   |
| SHF-PSB100                                 | Civil Case Files                 | Records gathered related to claim or lawsuit involving the department or department personnel.  | PSB            | CL + 2                    | GC 26202; Best Practice               | Shred / Delete    |

| Record Series                              |   | Description   | Copy of Record | Official Record Retention      | Citation / Rationale                                    | Final Disposition |
|--|---|---|----------------|--------------------------------|---|-------------------|
| Code                                       | Title   |   |                |                                |   |                   |
| 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            | CR + 5                         | GC 26202; 29 CFR 1602.14; 29 CFR 1602.30; Best Practice | Shred / Delete    |
| SHF-PSB275                                 | Internal Affairs Records - Internal           | Records related to internally generated allegations of misconduct against department personnel.   | PSB            | CR + 2                         | GC 26202  | Shred / Delete    |
| SHF-PSB300                                 | Internal Affairs Records - Traffic Collisions | Records related to internally generated allegations of misconduct against department personnel related to traffic collisions.   | PSB            | CR + 5                         | GC 26202; Best Practice                                 | Shred / Delete    |
| <b>Special Investigations Bureau (SIB)</b> |   |   |                |                                |   |                   |
| SHF-SIB100                                 | Asset Forfeiture Case File                    | 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    |