

**CITY OF AZUSA POLICE DEPARTMENT
RECORDS RETENTION SCHEDULE
(MARCH 2018)**

Division	ID	Record Description	Retention/Disposition			Comments/References
Division	Type of Report	Record Title	Total Retention	Media	Destroy Paper after Scan?	Legal Authority
RECORDS	Police Law Incident	Citations: Notice to Appear – (Cite & Release) Infraction, Misdemeanor, Traffic , (Except Marijuana cites)	5 years	Ppr/E	Yes after QC	Statute of Limitations is up to 1 year after commission of offense; Also See Crime Reports; GC §34090, PC § 802 et seq.
RECORDS	Police Law Incident	Citations: Parking	Current* + 2 years	Ppr/E	Yes after QC	GC §34090
RECORDS	Police Law Incident	Court Orders: Restraining Order/TRO/Child Custody	Expiration + 2 years	Ppr/E	Yes after QC	Non-records (Superior Court is Office of Record); GC §34090
RECORDS	Police Law Incident	Crime Reports: “Detention Only” and Retainable Arrests	Current* + 2 years	Ppr/E	Yes after QC	Provided there are no outstanding warrants, deaths, and it is not classified under PC §800 or § 290 ; Statute of Limitations is 2 years; Destroy records of juvenile offenders re: marijuana after age 18; H&S §11361.5; GC §34090, PC §§187, 800 et seq.
RECORDS	Police Law Incident	Crime Reports: Bodies – Natural Death, Released by Coroner	Current* + 2 years	Ppr/E	Yes after QC	GC §34090

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RECORDS	Police Law Incident	Crime Reports: Infractions, Misdemeanors (Except Marijuana less than 28.5 grams), Lost/Stolen Property (No Serialized Property or NCIC Entry), Suspicious Circumstances	5 years	Ppr/E	Yes after QC	Provided there are no outstanding warrants, deaths, and it is not classified under PC §800 or § 290; Statute of Limitations is up to 3 years; Destroy records of juvenile offenders re: marijuana after age 18; H&S §11361.5; GC §34090, PC § 801 et seq.
RECORDS	Police Law Incident	Crime Reports: Felonies <u>Except</u> Homicide, Juvenile, Child Abuse, or Sexual Assault.	10 years	Ppr/E	Yes after QC	NOTE: destruction of felony, misdemeanor and infraction crime and supplemental reports cannot include: 1) an adjudicated arrest except for HS 11357 or HS 11360 violations; 2) unserved warrants; 3) identifiable items which have not been recovered; 4) any case related to PC 290, PC 457.1 or HS 11590 registrants; 5) any violation listed in PC 799 or 800 et seq.; 6) any case presently involved in either civil litigation or criminal prosecution. Statute of Limitations is up to 6 years; other cities show 3 – 10 years retention
RECORDS	Police Law Incident	Crime Reports: Felonies Homicide, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault and Neglect, Misuse of Public Funds, Train-wrecking, Treason, Suicide. (Crimes subject to Death Penalty or without Statute of Limitations)	Permanent	Ppr/E	Yes after QC	PC §§261, 286, 288, 288a, 288.5, 289, 289.5, and 799

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RECORDS	Police Law Incident	Crime Reports: Arrest reports related to unadjudicated arrests and unserved warrants	2 years	Ppr	Yes after QC	GC §§34090, 34090.5 (two reproductions must be created and can be done in alternative format to paper – see code)
RECORDS	Police Law Incident	Crime Reports: All reports involving human death.	2 years	Ppr/E	Yes after QC	GC §§34090, 34090.5 (two reproductions must be created and can be done in alternative format to paper – see code)
RECORDS	Police Law Incident	Crime Reports: Child Abuse – Unsubstantiated: child abuse, child neglect, unsubstantiated cases	Last report received for suspected abuser + 10 years	Ppr/E	Yes after QC	PC §§11169(c), 11170(a)(3)
RECORDS	Police Law Incident	Crime Reports: Marijuana Citations or Reports (less than 28.5 grams)	Date of Arrest + 2 years	Ppr/E	Yes after QC	GC §34090, H&S §11361.5; Destroy records of juvenile offenders re: marijuana after age 18
RECORDS	Police Law Incident	Crime Reports: Sealed Juvenile Cases	Sealing Date + 5 years	Ppr/E	Yes after QC	Statute of Limitations runs up to age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1; GC §34090; W&I §781(d)
RECORDS	Police Law Incident	Crime Reports: Sealed Criminal Records	Sealing Date + 5 years	Ppr/E	Yes after QC	Keep for same time period as juvenile cases; W&I §781(d)
RECORDS	Police Law Incident	Crime Reports: Stolen Vehicles, No Conviction	Until Recovered (Minimum 3 years + current year)	Ppr/E	Yes after QC	GC §34090

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RECORDS	Police Law Incident	Crime Reports: Weapons, Lost / Stolen Property (Serialized or Property Entered into NCIC)	Until Recovered	Ppr/E	Yes after QC	GC §34090
RECORDS	Police Law Incident	Crime Reports: Evidence Report	Same as Criminal Report Retention	Ppr/E	Yes after QC	Same as retention period for the criminal report which applies. Statute of Limitations is 1 year for property seized by officers; CCP §340(d); GC §34090
RECORDS	Police Law Incident	Incident Reports: Non-Criminal, Civil Problems, Letters Received, Injured Person / Overdose / Attempted Suicide (NOT resulting in death)	Current* + 3 years	Ppr/E	Yes after QC	Also see Crime Reports; GC §34090
RECORDS	Police Law Incident	Incident Reports: Found Property/Safekeeping Reports	Current* + 3 years	Ppr/E	Yes after QC	If artifact over \$10,000, artifact is permanent – Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(d), 341(a); GC §34090
RECORDS	Police Law Incident	Incident Report: 5150 WIC (With 72 Hour Holds)	Current* + 2 years	Ppr/E	Yes after QC	GC §34090
RECORDS	Police Law Incident	Registrants: H&S 11590 Drug	5 years	Ppr/E	Yes after QC	GC §34090, H&S §11590
RECORDS	Police Law Incident	Registrants: PC 290 Sex Offender Registration	Until Registrant is deceased	Ppr/E	Yes after QC	Adult offenders must register for 5 years; juvenile offenders must register until age 25 or the records are sealed per W&I§781

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RECORDS	Police Law Incidents	Registrants: 457.1 Arson Registration	Current* + 5 years (adults); until age 25 or sealing date for juveniles	Ppr/E	Yes after QC	Adult offenders must register for 5 years; juvenile offenders must register until age 25 or the records are sealed per W&I §781
RECORDS	Police Law Incident	Registrants: PC 186.30 Gang Registration	Current* + 5 years (adults); until age 25 or sealing date for juveniles	Ppr/E	Yes after QC	Adult offenders must register for 5 years; juvenile offenders must register until age 25 or until the records are sealed W&I §781
RECORDS	Police Law Incident	Reports: Missing Person & Runaway (Returned/Case Cleared)	Current* + 3 years	Ppr/E	Yes after QC	Also see Crime Reports; GC §34090
RECORDS	Police Law Incident	Reports: Missing Person & Runaway (Unresolved)	Indefinitely, Until Located	Ppr/E	Yes after QC	Also see Crime Reports; GC §34090
RECORDS	Police Law Incident	Reports: Traffic Collisions - (Not Fatal)	Current * + 3 years	Ppr/E	Yes after QC	Actions against drivers must be brought in 3 years; GC §34090, VC §2547
RECORDS	Police Law Incident	Reports: Traffic Collisions – (Fatal)	Permanent	Ppr/E	Yes after QC	PC §§187, 800 et seq.
RECORDS	Police Law Incident	Reports: CHP180's: Vehicles Stored or Impounded with Traffic Citation Only, 30-Day (except Criminal Reports or Arrest)	Current* + 2 years	Ppr/E	Yes after QC	State law requires only 1 year from storage; Seized property limitation is 1 year; GC §34090, VC §10650(c)

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RECORDS	Police Law Incident	Reports: CHP180's: Vehicles Stored or Impounded, 30-Day (with Criminal Report or Arrest)	(Criminal Report Retention)	Ppr/E	Yes after QC	Takes retention period for the criminal report which applies. State law requires only 1 year from storage; Seized property limitation is 1 year; GC §34090, VC §10650(c)
RECORDS	Police Law Incident	Field Investigation Cards	2 years (minimum)	Ppr/E	Yes after QC	GC §§34090
RECORDS	Police Law Incident	Misc. Reports: Polygraph-VSA, Rape Exam, Children's, Assessment Center, Blood Toxicology, Crime Lab, CAL-ID	Same as Criminal Report Retention	Ppr/E	Yes after QC	Takes retention period for the criminal report which applies
RECORDS	DOJ Stats	Crime Statistics: Daily Crime Log, Crime Blotter	Current* + 2 years	Ppr/E		Administrative Preference; GC §34090
RECORDS	DOJ Stats	Crime Statistics: Annual	10 yrs	Ppr/E	Yes	Historical Value; GC §34090
RECORDS	DOJ Stats	Crime Statistics: Jail Activity Logs, Juvenile Detention Logs, Fire & Life Safety, Health Inspection, Jail Inspections, Title 15 Compliance	Current* + 3 years	Ppr		Administrative Preference. Title 15 compliance; GC §34090
RECORDS	DOJ Stats	Department of Justice Validation Lists	Current* + 2 years	Ppr		Information received by DOJ; GC §34090
RECORDS	Other	Criminal/Traffic Subpoena File (tracks subpoenas received for officer appearances)	Current* + 2 years	Ppr/E	Yes after QC	GC §34090

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RECORDS	Other	Background records check applications and response letters	2 years	Prp/E	Yes after QC	GC §34090
RECORDS	Other	Cross Reports (reports received from other agencies to check on welfare of children/adults. Often times rec'd from Social Services)	2 years	Ppr/E	Yes after QC	GC §34090
RECORDS	Other	Mug photographs	2 years	Ppr/E	Yes after QC	GC §34090
RECORDS	Other	Pawn Slips/Secondhand Dealer Transaction Records	2 years	Ppr		Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
RECORDS	Other	Private Party Tow/Repossession Reports (Called in by tow co. No police involvement-form completed and entry into DOJ CLETS system)	2 years	Ppr/E	Yes after QC	GC §34090
RECORDS	Other	Audits – CJIS, CORI	2 years	Ppr/E	Yes after QC	GC §34090
RECORDS	Other	Hate Crimes, State Reports	2 years	Prp/E	Yes after QC	GC §34090
RECORDS	Other	Juvenile Sealings	Sealing date + 5 years	Ppr/E		CCP §340.1, GC §34090; W & I §389 (a), 781 (d)
PD	Other	Correspondence from citizens, other than citizen complaints.	2 years	Ppr/E	Yes after QC	GC §34090

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DISPATCH	Other	Recordings: Dispatch Radio- 911 Phone Audio	365 days	Audio		GC §34090, 34090.6(b), 26202.6(destruction must be approved by City Council & City Attorney) Retain if claims or litigation pending.
IT	Other	Recordings: Station Surveillance Video	365 days	Video		GC §34090, 34090.6(b) (destruction must be approved by City Council & City Attorney) Retain if claims or litigation pending.
DISPATCH	Other	Recordings: Station Business Phone Audio	365 days	Audio		GC §§34090, 34090.6(b) (destruction must be approved by City Council & City Attorney)
PATROL/ ADMIN	Other	Work Schedules, shift assignments; shift trades, timesheets and/or time cards	Current* + 2 years	Ppr/E	Yes after QC	Department Preference; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; Time sheets are required for 2 years; 29 CFR 516.6 (1), 29 CFR 1602.14; GC §34090
ADMIN	Other	Wage rate tables or schedules used in computing straight – time earnings, wages, salary or overtime pay.	2 years	Ppr/E	Yes after QC	GC §34090
ADMIN	Other	Records of additions to or deductions from wages paid.	2 years	Ppr/E	Yes after QC	GC §34090 , 29 CFR 516.6, subd. (c)
ADMIN	Other	Completed Purchase Order Forms, Cash register tapes and deposit slips	2 years	Ppr/E		GC §34090
ADMIN	Other	Jury Summons for Police Department employees and related documentation	2 years	Prp/E	Yes after QC	GC §34090

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ADMIN	Other	Complaints against peace officers and any reports or findings relating to such complaints must be retained for a minimum of five (5) years after the date of complaint .	Final Disposition + 5 years	Ppr/E		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; For citizen complaints against police personnel, retention is 5 years; EVC§ 1045; GC§ 12946, 34090; PC § 801.5, 803 (c), 832.5
ADMIN	Other	Disciplinary Files In – Custody Deaths	Final Disposition + 5 years	Ppr/E		EVC 1045 (b)(1), GC §12946, 34090, PC§ 801.5, 803 (c), 832.5 (b)
ADMIN	Other	Grievances	Final Disposition of complaint + 2 years	Ppr/E	Yes after QC	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3 (b)(ii), GC§ 12946, 12960, 34090; 29 USC 1113, LC 1174
ADMIN	Other	Administrative Investigations: Officer-Involved Shootings / Shooting Review	Final Disposition + 25 years	Ppr/E	No	Consistent with IA and Statewide Guidelines; GC § 34090
ADMIN	Other					
PATROL	Other	Daily Briefing Log (internal document to brief incoming shift of pending work)	2 years	Ppr/E	Yes after QC	GC §§34090

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TRAINING	Other	Training class request forms & associated docs, mileage, receipts. P.O.S.T. (Peace Officer Standards & Training) training reimbursement request forms and related training expense receipts) Other training reimbursement forms and related training expense receipts	2 years	Ppr		GC §§34090
TRAINING	Other	Ride-a-long Waiver Forms	2 years	Ppr		GC §34090
TRAINING	Other	Permits Issued by Police (ie. Entertainment, Pawn, Massage, etc...)	Expiration + 2 years	Ppr/E		GC §34090
TRAINING	Other	Concealed weapon license application documents	2 years	Ppr		GC §§34090
TRAINING	Other	Alcohol Beverage Control Licensing Files	Current* + 2 years	Ppr/E		GC §§34090
TRAINING	Other	Firearms Dealer Applications, License Information	2 years	Ppr/E		GC §§34090; PC §26705
TRAINING	Other	Guns: Dealers Record of Sale	2 years	Ppr/E		GC §§34090; PC §26705
TRAINING/ FLEET	Other	Marked & Unmarked Vehicle (DMV) Files	Current + 2 years	Ppr	Yes after QC	GC §§34090

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TRAINING	Other	Training Courses / Files: Firearms, Field and Misc.	Termination + 5 years	Ppr/E	Yes after QC	EEOC/FLSA/ADEA (Age) requires 3 years retention for records re: promotion, demotion, transfer, selection or discharge; State Law requires 2-3 years; 29 CFR 1627.3 (b)(ii), GC §12946, 34090
TRAINING	Other	Background Files – Employees	Termination + 5 years	Ppr		Part of personnel file records; for peace officers retention is 5 years (Op. Atty. Gen. No. 99-1111 [May 2, 2000]); for other Police Dept staff, retention is 3 years. GC 12946, 29 CFR 516.5; LC 1174
TRAINING	Other	Background Files – Unsuccessful Applicants	5 years	Ppr		Eligibility Lists are 1 year and can be extended 1 year; EEOC/FLSA/ADEA (Age) require 3 years; State Law requires 2- 3 years; GC 12946, 34090, 29 CFR 1627.3, 8 CCR §11040 (7)(C)
TRAINING/ ADMIN	Other	Police department employees (except for peace officers), fire, emergency employees-- records may include release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; pre-employment medical evaluations	Length of employment + 3 years	Ppr/E		29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. LC 1174 GC 34090 GC 12946
TRAINING/ ADMIN	Other	Peace officer personnel records	Length of employment + 5 years	Ppr/E		Must be retained for a minimum of five (5) ytears after the officer has terminated employment. Op.Atty.Gen. No. 99-1111 [May 2, 2000]

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TRAINING/ ADMIN	Other	Background Files – Volunteers, Interns, & Reservists	Termination + 5 years	Ppr		Retained for administrative value; See comments/ references above for Background Files -Employees
TRAINING/ ADMIN	Personnel Record	Payroll or other related records which contain employee information including name, address, date of birth, occupation, rate of pay, & compensation earned each week Includes: performance evaluations; staff evaluations	3 years from last date of entry	Ppr/E		29 CFR 516.5, 29 CFR 1627.3
TRAINING/ ADMIN	Other	Collective bargaining agreements and any amendments or additions there to; Employee plans, or trusts; Employment contracts, individual contracts, written agreements or memoranda summarizing the terms of oral agreements or understandings.	3 years from last effective date			29 CFR 1627.3 GC 12946
DETECTIVE	Other	Operational Plans	2 years	Ppr/E	Yes after QC	GC §§34090
DETECTIVE	Other	Confidential Informant Files	Until terminated + 10 years	Ppr		State guidelines recommends 10 year retention after termination/closure of file
IT/Admin	Other	Crime Statistics: ALPR – Automated License Plate Reader Data	2 years	Ppr/E	Yes after QC	GC §§34090 If evidence to follow Evidence/Property retention

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PROPERTY / EVIDENCE	Other	Property & Evidence Management Files, Property Tags, Disposition	Indefinitely-Subject to Retention Period of Crime Report	Ppr/E	Yes after QC	GC §34090
PROPERTY / EVIDENCE	Other	Narcotics Destruction Log / Report	Indefinitely	Prp/E	Yes after QC	GC §34090
PROPERTY / EVIDENCE	Other	Records of Lost and Found Items which have been lawfully disposed of	2 years	Ppr/E	Yes after QC	GC §34090
DISPATCH	Other	Cell Phone Ping/Trace/Exigent Circumstances Form	2 years	Ppr/E	Yes after QC	GC §34090
DISPATCH	Other	FCC Licenses	Term + 2 years	Ppr/E		GC §34090
DISPATCH	Other	ANI/ALI misroute forms	2 years	Ppr/E		GC §34090

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ADMIN	Other	Monthly Uniform Crime Reporting (UCR) for State Dept of Justice, including: <ul style="list-style-type: none"> a) Actual offenses reported and cleared b) Return A Supplement c) Supplementary Homicide Report d) Property Stolen by type, value and classification e) Arson offenses f) Number of violent crimes committed against senior citizens g) Domestic Violence related calls for assistance h) Law Enforcement officers killed or assaulted i) Age, sex, and race of person arrested (adult/juvenile) j) Monthly arrest and citation register k) Monthly hate crimes incidents l) Death in custody reporting 	2 years	Ppr/E	Yes after QC	GC §§34090, 34090.5 (two reproductions must be created and can be done in alternative format to paper – see code)

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KEY:

C	–	Confidential
E	–	Electronic
H	–	Historical
MFC	–	Microfiche
MFR	–	Microfilm
Ppr	–	Paper
T	–	Terminated
V	–	Vital
CFR	-	Code of Federal Regulations
CCP	–	Code of Civil Procedure
EVC	–	Evidence Code
GC	–	Government Code
H&S	–	Health & Safety Code
LC	-	CA Labor Code
PC	–	Penal Code
QC	-	Quality Control
USC	-	United States Code
VC	–	Vehicle Code

NOTES:

- Retention periods begin when the project or other activity is completed, since destruction should normally be performed on the entire file for that project or activity at the same time.
- Litigation, administrative complaints, charges or investigations, claims or similar proceedings filed or commenced regarding a project or other activity will suspend normal retention periods for that project or activity, as the retention period will begin after final disposition of such a proceeding.
- Destruction of paper after scanning requires validation of reproducible scan quality, as well as other legally mandated safeguards.
- Please contact the City Clerk's Office or City Attorney's Office with any questions before destruction.
- *Refer to department policy as to what is considered current or closed.