

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>POLICE / ADMINISTRATION / POLICE CHIEF</b>								
Police / Admin. / Chief	PD-001	Background Files - <b>Successful Employee / Volunteer Applicants</b> (Employees, Cadets, Canines, Explorers, CERT, Chaplains, Reserves, etc.)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1627.3(b)(1)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Police / Admin. / Chief	PD-002	Background Files - <b>Unsuccessful Employee / Volunteer Applicants</b> (Employees, Cadets, Canines, Explorers, CERT, Chaplains, Reserves, etc.)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(1)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090
Police / Admin.	PD-003	CCW Applications / Renewals (Carry Concealed Weapon Applications / Permits) - <b>UNSUCCESSFUL / DENIED</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-004	CCW Applications / Renewals (Carry Concealed Weapon Applications / Permits) - <b>SUCCESSFUL / APPROVED</b>	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-006	Complaints - Internal Investigations <b>WITH Sustained Finding of Misconduct</b>	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC§ 34090
Police / Admin. / Chief	PD-007	Complaints -Internal Investigations <b>WITHOUT Sustained Finding of Misconduct</b>	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & 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 after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Admin. and Police / Admin. / Chief	PD-008	Emergency Operations Plan (includes Office of Emergency Management / Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-009	Monthly Reports (internal activities report)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I		Reports can be re-created from RMS database (copies or preliminary drafts); GC §34090 et seq.
Police / Admin. / Chief	PD-010	On-Duty Traffic Accident Reviews (for Employee) - <b>No Employment Actions</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-011	Personnel Training File - <b>BY EMPLOYEE (Includes POST printouts)</b> Peace Officer / Dispatcher, Monthly Evaluations, Request for Position Consideration  Required Information for all Employee Training (if records are created): Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be consistent with Human Resources; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b) LC §1198.5
Police / Admin. / Chief	PD-012	Policies / Procedures / Lexipol / Operation Directives / General Orders (Department Policies / Procedures)	Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law requires 4 years for all employment actions; GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-013	Press Releases - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-014	Reports / Studies - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

## (Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief	PD-015	Reports to State / Federal Agencies: Report to POST Commission of peace officer employment, compliant, finding, disposition, / judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, / disposition of complaints made against its officers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin. / Chief	PD-017	Services Comments / Citizen Inquiries	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-018	STOP Source Data, Audit Log / Racial / Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §§12525.5, 34090
Police / Admin. / Chief	PD-019	Training Presented by Staff - <b>COURSE RECORDS</b> (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial, Harassment, Workplace Violence, Safety Training, Tailgates)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rosters are sent to POST; OSHA requires safety training 5 years; Ethics, Fiscal and Financial, Harassment & Workplace Violence Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 <del>2</del> -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 , LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b); LC §6401.9(f)
Police / Admin. / Chief	PD-020	Use of Force Reviews - <b>No Employment Actions</b> - Not as a result of a complaint from a member of the public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-021	Weapons Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns,	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>POLICE / ANIMAL CONTROL</b>								
Police / Animal Control	PD-022	Adoption Receipts / Ownership	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Animal Control	PD-023	Animal Address Files: Bite Reports, Complaints, Cruelty Investigations / Administrative Hearing Officer Findings, Dangerous Dog Reports, Impound Notices, Investigations, Barking Dogs, Loose Dogs, Lost Animals, etc.	When Animal Deceased, <b>Minimum 3 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police / Animal Control	PD-024	Animal Licenses	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police / Records	PD-025	Animal Licensing <b>Database</b>	Indefinite - Minimum Expiation + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Police / Records	PD-026	Animal Shelter Manager Software <b>Database</b>	Indefinite - Minimum 3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May include Animal Treatment records; Data Fields / Records are interrelated; GC §34090
Police / Animal Control	PD-027	Animal Treatment / Medical	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq.,
Police / Animal Control	PD-028	Complaints - Regarding Animals (Barking, etc.)	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police / Animal Control	PD-029	Impound Notices / Contact Requests	End of Impound + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090
Police / Animal Control	PD-030	Investigations / Problem Animal Files (barking, loose dogs, dangerous dog reports, vicious animals, etc.)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police / Animal Control	PD-031	Notices to Comply, Warning Letters / Notices / Citation Books (Off leash, etc.)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE****(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Animal Control	PD-032	Rabies Vaccination Clinics	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq.,
Police / Animal Control	PD-033	Record of All Efforts to Contact Owner / Microchip's Primary Registrant	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	oEA 31108.3 and 31752.1
Police / Animal Control	PD-034	Work Release Program: Time Logs / Sign-in Sheets	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
<b>POLICE / COMMUNICATIONS / CAD / DISPATCH / AUDIO AND VIDEO RECORDINGS</b>								
Police / Communications	PD-035	Recordings: <b>Audio Recordings - (CAD/RMS)</b> Recordings of Telephone / Radio Communications Dispatch Tapes (CAD) / 911 Recordings	366 days		Mag			Department Preference; as of 2025, 911 recordings for domestic violence and other specified crimes - <b>if any</b> - are required to be provided to a victim or representative for 5 years - <b>upon request</b> . Commission on State Mandates has not determined this is an unfunded state mandate; legally mandated for 100 days; (civil suits may be filed up to 365 days); GC §§34090, 34090.6; FC §6228
Police / Communications	PD-035.5	Recordings: Automated License Plate Reader Data / ALPR Recordings	When No Longer Required		Mag,			Department preference; Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq;
Police / Communications	PD-036	Recordings: <b>Body-Worn Cameras – LOGS of Access / Deletion of Data</b>	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Communications	PD-037	Recordings: <b>Body-Worn Cameras</b> - that <b>ARE evidence, Officer Involved Shootings / Detention / Arrest / Complaints</b>	Follows retention for Evidence, <b>Minimum 2 years</b>		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Communications	PD-038	Recordings: <b>Body-Worn Cameras</b> - that are <b>NOT evidence</b>	Minimum 60 days		Mag,			Department preference (law recommends 60 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Communications	PD-038.5	Recordings: Body-Worn Cameras – <b>Accidental Recordings</b> Reviewed and Approved for Deletion (Non-evidentiary)	After Approval		Mag,			Department preference; consistent with Lexipol policies (review, supervisory authorization, and documentation required); PC§ 832.18 et seq. GC §34090.6 et seq.
Police / Communications	PD-038.5	Recordings: Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		Mag			Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Communications	PD-039	Recordings: Mobile Audio Video (MAV) that are not evidence, Automated License Plate Readers (ALPR) / Drone Recordings / Patrol Unit Video (WatchGuard)	1 year		Mag	S / I	Yes: After QC & OD	Department preference (consistent with Lexipol retention); Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings; GC §34090.6 et seq.
Police / Communications	PD-040	Recordings: <b>Video Recordings - Department Activity</b> (Employees Performing Work, Cashiering, Building Security, etc.)	366 days		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Police / Communications	PD-041	Recordings: <b>Video Recordings - Jail / Temporary Holding / Building Security / Department Activity</b> (Employees Performing Work, Cashiering, Building Security, etc.)	366 days		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Police / Communications	PD-042	Recordings: <b>Video Recordings - Public Areas / Public Activity</b>	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Communications	PD-043	Vacation Checks / Patrol Requests	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Draft (entered in RMS / CAD system; GC §34090 et seq.
<b>POLICE / FIELD OPERATIONS / PATROL</b>								

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Field Ops / Patrol	PD-044	Hearing Officer Determinations (Citation Appeals, Tows, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Field Ops / Patrol	PD-044.5	Jail Inspections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Field Ops / Patrol	PD-045	Ops Plans (Fourth of July, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Field Ops / Patrol	PD-046	Parking Permits / Preferential Parking Permits / Oversized Vehicle Parking Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Field Ops / Patrol	PD-047	PAS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Field Ops / Patrol	PD-048	Patrol Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.
Police / Field Ops / Patrol	PD-049	Regulatory Permits, Licenses / Backgrounds: Bingo, , Entertainment, Firearms Dealers, Fortune Tellers, Pawn, Secondhand Dealer, Massage, Special Event, Tow Truck Drivers, etc.	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC § 104.7; GC §34090
Police / Field Ops / Patrol	PD-049.5	Ride-A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Field Ops / Patrol	PD-050	Speedometer Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Field Ops / Patrol	PD-051	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Field Ops / Patrol	PD-052	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
<b>POLICE / INVESTIGATIVE SERVICES DIVISION (ISD)</b>								
State of California	PD-053	Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record

## (Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Investig. Services Division	PD-054	Criminal Intelligence Files	Last Entry + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Investig. Services Division	PD-055	Cross Reports (reports received from other agencies to check on welfare of children/adults. CPS, DPSS, APS)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investig. Services Division	PD-056	Detectives Investigation Files / Arrest Files	Transferred into Record's Crime Report Files		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Investig. Services Division	PD-057	Guns: Dealers Record of Sale (DROS)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investig. Services Division	PD-059	Informant Files / Gang Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Investig. Services Division	PD-060	Pawn Slips / Secondhand Dealer Transaction Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Investig. Services Division	PD-061	Registrants: Arson Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from DOJJ , records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Investig. Services Division	PD-062	Registrants: Arson - <b>Juveniles</b> released from Division of Juvenile Justice	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from DOJJ , records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090
Police / Investig. Services Division	PD-063	Registrants: Gang <b>Adults</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Investig. Services Division	PD-064	Registrants: Gang <b>Juveniles</b>	Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police / Admin. - Records	PD-064.5	Registrants: Gang <b>Adults Shared Gang Databases</b> / CalGang	5 years After Last Reset	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a));11 CCR 773.8; GC §34090
Police / Admin. - Records	PD-064.6	Registrants: Gang <b>Juveniles Shared Gang Databases</b> / CalGang	3 years After Last Reset	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781; 11 CCR 774; PC §186.30; GC §34090 et seq.
Police / Investig. Services Division	PD-065	Registrants: Sex Offender Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.

## (Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Investig. Services Division	PD-066	Registrants: Sex Offender Registrations: <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Court or Dist. Attny	PD-067	Subpoenas (Personal Appearance of Police Employees)	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Court or District Attorney records; GC §34090 et seq.
<b>POLICE / PROPERTY AND EVIDENCE</b>								
Police / Property & Evidence	PD-068	_Property / Evidence <b>Database</b>	Indefinite - Follows the Retention of the Evidence	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (data is interrelated); GC §34090
Police / Property & Evidence	PD-069	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Property & Evidence	PD-070	Gun / Narcotics Destruction Log (Documents related to)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Property & Evidence	PD-071	Property / Evidence <b>Logs</b> / Destruction Authorizations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Property & Evidence	PD-072	Safekeeping: Lost / Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>POLICE / RECORDS</b>								
Police / Records	PD-073	_RMS Database	Indefinite - Follows the Retention of the Crime Report	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Police / Records	PD-074	CHP Forms: Pursuit Report (CHP 187A), Vehicle Report (CHP 180), etc.	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090
Police / Records	PD-075	Citations (Parking, Traffic, Marijuana / Cannabis, Misdemeanors). Includes requests for dismissals, cancellations, / appeals.	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-076	CRIME REPORTS / SEALED RECORDS: <b>Sealed Juvenile</b> Cases - Childhood Sexual Assault - <b>Before January 1, 2024</b>	Age of Majority + 22 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; Statute of Limitations runs up to age 22 or within five years of date of discovery of injury/illness occurring after age of majority, whichever is later; CCP §§340.1, GC §34090
Police / Records	PD-076.2	CRIME REPORTS / SEALED RECORDS: <b>Sealed Juvenile</b> Cases - <b>Childhood Sexual Assault - After January 1, 2024</b>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; Statute of Limitations runs up to age 22 or within five years of date of discovery of injury/illness occurring after age of majority, whichever is later; CCP §§340.1, GC §34090
Police / Records	PD-077	CRIME REPORTS / SEALED RECORDS: <b>Sealed Juvenile</b> Cases Except Sealed Childhood Sexual Assault	Per Court Order (Subject 26 years old / Sealing Date + 5 years)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	CCP §§340.1, GC §34090; GC §68152(g)(1), W&I §781(d)

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-078	CRIME REPORTS: <b>Lost Property: Firearms</b> entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Records	PD-079	CRIME REPORTS: ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), / Sexual Assault (Rape), Arson (Suspected / Undetermined)	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-080	CRIME REPORTS: Child Abuse / Neglect Investigation Reports <b>Unsubstantiated / Inconclusive</b>	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c),11170(a)(3)
Police / Records	PD-081	CRIME REPORTS: <b>Except those specifically mentioned in the schedule (ALL Others)</b>	5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Domestic Violence incident reports are required for a minimum of 5 years if they exist; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq, FC 6228(d)

**RECORDS RETENTION SCHEDULE: POLICE**

**(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-082	CRIME REPORTS: <b>Misdemeanor / Infraction - Adult Marijuana / Cannabis</b> - HS §11357(b)(c)(d)(e) / HS §11360(b) (with procedure in HS §11361.5) - Except those with outstanding stolen property, including firearms, / lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8), 34090; H&S §11361.5
Police / Records	PD-083	CRIME REPORTS: <b>Misdemeanor / Infraction - Juvenile Marijuana / Cannabis</b> - HS §11357(E) - Except those with outstanding stolen property, including firearms, / lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Records	PD-084	CRIME REPORTS: <b>Missing Persons</b>	P (If Returned, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records	PD-085	CRIME REPORTS: <b>Factually Innocent Petition Accepted Records</b> Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, / lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-086	CRIME REPORTS: <b>Misdemeanor / Infraction Marijuana / Cannabis</b> §11357(de) - <b>Juvenile on School Grounds during School Hours</b> (with procedure in HS §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)

## RECORDS RETENTION SCHEDULE: POLICE

(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-087	CRIME REPORTS: Vacatur Relief Granted by Court - <b>Victim of Human Trafficking, / Victim of Intimate Partner Violence / Sexual Violence (Nonviolent Crimes)</b>	Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
State of California	PD-088	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
Police / Records	PD-089	Daily Briefing Logs	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-090	Department of Justice Validation Lists	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-091	Permits - Amplified Sound, Dance, etc..	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-092	Permits: Cannabis, Firearms Dealers, Secondhand Dealers, Pawn Brokers Licenses	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC § 104.7; GC §34090
State of California	PD-093	Private Party Tow/Repossession Reports (called in by tow company so PD knows the vehicle wasn't stolen)	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Not a City record (a State record)
Court	PD-094	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file)	Expiration of the Order		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Not a City record

**RECORDS RETENTION SCHEDULE: POLICE****(Admin., / Chief, Animal Control, Comms., Field Ops., ISD, Property And Evidence, Records, Support Svcs)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>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.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>POLICE / SUPPORT SERVICES</b>								
Police / Support Services	PD-095	Administrative Citations (Loud Party, Fireworks)	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Support Services	PD-096	Alarms: False Alarm Violation Notices, False Alarm Notices, False Alarm Reports, Permit Applications,	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Investig. Services Division	PD-097	Asset Forfeiture Notification	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090
Police / Support Services	PD-098	Cell Phone Trace Authorization Form	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Support Services	PD-099	DUI Billings (whether paid / not)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.