

Retention Schedule: SHERIFF

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| SHERIFF | | | | | | | | | | | |
| Sheriff | SHR-001 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Adult Marijuana Misdemeanor or Infraction - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms | Conviction or Arrest (if No Conviction) + 2 years | | Conviction or Arrest (if No Conviction) + 2 years | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After Final Disposition | ("Shall" Destroy); H&S §11361.5 |
| Sheriff | SHR-002 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Child Abuse or Neglect | Date of Incident + 10 years, If No Subsequent Reports | | Date of Incident + 10 years, If No Subsequent Reports | | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After QC | PC §§11169(i); 11170(a); GC §26202 |
| Sheriff | SHR-003 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms | Arrest Date + 3 years | | Arrest Date + 3 years | Yes | Mag, Mfr, OD, Ppr | | S/M/I | No | Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §26202; PC §851.8(a) |

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| Sheriff | SHR-004 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Juvenile Marijuana Misdemeanor or Infraction - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms | Conviction or Arrest (if No Conviction) + 2 years or Juvenile 18 years old | | Conviction or Arrest (if No Conviction) + 2 years or Juvenile 18 years old Sealing Date + 5 years (or Court Order) 10 years | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: When Inactive | If no subsequent conviction ("Shall" Destroy); H&S §11361.5 |
| Sheriff | SHR-005 | ARREST RECORDS / CRIME / INCIDENT REPORTS: Sealed Juvenile and Ward Cases - Except Child Abuse or Severe Neglect, (Substantiated), those with outstanding stolen property, including firearms, or lost firearms | Sealing Date + 5 years (Or Court Order) | | | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 2 years | Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §26202; W&I §§389(a), 781(d) |
| Sheriff | SHR-006 | ARREST RECORDS / CRIME REPORTS: All, Unless otherwise Specified (Felonies and Misdemeanors) - Except those with outstanding stolen property, including firearms, or lost firearms | 10 years | | | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: 1 year | Department Preference to facilitate Three Strikes law and ease of document imaging administration; GC §26202, PC §§802, PC §§187, 800 et seq., W&I §389(a), 781(d) |

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| Sheriff | SHR-007 | ARREST RECORDS / CRIME REPORTS: Major Crimes / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §290), Confirmed Child and Elder Abuse | P | | P | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 1 year | Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799; 11169 et seq.; 11170(a) |
| Sheriff | SHR-008 | ARREST RECORDS / CRIME REPORTS: Misdemeanor or Infraction Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5) | Offender is 18 Years Old | | | Offender is 18 Years Old | Yes | Mag, Ppr | | | |
| Sheriff | SHR-009 | ARREST RECORDS / CRIME REPORTS: Those Containing Firearms entered into CLETS (if not Permanent Retention) | Firearm Found or Recovered | | Firearm Found or Recovered | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 1 year | PC§ 11108(b) |
| Sheriff | SHR-010 | CITATIONS: Misdemeanor Traffic or Criminal | 2 years | | 2 years | | Ppr | | | | Statute of Limitations is up to two years; GC §26202, PC §802 |
| Sheriff | SHR-011 | CIVIL FILES - Evictions, Service of Process | 2 years | | 2 years | Yes | Mag, Ppr | | | | GC §26202 |
| Sheriff | SHR-012 | CIVIL FILES - Garnishments | Satisfaction of Writ + 2 years | | Satisfaction of Writ + 2 years | Yes: Until Satisfied | Mag, Ppr | | | | Department adds interest; GC §26202 |

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| Superior Court | SHR-013 | COURT PETITIONS: Emergency Medical Petitions (HIV testing) | 2 years | | 2 years | | Mag, Ppr | | | | Superior Court maintains originals; GC §26201 |
| Sheriff | SHR-014 | CRIME STATISTICS: ANNUAL | 2 years | P | P | | Mag, Mfr, OD, Ppr | Yes | S/M/I | Yes: When Inactive | Historical Value; GC §26202 |
| Sheriff | SHR-015 | CRIME STATISTICS: PERIODIC (Monthly, Bi-monthly, etc.) | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | | Preliminary drafts; GC §26202 |
| Sheriff | SHR-016 | DEPARTMENT OF JUSTICE (DOJ) PURGE NOTIFICATIONS | When No Longer Needed | | When No Longer Needed | | Ppr | | | | Non-records; GC §26202 |
| Sheriff | SHR-017 | DEPARTMENT OF JUSTICE (DOJ) VALIDATION LISTS | 2 years | | 2 years | | Mag, Ppr | | | | Information received by DOJ; GC §26202 |
| Sheriff / Auditor | SHR-018 | FALSE ALARM REPORTS | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| | SHR-019 | FCC LICENSE | Superseded | | Superseded | | Ppr | | | | FCC record (Non-record) |
| Sheriff | SHR-020 | FIELD INTERVIEW DATA / FIELD INTERVIEW CARDS | After Entry to RMS | | After Entry Into RMS | | Mag, Ppr | | | | Preliminary drafts; GC §26202 |
| Sheriff | SHR-021 | GUNS: DEALERS RECORD OF SALES | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202, PC§27500-27590 |
| Sheriff | SHR-022 | INCIDENT REPORTS (Non-criminal, including Found Missing Persons) | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff | SHR-023 | INFORMANT FILES (Legal Notifications, Identification, Payment, Activities) | Inactive + 5 years | | Inactive + 5 years | | Mag, Ppr | | | | Department Preference; Does not contain criminal intelligence information concerning individuals; GC §26202 |

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| Sheriff | SHR-024 | INTERNAL AFFAIRS INVESTIGATIONS - CITIZEN COMPLIANTS | Final Disposition + 5 years | | Final Disposition + 5 years | | Mag, Ppr | | | | Complaints & Findings must be retained for 5 years; all laws require retention until final disposition of formal complaint; Statute of Limitations is 4 years for misconduct; EVC §1045(b)(1), GC §§12946, 26202, PC §§801.5, 803(c), 832.5, VC §2547 |
| Sheriff | SHR-025 | INTERNAL AFFAIRS INVESTIGATIONS - INTERNAL COMPLIANTS | Final Disposition + 2 years | | | Final Disposition + 2 years | | Mag, Ppr | | | |
| Sheriff | SHR-026 | INTERNAL AFFAIRS INVESTIGATIONS: Officer-Involved Shootings Resulting in Death | P | | P | | | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 2 years |
| Sheriff | SHR-027 | INVESTIGATIONS / BACKGROUND FILES - Employees and Volunteers - Except for Psychological Evaluations, Polygraphs | Separation + 10 years | | | Separation + 10 years | | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 2 years |
| Sheriff | SHR-028 | INVESTIGATIONS / BACKGROUND FILES - Employees and Volunteers - Psychological Evaluations, Polygraphs | Separation + 10 years | | Separation + 10 years | | | Mag, Ppr | | | |

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| Sheriff | SHR-029 | INVESTIGATIONS / BACKGROUND FILES - Unsuccessful Applicants | 10 years | | 10 years | | | | | | Eligibility Lists are 1 year and can be extended 1 year; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 26202 |
| Sheriff | SHR-030 | LOST AND FOUND ITEMS | 2 years | | 2 years | | Ppr | | | | GC §26202 |
| Auditor | SHR-031 | NATIONAL CRIMINAL INFORMATION CENTER (NCIC) REPORTS | When No Longer Needed | | When No Longer Needed | | Mag, Ppr | | | | Transitory records not retained in the ordinary course of business; § 26202 et seq. |
| Sheriff | SHR-032 | O.C. APPLICATION REPORT (use of pepper spray - sent to Department of Justice) | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff | SHR-033 | OFFICER RECORDINGS: Body-Worn Cameras – LOGS of Access or Deletion of Data | P | | P | | Mag | | | | PC§ 832.18(b)(5)(E); GC §26202 |
| Sheriff | SHR-034 | OFFICER RECORDINGS: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints | Follows retention for Evidence, Minimum 2 years | | Follows the Retention of the Evidence, Minimum 2 years | | Mag | | | | PC§ 832.18(b)(5)(B)&(C); GC §26202 |
| Sheriff | SHR-035 | OFFICER RECORDINGS: Body-Worn Cameras - that are NOT evidence | 12 months | | 12 months | | Mag | | | | Department preference (required for 60 days); PC§ 832.18(b)(5)(A); GC §26202 |

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| Police / Records | SHR-036 | OFFICER RECORDINGS: MOBILE AUDIO VIDEO (MAV) Recordings - that are NOT evidence | 1 year | | 1 year | | Mag | | | | Those segments of videos that are determined to be evidence are retained as evidence; GC §26202.6 et seq. |
| Sheriff | SHR-037 | PARKING CITATIONS | 2 years | | 2 years | | Ppr | | | | GC §26202 |
| Sheriff | SHR-038 | PATROL REQUESTS / VACATION REQUESTS / EXTRA PATROL REQUESTS | 2 years | | 2 years | | Mag, Mfr, OD, Ppr | | | | GC §26202 |
| Sheriff | SHR-039 | PAWN SLIPS | 2 years | | 2 years | | Ppr | | | | Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §26202 |
| Sheriff | SHR-040 | PERMITS - APPROVED - CONCEALED WEAPONS PERMITS (CCW), EXPLOSIVE | Expiration + 2 years | | Expiration + 2 years | Yes | Ppr | | | | Department Preference; DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §26202, PC §26225 |
| Sheriff | SHR-041 | PERMITS - DENIED / REVOKED - CONCEALED WEAPONS PERMITS (CCW), EXPLOSIVE | 2 years | | 2 years | | Ppr | | | | GC §26202, PC §26225 |

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| Admin. / Personnel | SHR-042 | PERSONNEL FILES (Peace Officers) | Separation + 5 years | | Separation + 5 years | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 2 years | Department Preference (copies); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 29 CFR1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26201, 26202 |
| Sheriff | SHR-043 | PLANS, PROCEDURES & REFERENCES: County Emergency Plan, Communications, Emergency Operations, Multi-Hazard, Oils Spill Contingency, Schools, etc. | When Superseded | | | When Superseded | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After Superseded |
| Sheriff | SHR-044 | REAL PROPERTY SALES / CERTIFICATES OF REDEMPTION | P | | P | | Mag, Mfr, OD, Ppr | | S/M/I | No | GC §26202 |
| Sheriff / Auditor | SHR-045 | RECORDS RELEASES | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff | SHR-046 | REGISTRANT FILES - ARSON REGISTRANTS: Adults | 10 years | P | P | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 1 year | Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §26201 |

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| Sheriff | SHR-047 | REGISTRANT FILES - ARSON REGISTRANTS: Juveniles released from California Youth Authority | Age 25 or Sealing Date + 5 years | | Age 25 or Sealing Date + 5 years | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 1 year | Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §26201 |
| Sheriff | SHR-048 | REGISTRANT FILES - NARCOTICS / DRUG | 5 years | | 5 years | | Mag, Ppr | | | | Non-records used for investigations; originals retained by DOJ; GC §26202, H&S §11590 |
| Sheriff | SHR-049 | REGISTRANT FILES - SEX OFFENDERS: Adults | P | | P | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 2 years | PC §290 et seq. |
| Sheriff | SHR-050 | REGISTRANT FILES - SEX OFFENDERS: Juveniles | P or Sealing Date + 5 years (or Court Order) | | P or Sealing Date + 5 years (or Court Order) | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 2 years | PC §290(d)(5), W&I §781 |
| Superior Court | SHR-051 | RESTRAINING ORDERS (Some are also in CLETS) | Upon Expiration | | Upon Expiration | | Ppr | | | | Superior Court maintains originals; GC §26201 |
| Sheriff | SHR-052 | ROSTER OF CRIMINAL OFFENDER RECORD INFORMATION REQUESTS | 5 years | | 5 years | | Mag, Ppr | | | | Department Preference; Attorney General determined 3 years; PC §11078; CCR 707(c) |
| Superior Courts | SHR-053 | STATEMENT OF PROBABLE CAUSE (allows the Judge to determine if an arrestee can be held past 48 hours prior to arraignment) | 2 years | | 2 years | | Mag, Ppr | | | | Superior Courts retain records; GC §26202 |

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| Sheriff | SHR-054 | TIME SHEETS / TIME CARDS | 5 -years | | 5 years | Yes: Until Paid | Mag, Ppr | | | | Department Preference (contract with Forest Services requires 10 years); Meets auditing standards (audit + 4 years); IRS requires 4 years; other State and Federal regulations require 2 years; FTB keeps 3 years; 8 CCR §11040.7(c); 29 CFR 516.6(a)(1); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §26202 |
| Sheriff | SHR-055 | TRAINING: Firearms & Field | Separation + 5 years | | Separation + 5 years | Yes | Mag, Mfr, OD, Ppr | | S/M/I | Yes: After 2 years | Claims can be made for 30 years for toxic substance exposure; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202 |
| Sheriff | SHR-056 | UNIFORM CRIME REPORTS (UCR) MONTHLY REPORTS | When No Longer Required | | When No Longer Required | | Mag, Ppr | | | | Filed on line with the State; Department preference; GC §26202 |
| Sheriff | SHR-057 | VEHICLE REPOSSESSION NOTICES | When No Longer Required | | When No Longer Required | | Mag, Mfr, OD, Ppr | | | | Preliminary drafts; GC §26202 |
| Superior Courts | SHR-058 | WARRANTS | Until Served or Recalled | | Until Served or Recalled | Yes | Ppr | | | | GC §26201 |

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| Sheriff | SHR-059 | WATCH COMMANDER LOGS | 2 years | | 2 years | | Mag, Ppr | | | | Department Preference; GC §26202 |
| JAIL | | | | | | | | | | | |
| Sheriff / Jail | SHR-060 | Jail Incident Reports | 3 years | | 3 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff / Jail | SHR-061 | Jail In-Custody Rosters | 3 years | | 3 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff / Jail | SHR-062 | Jail Video Recordings (Jail surveillance, security) | 1 year | | 1 year | | Mag | | | | GC §26202.6(a) |
| Sheriff / Jail | SHR-063 | Logs & Inspections: Activity, Custody Logs & Lists, Daily Counts, Daily Food Services, Freezer Temperature Forms, Goof Inspection, Kitchen Utensil Inventory, Handcuff Log, Tool Log, Jail incident Lob, Drain Flush Log, Jail Key Log, Shift Change Checklist, Duress Alarm Log, Safety & Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff / Jail | SHR-064 | Medical Screen Forms, Sheets | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff / Jail | SHR-065 | Monthly Counts, Official Counts | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff / Jail | SHR-066 | Outside Agencies Pre-booking Forms | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |

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| | | | Active (in office) | Inactive (Off-Site) | Total Retention | Vital? | Media Options | Ar-chives | Image: S=Scan M=Micro-fiche I=Import | Destroy Paper after Imaged & QC'd | |
| If the record is not listed here, refer to the Retention for County-Wide Standards | | | | | | | | | | | |
| Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. | | | | | | | | | | | |
| Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement). | | | | | | | | | | | |
| Sheriff / Jail | SHR-067 | PREA (Prison Rape Elimination Act) Report | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |
| Sheriff / Jail | SHR-068 | Property Sheets | 2 years | | 2 years | | Mag, Ppr | | | | GC §26202 |