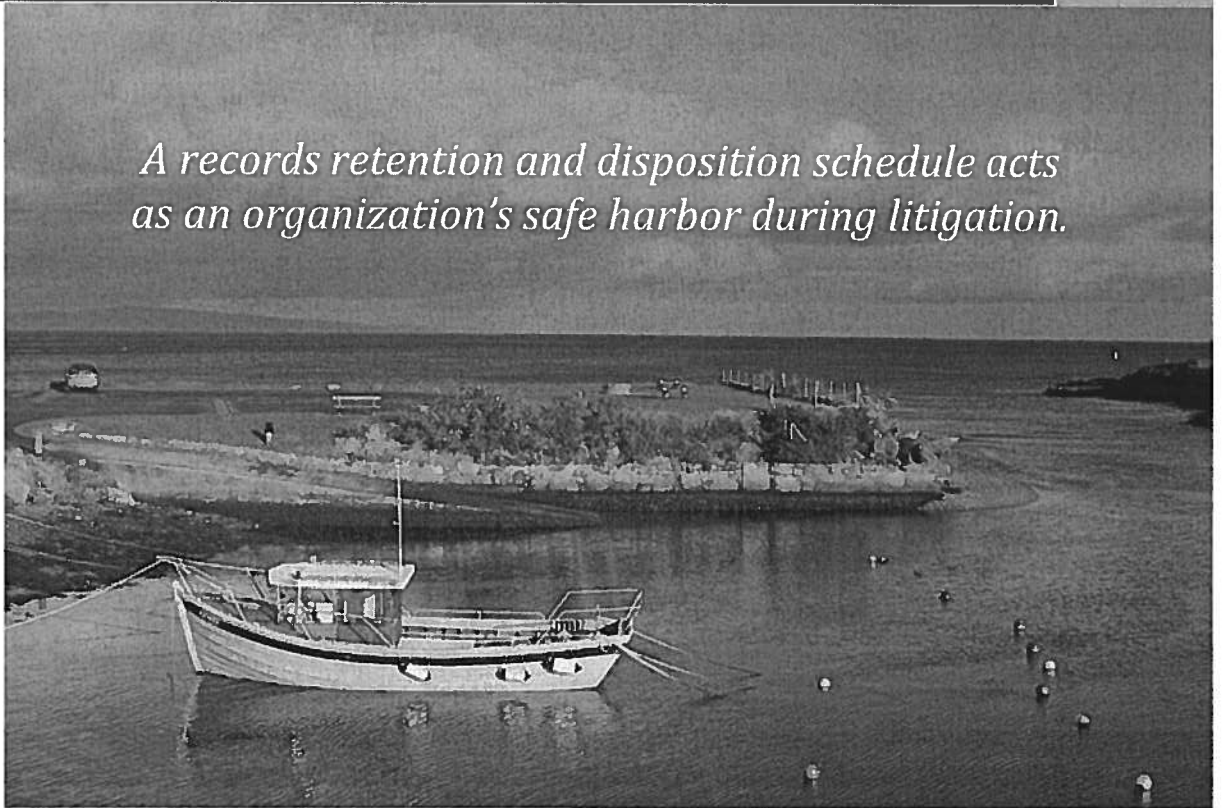


Orange County Sheriff's Department



RECORDS RETENTION AND DISPOSITION SCHEDULES

*A records retention and disposition schedule acts
as an organization's safe harbor during litigation.*



2014

*Authored by: Carol Ann Morris
Assistant Director, Support Services Division*

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RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA

December 16, 2014

WHEREAS, the Board of Supervisors may authorize a Department head to destroy County records as permitted by law in accordance with approved Records Retention and Disposition Schedules; and

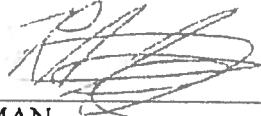
WHEREAS, the Sheriff-Coroner requests that the Board approve revised and new Records Control Schedules for the Sheriff-Coroner Department, and approve the rescission of certain Records Control Schedules in accordance with the California Government Code.

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby:

1. Find that the subject activity is not a project within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and is therefore not subject to review under CEQA.
2. Approve fourteen (14) revised Sheriff-Coroner's Department Records Retention and Disposition Schedules: 56C, 104B, 113B, 114C, 123C, 124D, 125B, 163C, 164B, 352A, 353A, 354A, 356A, and 357A to supersede existing schedules 8A, 9A, 25B, 28A, 184A, 56B, 104A, 113A, 114B, 123B, 124C, 125A, 163B, 164A, 352, 353, 354, 356, and 357.
3. Approve seven (7) newly created Sheriff-Coroner's Department Records Retention and Disposition Schedules for the following divisions/bureaus: Communications & Technology Division (No. 366), Criminal Investigation Division (No. 367), Emergency Management Division (No. 369), Field Training Bureau (No. 370), Homeland Security Division (No. 371), S.A.F.E Division (No. 372), and Department-wide (No. 368).
4. Approve the rescission of three (3) Sheriff-Coroner's Department Records Retention and Disposition Schedules: 88B, 351A, and 355A.
5. Authorize continuing disposition of the records in accordance with the Schedules.

The foregoing was passed and adopted by the following vote of the Orange County Board of Supervisors, on December 16, 2014, to wit:

AYES: Supervisors: TODD SPITZER, LISA A. BARTLETT, JOHN M.W. MOORLACH
SHAWN NELSON,
NOES: Supervisor(s):
EXCUSED: Supervisor(s):
ABSTAINED: Supervisor(s):

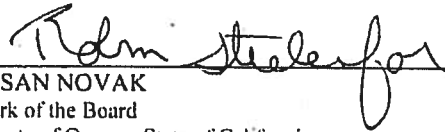


CHAIRMAN

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, SUSAN NOVAK, Clerk of the Board of Orange County, California, hereby certify that a copy of this document has been delivered to the Chairman of the Board and that the above and foregoing Resolution was duly and regularly adopted by the Orange County Board of Supervisors

IN WITNESS WHEREOF, I have hereto set my hand and seal.




SUSAN NOVAK
Clerk of the Board
County of Orange, State of California

Resolution No: 14-113
Agenda Date: 12/16/2014
Item No: 15



I certify that the foregoing is a true and correct copy of the Resolution adopted by the Board of Supervisors, Orange County, State of California

Susan Novak, Clerk of the Board of Supervisors

By: 
Deputy

INTRODUCTION

This document is intended for Orange County Sheriff's Department (OCSD) personnel to use when managing the records in their offices. It can also serve as a helpful tool, providing both OCSD personnel and legal counsel with a roadmap for finding information in case of internal investigations, audits, disaster recovery, or litigation.

The Records Retention and Disposition Schedules contained in this document apply to records that are maintained by OCSD. They are the only Board-of-Supervisors-approved Records Retention and Disposition Schedules; no other schedules shall be adhered to.

If a record is not on a Board-approved Records Retention and Disposition Schedule (and arguably is not part of any category listed on other Board-approved OCSD schedules), then OCSD is obligated to retain the record permanently because only the Board may authorize the destruction of a government record.

Retention periods listed in the Records Retention and Disposition Schedules are required minimums. Retention periods can and shall be extended when necessary to comply with audits, civil and criminal actions, and any other matter requiring the continued retention of the records, in accordance with *OCSD's Legal Hold Policy*.

The following retention periods apply only to the "agency official record copy" as designated by each agency. Any duplicate copy of the same record retained by the agency may be destroyed at any time without regard to the stated retention period if the agency determines there is no administrative need to retain the duplicate copy. Destruction of duplicate copies is authorized pursuant to Government Code § 26201.

CAUTION

A record, in any format, whose retention period has expired, may not be destroyed if the record is relevant to pending or potential litigation, or other official action; its destruction shall not occur until the action is resolved.

A record, in any format, whose retention period expires during pending or potential litigation, or other official action involving the record, may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

Failure to preserve or produce records that are considered evidence is generally known as "spoliation." It is legally defined as "the destruction or significant alteration of evidence, or the failure to preserve property for another's use as evidence in pending or reasonably foreseeable litigation." This area is the most critical for the "legal hold" decision. See *OCSD's Legal Hold Policy, No. 815*, located on the Intranet via Lexipol.

ABBREVIATIONS & ACRONYMS GUIDE

ALEA – Airborne Law Enforcement Association

AV Station – Aliso Viejo Station

ADA – Americans with Disability Act

ACHS – Automated Criminal History System

AJS – Automated Jail System

ALPR – Automated License Plate Reader

AWSS – Automated Warrant Service System

BOLO – Be On the Look Out

BGB – Brad Gates Building

CLETS – California Law Enforcement Telecommunications System

CPRA – California Public Records Act

CCW – Carry Concealed Weapon

CJX – Central Jail Complex

CMJ – Central Men's Jail

CWR – Central Warrant Repository

CFR – Code of Federal Regulations

CD – Compact Disk

CAD – Computer Aided Dispatch

CWP – Community Work Program

CPT – Correctional Program Technician

CJIS – Criminal Justice Information Services

CIA – Criminal Intelligence & Analysis

CORI – Criminal Offender Record Information

CNT – Crisis Negotiation Team

CRM – Customer Relationship Management

DOB – Date of Birth

DOJ – Department of Justice

DMV – Department of Motor Vehicles

DVD – Digital Video Disk

DAFN – Disability, Accessibility and Functional Needs

DA – District Attorney

DR – Division of Records

EMPG – Emergency Management Performance Grant

ESI – Electronically Stored Information

EOC – Emergency Operations Center

ELETE – Enhanced Law Enforcement Telecommunication Emulator

FBI – Federal Bureau of Investigation

FCC – Federal Communications Commission

FEDLA – Federal Court Los Angeles

FEDSA – Federal Court Santa Ana

FTB – Field Training Bureau

FCN – File Control Number

GED – General Educational Development

HCA – Health Care Agency

ID – Identification

ICE – Immigration & Customs Enforcement

ICED – Immigration & Customs Enforcement Detainee

IS – Information Systems

IT – Information Technology

ISD – Inmate Services Division

IRC – Intake Release Center

ILJ – Integrated Law & Justice

JAMF – James A. Musick Facility

JPU – Judicial Protection Unit

LIMS – Laboratory Information Management System

LE – Law Enforcement

LARS – Local Arrest Record System

MART – Major Accident Reconstruction Team

MOU – Memorandum of Understanding

MS – Microsoft

MCM – Mobile Content Management
NTSB – National Transportation Safety Board
OHR – Operational Hazards Reports
OCCL – Orange County Crime Lab
OCCATS – Orange County Communications and Technology Services
OCEMO – Orange County Emergency Management Organization
PVS – Patrol Video System
PC – Personal Computer
PDF – Portable Document Format
P&E – Property and Evidence Unit
PRA – Public Record Act
RMS – Records Management System
SONGS - San Onofre Nuclear Generating Station
SWAT – Special Weapons and Tactics
SVS – Stolen Vehicle System
SQL – Structured Query Language
Sub/Admin – Subpoenas and Administrative Services Unit
STC – Supplemental Type Certificates
TT – Teletype
TLVD – Theo Lacy Video Court
TLF – Theo Lacy Facility
TC – Traffic Collision
UCR – Uniform Crime Reporting
UST – Underground Storage Tank
VHS – Video Home System



RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION	UNIT	EFFECTIVE DATE	REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		COMMUNICATION & TECHNOLOGY				12/16/2014			366	
						APPROVAL	PAGE			
						Board Minute Order	1 of 1			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION		
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION			
1	DRAWINGS AND SPECIFICATIONS FOR ALL CUSTOMER FACILITIES - Technical Reference Library Blueprints and manuals for all facilities and equipment.	Retain until obsolete.	N/A	Destroy after administrative value ends or record is obsolete.	ESI and Paper	PDF, Word, Excel, CAD drawings	PCs, email, Office files, Division library	Gov't Code § 26205.1.		
2	FCC LICENSE - Various files related to frequency coordination and FCC licenses.	Retain permanently.	N/A	Permanent retention	ESI and Paper	PDF, Word, Excel	PCs, email, Office files			
3	SERVICE CALLS, WORK REQUESTS - Forms and correspondence relating to service requests throughout the division.	Retain 2 years.	N/A	Destroy after 2 years.	ESI and Paper	PDF, Word, Excel, MCM	PCs, email, Office files, MCM	Gov't Code § 26202.		

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.



RECORDS RETENTION AND DISPOSITION SCHEDULE

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
	SHERIFF-CORONER	FINANCIAL/ADMINISTRATIVE DIVISION		COST/AUDIT	07/07/1987, Resolution 87-959	01/29/2008; 12/16/2014	164B	
					APPROVAL	PAGE		
					Board Minute Order	1 of 2		
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	COST APPLIED AND NON-CONTRACT COST STUDIES - Record of cost studies, cost estimates, statistical data and supporting documents.	Retain 1 year.	Retain 4 years.	Destroy after 5 years.	ESI and Paper			Gov't Code § 26202.

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.



RECORDS RETENTION AND DISPOSITION SCHEDULE

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
	SHERIFF-CORONER	FINANCIAL/ADMINISTRATIVE DIVISION		FINANCIAL OPERATIONS	07/07/1987; Resolution 87-959	01/29/2008; 12/16/2014	164B		
					APPROVAL Board Minute Order	PAGE 2 of 2			
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION			TYPE OF RECORD			CITATION
			OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	BAIL BOND RECEIPTS - Bail bond receipts from the Orange County Jail. Includes date, time, bonding company, bond number, inmate name, booking charge and other data.		Retain 1 year.	Retain 4 years.	Destroy after 5 years.	ESI and Paper			Gov't Code § 26202.
2	CASH BAIL RECEIPTS - Bail receipts from the Orange County Jail. Includes booking and release dates, inmate name, booking charge and other data.		Retain 1 year.	Retain 4 years.	Destroy after 5 years.	ESI and Paper			Gov't Code § 26202.
3	FINGERPRINT BILLING RECORDS - For fingerprint services performed by California Department of Justice. Services performed for non-certified school personnel. Persons seeking business licenses or permits and others. Includes billing from Department of Justice, Orange County receipts and request for trust fund warrant.		Retain 1 year.	Retain 4 years.	Destroy after 5 years.	ESI and Paper			Gov't Code § 26202.

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.

RECORDS RETENTION AND DISPOSITION SCHEDULE



DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 01/29/2008	REVISION DATES 12/16/2014	SCHEDULE NO. 356A	
SHERIFF-CORONER	RESEARCH & DEVELOPMENT	FACILITY OPERATIONS	MAINTENANCE CONTROL CTR.	APPROVAL Board Minute Order	PAGE 1 of 3		

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	PERMITS, PERMIT RENEWALS - UST tanks, emergency generators, back-flow devices, air compressors, boilers and all related information.	Retain permanently.	N/A	Permanent retention	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files	
2	PHYSICAL PLANT MAINTENANCE DATA - Records of equipment and assets related to the physical plant that require maintenance and upkeep for functionality and/or regulation compliance.	Retain 2 years.	N/A	Destroy after 2 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files, CMMS database	Gov't Code § 26202.
3	SERVICE CALLS, EMERGENCY REPAIRS AND MAINTENANCE REQUEST - Forms and correspondence relating to request for alterations, repairs, improvements and construction through Facilities Operations.	Retain 3 years.	N/A	Destroy after 3 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files	Gov't Code § 26202.
4	TOOL CONTROL - PBND-2008	Retain 2 years.	N/A	Destroy after 2 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files	Gov't Code § 26202.

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.



RECORDS RETENTION AND DISPOSITION SCHEDULE

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
	SHERIFF-CORONER	RESEARCH & DEVELOPMENT	FACILITY PLANNING		01/29/2008	12/16/2014	356A	
					APPROVAL	PAGE		
					Board Minute Order	2 of 3		
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	<p>PUBLIC WORKS RECORDS FOR OCSD CONSTRUCTION PROJECTS - Records documenting entire construction project including, but not limited to: EIR documents, bid advertisements, bids, proposals, change orders, contracts, permits, submittals, warranties, notices of completion, test reports, transmittals and all supporting documentation for the project.</p> <p>a. Above-referenced records of projects with a total cost of \$75,000 or less</p> <p>b. Above-referenced records of projects with a total cost of more than \$75,000</p>		N/A		ESI and Paper	PDF, Word, Excel, digital audio, digital and analog video, Power Point, MS, Project, Visio	Plans room, Share drive, PCs, email, Office files, ZIP drives, CD, DVD, VHS tapes	Gov't Code § 26202.
		Retain until expiration of contract + 4 years.		Destroy 4 years after expiration of contract.				
		Retain until expiration of contract + 10 years.		Destroy 10 years after expiration of contract.				
2	BUILDING DRAWINGS AND SPECIFICATIONS FOR ALL SHERIFF'S DEPARTMENT FACILITIES -	Retain until obsolete, but not less than 2 years.	N/A	Destroy after obsolete, but not less than 2 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files	Gov't Code § 26202.
3	RECORDS FOR OCSD STUDIES PERFORMED - Records documenting entire study including notes, reports, drawings, correspondence, and photos.	Retain until obsolete, but not less than 2 years.	N/A	Destroy after obsolete, but not less than 2 years.	ESI and Paper	PDF, Word, Excel, Power Point, MS, Project, Visio	Plans room, Share drive, PCs, email, Office files, ZIP drives,	Gov't Code § 26202.
4	RECORDS OF WORK REQUESTED - Work requests	Retain 3 years.	N/A	Destroy after 3 years.	ESI and Paper	PDF, Word, Excel, Microsoft Dynamics CRM		Gov't Code § 26202.
5	SAMPLES OF APPROVED HARDWARE - Samples of hardware with architect's stamps showing approval or acceptance.	Retain until obsolete, but not less than 2 years.	N/A	Destroy after obsolete, but not less than 2 years.	Hardware	N/A	Warehouse, offices	Gov't Code § 26202.
6	PHYSICAL PLANT CONFIGURATION DATA - Drawings, data, audits and assessments related to the configuration of facilities owned by the Sheriff's Department.	Retain until obsolete, but not less than 2 years.	N/A	Destroy after obsolete, but not less than 2 years.	ESI and Paper	PDF, Word, Excel, Power Point, MS, Project, Visio	Plans room, Share drive, PCs, email Office files, ZIP drives, CD, DVD	Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
SHERIFF-CORONER	RESEARCH & DEVELOPMENT	RESOURCE MANAGEMENT		01/29/2008	12/16/2014	356A		
				APPROVAL Board Minute Order	PAGE 3 of 3			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	RESEARCH AND DEVELOPMENT AUTHORED GRANTS AND GRANT REPORTING UPDATES -	Retain current FY + 5 years.	N/A	Destroy after current FY + 5 years.	ESI and Paper	PDF, Word, Excel	R&D Grants Office, Office files, PCs, Share drive, email	Govt Code § 26202.
2	ASSET PROCUREMENT RECORDS - Records pertaining to the Federal 10-33 Excess Property Program.	Retain 2 years minimum.	N/A	Destroy after 2 years.	ESI and Paper	PDF, Word, Excel, Access, Intranet	Asset Procurement Offices, Office files, PCs, Share drive, email	Govt Code § 26202.
3	FLEET MANAGEMENT RECORDS - Records documenting Fleet Management operations including, mileage reports, audits, repair records, vehicle inventory reports.	Retain for 2 years after sale or disposition of vehicle.	N/A	Destroy 2 years after sale or disposition of vehicle.	ESI and Paper	PDF, Word, Excel, Access, Remedy	Office files, PCs, Share drive, email	Govt Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE		REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		SUPPORT SERVICES		INFORMATION SYSTEMS				01/29/2008		12/16/2014		353A	
								APPROVAL		PAGE			
								Board Minute Order		1 of 2			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION					
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION						
1	30-DAY BLOTTER RECORDS - Computerized records of Computer Aided Dispatch (CAD) information, which is posted on OCSD's website. This includes edited narrative.	Retain 30 days.	N/A	Destroy after 30 days.	ESI	SQL	BGB data center	Gov't Code § 6254(f)(2) and Gov't Code § 26205.1.					
2	AJS MAINFRAME DATA - Contemporaneous Arrestee information from Jail system (Who's in Jail?)	Retain 30 days after arrestee is released from Jail.	N/A	Destroy 30 days after arrestee is released from Jail.	ESI	Mainframe	BGB Servers	Gov't Code § 6254(f)(1) and Gov't Code § 26205.1.					
3	AUTOMATED LICENSE PLATE READER (ALPR) SYSTEM - Data created by license plate readers in patrol units	Retain 2 years.	N/A	Destroy after 2 years.	ESI			Gov't Code § 26202.					
4	COPLINK - Replication of Booking, RMS, and AWSS data and shared with local participating LE agencies	Retain until administrative value ends.	N/A	Destroy after administrative value ends.	ESI	SQL	BGB Servers	Gov't Code § 26205.1.					
5	COPLOGIC - Reports submitted on-line for lost property	Retain permanently.	N/A	Permanent retention	ESI	PDF	Imaging Server, BGB						
6	FICHE FILES FOR RECORD SEARCH - AJS transaction audit logs	Retain permanently.	N/A	Permanent retention	ESI	SQL/Files	BGB Servers						
7	FILES FROM MAINFRAME TO SUPPORT AJS DATA LOADS - AJS data that is passed from the Mainframe, in SQL, to respond to PRA requests, HCA, Jail Grievance Sys.	Retain until administrative value ends.	N/A	Destroy after administrative value ends.	ESI	SQL	BGB Servers	Gov't Code § 26205.1.					
8	GST AVL FOR UNITS - Tracks speed and location of patrol vehicles	Retain 2 years.	N/A	Destroy after 2 years.	ESI	SQL	BGB data center	Gov't Code § 26202.					
9	HELP DESK/SERVICE REQUESTS - Help Desk Service Requests Record and Project Tracking System	Retain 5 years.	N/A	Destroy after 5 years.	ESI	SQL	Remedy database	Gov't Code § 26202.					
10	IS AUTHORIZATION REQUESTS - A history of all OCSD employees' requests for system access	Retain 2 years after employee termination/separation from OCSD.	N/A	Destroy 2 years after employee termination/separation from OCSD.	ESI	SQL	BGB Servers	Gov't Code § 26202.					
11	IT TRAINING SCHEDULING -- Houses employee computer training class schedules	Retain until employee termination/separation from Support Services Division.	N/A	Destroy after employee termination/separation from Support Services Division.	ESI	SQL	Remedy database	Gov't Code § 26205.1.					
12	LARS DATA IN CRM - This is a "copy" of Jail and Local Arrest Record data from LARS	Retain 2 years.	N/A	Destroy after 2 years.	ESI	SQL	BGB Servers	Gov't Code § 26202.					
13	LARS MAINFRAME DATA - LARS data on mainframe	Retain permanently.	N/A	Permanent retention	ESI	Mainframe	BGB Servers						
14	LINX - Replication of Booking, RMS, and AWSS data and shared with participating LE agencies nationally	Retain until administrative value ends.	N/A	Destroy after administrative value ends.	ESI	SQL	BGB Servers	Gov't Code § 26205.1.					
15	MOBILE DATA LOGS - Used by dispatchers and field personnel to communicate	Retain 2 years.	N/A	Destroy after 2 years.	ESI	SQL	BGB data center	Gov't Code § 26202.					

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 01/29/2008	REVISION DATES 12/16/2014	SCHEDULE NO. 353A
SHERIFF-CORONER	SUPPORT SERVICES	INFORMATION SYSTEMS		APPROVAL Board Minute Order	PAGE 2 of 2	

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			REMARKS
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
16	OCATS JOURNALS - OCATS transaction journals for auditing inquiry and responses	Retain current FY year + 3 years	N/A	Destroy after 4 years	ESI	Mainframe	BGB Servers	Gov't Code § 26202.
17	ONLINE TC REPORTS - Copies of TC reports available via OCSD website	Retain 2 years.	N/A	Destroy after 2 years.	ESI	SQL and Web	BGB data center	Gov't Code § 26202.
18	PUMA - Audio and/or video digital recordings created by field personnel and motor officers	Retain 2 years.	N/A	Destroy after 2 years.	ESI		BGB Servers	Gov't Code § 26202.
19	RECORDS MANAGEMENT SYSTEM (RMS) - Database containing information gleaned from Sheriff crime and incident reports	Retain permanently.	N/A	Permanent retention	ESI	SQL	BGB Servers	
20	SIGN IN/OUT PROGRAM - In-house program for recording employees' whereabouts (i.e. in the office, out of the office, arrival and leave time, on lunch break, in a meeting, offsite, on vacation, out sick, etc.)	Retain until employee termination/separation from Support Services Division.	N/A	Destroy after employee termination/separation from Support Services Division.	ESI	SQL	BGB Servers	Gov't Code § 26205.1.
21	WEBSERVER LOGS (Audit Trails) - Log all access to booking photos and lineups	Retain current FY year + 2 years.	N/A	Destroy after 3 years.	ESI	Files	BGB Servers	Gov't Code § 26202.

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.



RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE		REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		SUPPORT SERVICES		PROPERTY & EVIDENCE				01/29/2008		12/16/2014		352A	
								APPROVAL		PAGE			
								Board Minute Order		1 of 2			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION					
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION						
1	ALL AGENCY GENERATED PROPERTY DOCUMENTS - Covers all documents that record the case disposition information from the DA Automated Case Tracking System and ELETE, disposition authorization from the Property/Evidence supervisor, and release information documenting who took possession of the property at time of release (owner, finder, officer, etc.).	Retain ESI permanently.	N/A	Permanent retention of ESI Destroy paper copy within 2 years from scan date.	ESI and Paper		Systems Server	Gov't Code § 26202.					
2	AUCTIONED ITEMS - Lists of items sent to auction, ledgers of items sale prices, records of revenue deposited to Financial	Retain 3 years from date of auction.	N/A	Destroy after 3 years from date of auction.	Paper	PDF, Excel	P&E	Gov't Code § 26202.					
3	CONTROLLED SUBSTANCE BURN FILES - Forms, Court Orders and Case Items Reports related to the destruction of narcotics.	Retain 10 years.	N/A	Destroy after 10 years.	Paper	PDF, Word, Excel	P&E	Gov't Code § 26202.					
4	FINANCIAL RELEASE FILES - Ledgers and Case Items Reports related to unclaimed funds transferred to Financial for deposit to the General Fund	Retain permanently.	N/A	Permanent retention	Paper	PDF, Word, Excel	P&E						
5	FIREARMS CONVERTED TO DEPARTMENT USE - Forms related to firearms that have been retained for Department use. These weapons are required to be returned to Property & Evidence for disposal when the Department deems them to be no longer needed.	Retain for 3 years after destruction date.	N/A	Destroy 3 years from destruction date.	Paper	PDF, Word	P&E	Gov't Code § 26202.					
6	FIREARMS DESTRUCTION FILES - Forms, Court Orders, case items reports and documentation related to the destruction of firearms.	Retain for 3 years after destruction date.	N/A	Destroy 3 years from destruction date.	Paper	PDF, Word, Excel	P&E	Gov't Code § 26202.					
7	LAB REQUEST LEDGERS - Hand Written Ledgers documenting items that have been transferred to OCCL and when they are returned	Retain permanently.	N/A	Permanent retention	Paper	Hand Written	P&E						
8	MISCELLANEOUS DOCUMENTS - Covers old file cards and log books.	Retain permanently.	N/A	Permanent retention	ESI and Paper	Hand Written	P&E						
9	NON-OCSD DOCUMENTS - Covers any documents outside of OCSD documents, such as court orders, appeals, certified letters, or outside agency reports that can be filed with an OCSD DR in the DR Records File.	Retain ESI permanently.	N/A	Permanent retention of ESI Destroy paper copy within 2 years from scan date.	ESI and Paper		Systems Server	Gov't Code § 26202.					
10	NON-WEAPON ITEMS CONVERTED TO DEPARTMENT USE - Forms related to items retained for department use, Case Items Reports	Retain permanently.	N/A	Permanent retention	Paper	PDF, Word, Excel	P&E						

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RECORDS RETENTION AND DISPOSITION SCHEDULE

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
	SHERIFF-CORONER	SUPPORT SERVICES	PROPERTY & EVIDENCE		01/29/2008	12/16/2014	352A	
					APPROVAL Board Minute Order	PAGE 2 of 2		
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
11	OUTSIDE AGENCY REPORTS - Covers outside agency reports not correlated to an OCSD case report. Example: District Attorney cases not involving an OCSD DR. NOTE: Coroner cases not correlated to an OCSD case report are immediately forwarded to the Coroner's Office for filing, and should be retained pursuant to their document retention policy.	Retain permanently.	N/A	Permanent retention	ESI and Paper		Systems Server	
12	PAWN HEARING FILES - Forms, letters, Case Items Reports, Police Reports, related to Pawn Hearings and the return of property with disputed ownership.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	PDF, Word, Excel	P&E	Gov't Code § 26202.
13	REMEDY ELECTRONIC DATABASE - Tracking software for all items and their location history in Property & Evidence.	Retain permanently.	N/A	Permanent retention	ESI		Systems Server	
14	WEAPONS RELEASED TO OUTSIDE AGENCIES - Court orders, case items reports and other documents related to releasing weapons to outside agencies.	Retain 10 years.	N/A	Destroy after 10 years.	Paper	PDF, Word, Excel	P&E	Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE		REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		SUPPORT SERVICES		RECORDS AND INFORMATION SERVICES				07/07/1981; Resolution 81-1034		01/29/2008; 12/16/2014		113B	
								APPROVAL		PAGE			
								Board Minute Order		1 of 4			
Item No.	TITLE AND DESCRIPTION OF RECORDS			RETENTION			TYPE OF RECORD			CITATION			
				OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION				
1	828 JUVENILE PETITION - Petition to Juvenile Court for juvenile records			Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Gov't Code § 26202.			
2	ACTIVE WARRANTS IN AUTOMATED WARRANT SERVICE SYSTEM (AWSS) - Active warrants of arrest, bench and civil warrants.			Retain original warrants until served, recalled, or purged from AWSS.	N/A	Warrants are removed from AWSS when served, recalled or purged; original, hard copy, warrants are returned to court of issue.	Paper	Hard Copy	BGB, 5th Floor, CWR	Gov't Code § 26205.1.			
3	ACTIVE/SERVED OUT-OF-COUNTY WARRANT HOLD FILES - CWR places out-of-county holds on active OCSD warrant subjects.			Retain until warrant files are closed + 2 years from last update.	N/A	Destroy file after 2 years from last update.	Paper	Hard Copy	BGB, 5th Floor, CWR	Gov't Code § 26202.			
4	ACTIVE/SERVED PRISON HOLD WARRANT FILES - CWR places holds on OCSD warrant subjects that are in-custody at State Correctional Facilities.			Retain until warrant files are closed + 2 years from last update.	N/A	Destroy file after 2 years from last update.	Paper	Hard Copy	BGB, 5th Floor, CWR	Gov't Code § 26202.			
5	ADMINISTRATIVE SERVICES TRACKING LOG - a. Clearance Letter requests b. DA Discovery Requests c. Local Arrest Record requests d. Juvenile 828 Petitions e. Subpoena Ledger-log of all Federal, Criminal and Civil Subpoena Duces Tecum and a log of all Pitchess Motions, Preservation of Evidence, and Summons.			Retain 5 years.	N/A	Destroy after 5 years.	ESI		Server, BGB	Gov't Code § 26202.			
6	ADULT SEALED RECORDS - Records sealed by petition or court order. Includes reports, fingerprint cards and/or digitized fingerprints. Booking photographs, jail records, palm card, property card and petitions or court orders. Adult sealings contain all Sheriff-Coroner records pertaining to the individual adult case.			Retain 3 years from date of arrest.	N/A	Destroy 3 years from date of arrest.	Paper	Hard Copy	Sub/Admin Unit	Penal Code § 851.8.			
7	AUDIT TRAILS - Records that show the date, time, and who requested a copy of a report and the employee that released it.			Retain ESI permanently. Retain paper copy 2 years from scan date.	N/A	Retain ESI permanently. Destroy paper copy 2 years from scan date.	ESI and Paper	Excel spreadsheet PDF	Imaging Server, BGB	Gov't Code § 26202.			
8	AUDITS, DOJ AND FBI - a. ACHS access b. CORI access c. CLETS d. UCR			Retain 5 years.	N/A	Destroy after 5 years.	Paper	Hard Copy	BGB	Gov't Code § 26202.			
9	CALIFORNIA PUBLIC RECORDS ACT (CPRA) REQUESTS - Original request, Sheriff-Coroner response, any related interdepartmental memos, emails, copies of certified mail receipts and all responsive documents.			Retain ESI 10 years. Retain paper copy 2 years from scan date.	N/A	Destroy ESI after 10 years. Destroy paper copy after 2 years from scan date.	ESI and Paper	PDF and Hard Copy	Imaging Server, BGB	Gov't Code §§ 6250-6270, Gov't Code § 26202 and Gov't Code § 26205.			
10	CLEARANCE LETTER REQUEST - Issued for: Mexican hunting licenses, VISAs, and Adoption Petitioners			Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Gov't Code § 26202.			
11	CLETS INQUIRY TRACKING LOG - Log of requests for CLETS inquiries and updates.			Retain 3 years.	N/A	Destroy after 3 years.	ESI	Excel	Shared Drive BGB	Section 707(c) of the California Code of Regulations and CLETS Policies, Practices and Procedures 1.7.1.A.			

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RECORDS RETENTION AND DISPOSITION SCHEDULE

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
	SHERIFF-CORONER	SUPPORT SERVICES	RECORDS AND INFORMATION SERVICES		07/07/1981, Resolution 81-1034	01/29/2008; 12/16/2014	113B		
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Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION	
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION		
12	COPIES OF JUVENILE MINUTE ORDERS - Court documents regarding Juvenile criminal proceedings.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit 6 months and 2 years warehouse	Gov't Code § 26202.	
13	COURT ORDER - Order for records signed by a judicial official from the court.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	1 year Sub/Admin Unit and 1 year warehouse	Gov't Code § 26202.	
14	CUSTOMER SERVICE SURVEY CARDS - Cards filled out by our customers that rate their experience while visiting our Public Counter.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Postcard Handout	BGB, 3rd Floor	Gov't Code § 26202.	
15	DIVISION OF RECORDS - Officers' reports of incidents ranging from found property to murder. Includes criminal, non-criminal and civil DR (Division of Records) number issued for each report taken.								
	a. Reports covering murder, suicide and/or questionable death.	Retain imaged copy, paper copy, and microfilm permanently.	N/A	Permanent retention	ESI and Paper	PDF and Hard Copy	Imaging Server, BGB, and warehouse		
	b. All other reports.	Retain imaged copy and microfilm permanently.	N/A	Destroy paper copy 2 years from scan date.	ESI and Paper	PDF and Microfiche	Imaging Server, BGB, and warehouse	Gov't Code § 26202 and Gov't Code § 26205.	
16	GRAND JURY RESPONSES - These are records that have been sent to the Grand Jury by our agency in response to informal and formal requests for information and/or records.	Retain ESI 10 years.	N/A	Destroy ESI after 10 years.	ESI and Paper	PDF and Hard Copy	Imaging Server, BGB	Gov't Code § 26202 and Gov't Code § 26205.	
		Retain paper copy 2 years from scan date.		Destroy paper copy after 2 years from scan date.					
17	INFORMAL DISCOVERY REQUESTS - Requests for records related to a citation.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Gov't Code § 26202.	
18	JUVENILE SEALED RECORDS - Records sealed by petition or court order. Includes reports, fingerprint cards and/or digitized fingerprints. Booking photographs, jail records, palm card, property card and petitions or court orders. Juvenile sealings contain all Sheriff-Coroner records pertaining to the individual juvenile case.	Retain in accordance with applicable statute.	N/A	Destroy in accordance with applicable statute.	Paper	Hard Copy	5 years onsite	Welfare and Institutions Code §§ 781 and 781.5. Penal Code §§ 851.7 and 1203.45.	
		a. Juvenile Court Ordered Record Sealings.	Retain until court ordered date for destruction of sealed records.	N/A	Destroy on court ordered date for destruction of sealed records.	Paper	Hard Copy	Sub/Admin Unit	Welfare and Institutions Code § 781.
		b. Juvenile Factually Innocent Sealings.	Retain 3 years from date of arrest or citation.	N/A	Destroy 3 years from date of arrest or citation.	Paper	Hard Copy	Sub/Admin Unit	Welfare and Institutions Code § 781.5(c). Penal Code §§ 851.7 and 1203.45.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.				
	SHERIFF-CORONER	SUPPORT SERVICES	RECORDS AND INFORMATION SERVICES		07/07/1981; Resolution 81-1034	01/29/2008; 12/16/2014	113B				
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Item No.	TITLE AND DESCRIPTION OF RECORDS				RETENTION			TYPE OF RECORD			CITATION
					OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
19	LOCAL ARREST RECORD REQUESTS - Requests by individuals for their local summary criminal history, verified by their fingerprints, for the purpose of checking record for any inaccuracies.				Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	1 year Sub/Admin Unit and 1 year warehouse	Gov't Code § 26202.
20	LOCAL ARREST RECORDS - Booking ID record. Supplemental booking record. Court ordered booking and registration forms.				Retain ESI permanently. Retain paper copy 2 years from scan date.	N/A	Retain ESI permanently. Destroy paper copy 2 years from scan date.	ESI and Paper	PDF and Hard Copy	Imaging Server, BGB	Gov't Code § 26202.
21	MASTER NAME INDEX/ALPHA INDEX CARDS - 3 X 5 Index card reference to local arrest records. DR reports, gun registration, fingerprints, registrants, etc.				Retain ESI permanently. Retain paper copy 2 years from scan date.	N/A	Retain ESI permanently. Destroy paper copy 2 years from scan date.	ESI and Paper	PDF and Hard Copy	Imaging Server, BGB	Gov't Code § 26202.
22	MISCELLANEOUS PUBLIC COUNTER DOCUMENTS - These include Public sign-in sheets and Live scan applicant forms				Retain 2 years.	N/A	Destroy after 2 years.	ESI and Paper	Hard Copy and PDF	Server, BGB and Public Counter	Gov't Code § 26202.
23	MONTHLY STATISTICAL INFORMATION - These records show the amount of work performed on specific assignments in each of the units in Support Services.				Retain 10 years.	N/A	Destroy after 10 years.	ESI	Excel spreadsheet	Shared Drive (ORG 9421)	Gov't Code § 26202.
24	OTHER AGENCY GENERATED DOCUMENTS - Outside law enforcement agencies' requests for CLETS updates, such as: a. Probation Department's lost badge reports b. District Attorney's child abduction reports				Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	TT File drawer	Gov't Code § 26202.
25	PITCHESS MOTION - Request made by the defense in a California criminal case, to access a law enforcement officer's personnel information.				Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	1 year Sub/Admin Unit and 1 year warehouse	Gov't Code § 26202.
26	PRESERVATION OF EVIDENCE REQUEST - Request to search for, collect and preserve any and all evidence for a case; this is often a precursor to a lawsuit.				Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Gov't Code § 26202.
27	PRIVATE PARTY IMPOUND VEHICLE ENTRIES - File contains SHF26 form, DMV Vehicle Registration (aka "28"), and CLETS SVS Confirmation/FCN.				Retain 30 days.	N/A	Destroy after 30 days.	Paper	Hard Copy	TT File drawer	CLETS CJIS Manual Stolen Vehicle System Terminal Operators Guide 1.2.4.
28	QUESTION OF IDENTITY LETTER - Requested by an individuals to have a fingerprint comparison done, to prove he/she is not the same individual listed on an arrest record.				Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	2 years Sub/Admin Unit	Gov't Code § 26202.
29	RAMEY WARRANTS (Probable Cause Warrants) - Temporary warrants issued prior to issuance of a warrant of arrest.				Retain original warrants until served or expiration date, whichever comes first.	N/A	Warrants are removed from AWSS after being served or on expiration date, whichever comes first; original, hard copy, warrants are returned to court of issue.	Paper	Hard Copy	BGB, 5th Floor, CWR	Gov't Code § 26205.1.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 07/07/1981; Resolution 81-1034	REVISION DATES 01/29/2008; 12/16/2014	SCHEDULE NO. 113B
	SHERIFF-CORONER	SUPPORT SERVICES	RECORDS AND INFORMATION SERVICES		APPROVAL Board Minute Order	PAGE 4 of 4	

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
30	REQUESTS FROM OUTSIDE LAW ENFORCEMENT AGENCIES AND FROM OCSD PERSONNEL FOR THE PURPOSE OF PC 13300 -	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Gov't Code § 26202.
31	RESTRAINING ORDERS (TELETYPE UNIT) - Restraining orders received in Teletype for in county, out of county, and out of state.	Retain paper until expiration date.	N/A	Destroy after expiration date.	Paper	Hard Copy	BGB, 5th Floor, CWR	Gov't Code § 26205.1.
32	RETENTION SCHEDULES - Obsolete schedules that are no longer up-to-date or in use.	Retain 2 years after Board-approval of updated schedules.	N/A	Destroy 2 years after Board-approval of updated schedules.	ESI	PDF	BGB	Gov't Code § 26202.
33	SCORECARDS - Used to measure the efficiency or productivity of business processes - such as cycle times or days to deliver a service or respond to a request.	Retain 5 years.	N/A	Destroy after 5 years.	ESI	Excel spreadsheet	SharePoint Site: LEADER BUSINESS	Gov't Code § 26202.
34	SERVED FUGITIVE WARRANT FILES - Fugitive warrants served by out-of-state agency on OCSD fugitive warrant subjects.	Retain warrant files for 5 years.	N/A	Destroy warrant files after 5 years.	Paper	Hard Copy	BGB, 5th Floor, CWR	Gov't Code § 26202.
35	SERVED WARRANT FILES - Warrants that are served in the Automated Warrant Service System (AWSS) with the following dispositions: book, bail, cite, recall and purge.	Retain original warrants until served, recalled, or purged from AWSS.	N/A	Warrants are removed from AWSS when served, recalled or purged; original, hard copy, warrants are returned to court of issue.	Paper	Hard Copy	BGB, 5th Floor, CWR	Gov't Code § 26205.1.
36	STATISTICAL UNIFORM CRIME REPORTS (UCR) - Return A, Supplement to Return A, Property by Classification, Arson Offenses, Supplementary Homicide Report, Hate Crimes, Law Enforcement Officers Killed or Assaulted, Domestic Violence Related Calls for Assistance, Violent Crimes Committed Against Senior Citizens, and the Monthly Arrest and Citation Register.	Retain 5 years.	N/A	Destroy after 5 years.	Paper	Hard Copy	Statistical Unit and onsite storage room	Gov't Code § 26202.
37	SUBPOENA LOG - Log of division employees (typically Custodian of Records and his/her designees) subpoenaed to court, includes employee name, defendant name, case number, on-call status and court hours	Retain 2 years.	N/A	Destroy after 2 years.	ESI		Server, BGB	Gov't Code § 26202.
38	SUMMONS - Document issued by the court and served on a person involved in a legal proceeding.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	1 year Sub/Admin Unit and 1 year warehouse	Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 10/09/1979; Resolution 79-1493	REVISION DATES 12/16/2014	SCHEDULE NO. 56C
SHERIFF-CORONER	CUSTODY & COURT OPERATIONS			APPROVAL Board Minute Order	PAGE 1 of 9	

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	24 HOUR LOG - Electronic log of reportable and notable incidents throughout the facility.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		CJX; TLF; JAMF	Gov't Code § 26202.
2	ACTIVITY ROSTER/IN-CUSTODY LIST - List of inmates scheduled to be released to another city, state, agency or institution. Also known as an Activity Roster.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.
3	ADA LOG - Log of ADA inmate activities within the facility.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	CJX; TLF - facility storage room	Gov't Code § 26202.
4	ADA/PIERCE DEPARTMENTAL TRAINING - All custody personnel are required to attend training.	Retain for term of employment + 2 years after employee terminates/separates from OCSD.	N/A	Destroy 2 years after employee terminates/separates from OCSD.			Training Facility	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.
5	ADMINISTRATIVE SEGREGATION LOG - Log of Administrative Segregation inmate activities within the facility.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26202.
6	ATTORNEY/OFFICIAL AGENCY VISITATION LOG - Database of visiting attorneys and outside agencies, and the inmate/detainee they are visiting.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		CJX; TLF	Gov't Code § 26202.
7	BOARD OF STATE AND COMMUNITY CORRECTIONS - Facility inspection report generated by the Board of State and Community Corrections.	Retain 5 years.	N/A	Destroy after 5 years.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26202.
8	BOOKING REGISTER - Ledger maintained in the Receiving Guard Station that tracks the arrestees name, booking number, time of arrest, expiration time and when the Probable Cause Declaration was signed.	Retain 2 years.	N/A	Destroy after 2 years.	ESI and Paper		IRC	Gov't Code § 26202.
9	BRIEFING LOGS - Briefing items announced during the pre-shift briefings.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26202.
10	BUSINESS LICENSE - California State Board of Equalization issued Sellers Permit for the sale of Commissary items.	Retain permanently.	N/A	Permanent retention	Paper	Document issued by State Board of Equalization	Inmate Services, North Office	
11	CHEMICAL CONTROL LOGS - Monthly logs used to account for chemicals used in security areas.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	ICE	Gov't Code § 26202.
12	CHOW HALL TIME LOG REGISTER - Ledger that tracks time allotted for inmates dining in the Central Men's Jail chow hall.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CMJ	Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 10/09/1979; Resolution 79-1493	REVISION DATES 12/16/2014	SCHEDULE NO. 56C
SHERIFF-CORONER	CUSTODY & COURT OPERATIONS			APPROVAL Board Minute Order	PAGE 2 of 9	

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
13	CIVIL FIELD LOGS - Tracks daily activity of civil field personnel.	Retain 2 years.	N/A	Destroy after 2 years.	ESI and Paper		COURTS	Gov't Code § 26202.
14	CLASSIFICATION/HOUSING REVIEW BOOKING CHECKLIST FORM (J-112) (BOTTOM PORTION) - Inmates with mobility or dexterity impairments must be physically accommodated during the booking process. These accommodations are tracked on the J-112 form.	Retain for duration of litigation + 2 years.	N/A	Destroy 2 years after termination of litigation.			CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.
15	COMMUNITY FEEDBACK REPORTS - Cards filled out by the public rating their experience of visiting the facility.	Retain 1 year.	N/A	Destroy after 1 year.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26205.1.
16	COMMUNITY WORK PROGRAM ROSTERS - Daily list of inmates on the Community Work Program.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF - stored in CWP office	Gov't Code § 26202.
17	COMPOUND SAFETY CHECK LOGS -	Retain 3 years.	N/A	Destroy after 3 years.	ESI		JAMF	Gov't Code § 26202.
18	CONSERVATEE TRANSPORTATION LOG - Records transportation of conservatee inmates from the mental institution to court and records the return trip.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	COURTS	Gov't Code § 26202.
19	COUNT SHEET (MASTER) - Listing of facility population broken down by housing areas.	Retain 2 years.	N/A	Destroy after 2 years.	Paper		CJX; TLF	Gov't Code § 26202.
20	COURT ACTIVITY ROSTER/COURT LIST - List of inmates scheduled for court appearances Monday - Friday.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.
21	COURT DRESS-OUT LIST - List of inmates allowed to dress in civilian attire for court and signatures of those inmates declining the clothing change.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26202.
22	COURT FACILITY LOG - Electronic log of reportable and notable incidents throughout the facility.	Retain 2 years.	N/A	Destroy after 2 years.	ESI		COURTS	Gov't Code § 26202.
23	COURT ORDER LOGS - Manual log maintained by Inmate Records to track the Court Orders requiring the facilities Watch commanders signature.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.
24	CUSTODIAL STATISTICAL REPORT (DAILY) - (also known as STAR report) Daily breakdown of inmate numbers within the facility and inmates entering and leaving the facility.	Retain 2 years.	N/A	Destroy after 2 years.	ESI		CJX; TLF; JAMF stored in facility room	Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 10/09/1979; Resolution 79-1493	REVISION DATES 12/16/2014	SCHEDULE NO. 56C
SHERIFF-CORONER	CUSTODY & COURT OPERATIONS			APPROVAL Board Minute Order	PAGE 3 of 9	

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
25	DAILY DETENTION FILE - Contains the following: Inmate Court List, Inmate Arrival Verification check-off list, Booking Forms, Release Forms, Property Forms, Cell Check Logs, Attorney Visitation Log.	Retain 2 years.	N/A	Destroy after 2 years.	Paper		COURTS	Gov't Code § 26202.
26	DETAINEE INCIDENT REPORTS - Excel spreadsheets detailing incidents at the facility that involve detainees.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		ICE	Gov't Code § 26202.
27	DETAINEE MESSAGE SLIP REQUESTS - Forms submitted by detainees to OCSD for various requests.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	ICE	Gov't Code § 26202.
28	DETAINEE POPULATION SPREADSHEET - Monthly Excel spreadsheets used to track daily detainee system-wide population.	Retain permanently.	N/A	Permanent retention	ESI		ICE	
29	DETAINEE VOLUNTARY WORK AGREEMENT COMPENSATION ROSTERS - Excel spreadsheets that are emailed to OCSD Financial Services daily to report detainee workers who should be credited \$1.00 for a day's work.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		ICE	Gov't Code § 26202.
30	DETAINEE VOLUNTARY WORK AGREEMENT FORMS - Forms signed by detainees to document receipt of training materials and work program rules.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	ICE	Gov't Code § 26202.
31	DISCIPLINARY ISOLATION AREA INSPECTION LOGS - Log of Disciplinary Isolation checks by housing area.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	CJX; TLF stored in facility room	Gov't Code § 26202.
32	DISCIPLINARY ISOLATION LOGS (BY INMATE) - Log of inmate/detainee activity in Disciplinary Isolation.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	CJX; TLF stored in facility room	Gov't Code § 26202.
33	ELECTRONIC MONITORING PROGRAM COUNT - Daily roster of inmates starting on and getting off Electronic Monitoring status.	Retain 5 years.	N/A	Destroy after 5 years.	ESI		CJX; TLF	Gov't Code § 26202.
34	ELECTRONIC MONITORING PROGRAM ROSTER - Daily roster of inmates assigned to the Electronic Monitoring Program.	Retain 5 years.	N/A	Destroy after 5 years.	ESI		CJX; TLF	Gov't Code § 26202.
35	FINANCIAL RECORDS - Budget reconciliation, utility reconciliation, hygiene costs, records supporting budget submissions, Inmate Welfare fund audit records, spreadsheets on shared salaries, revenue reports, vending records, cost studies, audits, research projects, sales reports, inventories, reversal of orders.	Retain current FY + 5 years.	N/A	Destroy after 6 years.	ESI and Paper	Excel Spreadsheets, Word, Scanned Copies	Inmate Services, North Office	Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 10/09/1979; Resolution 79-1493	REVISION DATES 12/16/2014	SCHEDULE NO. 56C
SHERIFF-CORONER	CUSTODY & COURT OPERATIONS			APPROVAL Board Minute Order	PAGE 4 of 9	

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
36	FIRE DRILL EVALUATION FORMS - Documentation used to record fire drills conducted throughout the facility.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		ICE	Gov't Code § 26202.
37	FIRE DRILL PARTICIPATION ROSTER - Rosters used to identify staff members who have participated in a facility fire drill during a fiscal year.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		ICE	Gov't Code § 26202.
38	FIRE/LIFE SAFETY INSPECTION REPORTS - Scheduled safety equipment inspection reports.	Retain 7 years.	N/A	Destroy after 7 years.	ESI and Paper		CJX; TLF; JAMF hard copies stored in fire life safety office	Gov't Code § 26202.
39	FOOD SERVICES - Menus, inventories, invoices, and purchasing documents	Retain 5 years.	N/A	Destroy after 5 years.	ESI	Excel Spreadsheets, Word, Scanned Copies	Inmate Services - Server at BGB	Gov't Code § 26202.
40	GRAND JURY INSPECTION REPORT - Grand Jury generated inspection report of the facility.	Retain 5 years.	N/A	Destroy after 5 years.	Paper	Hard Copy	CJX; TLF; JAMF	Gov't Code § 26202.
41	GRIEVANCE FILE - Database of inmate/detainee grievances and their resolution.	Retain for 3 years after inmate/detainee is released.	N/A	Destroy 3 years after inmate/detainee is released.	ESI		CJX; TLF	Gov't Code § 26202.
42	HANDHELD CAMERA FOOTAGE - Footage captured by handheld cameras on miscellaneous Jail incidents or events such as: a. uncooperative bookings/arrestees b. cell searches c. inmate interviews d. inmate escorts e. Emergency Response Teams f. medical emergencies	Retain 2 years.	N/A	Destroy after 2 years.	ESI		CJX; TLF; JAMF	Gov't Code § 26202. and Gov't Code § 26202.6.
43	HEALTH CARE AGENCY INSPECTION REPORT - Health Care Agency generated inspection report of the facility medical areas.	Retain 5 years.	N/A	Destroy after 5 years.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26202.
44	HOSPITAL GUARD ROSTER - Roster of Deputies on hospital duties, areas working, and inmates/detainees being supervised.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		CJX; TLF; JAMF	Gov't Code § 26202.
45	HOUSING/FLOOR LOGS (GUARD STATION) - Log of activities and security checks in various housing and holding areas.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		CJX; TLF	Gov't Code § 26202.
46	ICE DETAINEE FILE - Detainee files are green and filed by booking number. Contents include ICE booking packet, 1203,1213, Detainee Hand Book form, Pre-Booking, inmate History Card and other miscellaneous documents related to the detainees period of custody.	Retain permanently.	N/A	Permanent retention	ESI and Paper		Inmate Records	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.
								10/09/1979; Resolution 79-1493	12/16/2014	56C
SHERIFF-CORONER		CUSTODY & COURT OPERATIONS						APPROVAL	PAGE	
								Board Minute Order	5 of 9	
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION		
		OFFICE	RECORDS CTR	DISPOSITION	TYPE	FORMAT	LOCATION			
47	ICE DETAINEE LOG FOR STATIONARY GUARD SERVICES - Forms submitted to ICE for reimbursement for expenses related to escorting detainees to medical procedures.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	ICE	Gov't Code § 26202.		
48	ICE ROSTERS - Any roster given to inmate records for the purpose of ICE Detainee movement. FEDSA, FEDLA, ICED, TLVD and 1216.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.		
49	IN-CUSTODY DEATH LETTERS - Any case in which an inmate dies while in the custody of the Sheriff. Also, death of a person released from custody within 24 hours. Form sent to DOJ and letter to Commander.	Retain permanently.	N/A	Permanent retention			Inmate Records			
50	IN-CUSTODY DOCUMENTS - Covers any document that pertains to inmates, such as, inmate message slips, commissary order receipts, order slips, law library messages slips, GED records, work assignments, training rosters, injury reports, inmate assessments, post-custody referrals, CWP rosters, CWP completed assignment histories, detainee message slips, religious and medical requests, and Pierce assessments.	Retain permanently.	N/A	Permanent retention	ESI and Paper	Excel Spreadsheets, Word, Scanned Copies, Official documents from the Department of Education	Inmate Services Server - BGB, Each Facility, ISD North and South Offices			
51	IN-CUSTODY OPERATION AGREEMENT AND FILE - Written agreement between the OCSD and another law enforcement agency requesting to place an information in a jail facility.	Retain for length of operation agreement + 3 years.	N/A	Destroy 3 years after termination of operation agreement.	Paper	Hard Copy	CJX; TLF; JAMF	Gov't Code § 26202.		
52	INMATE FILES/US MARSHALS - Inmate files are filed by booking number. Contents include pre-booking, supplemental booking forms, history card, fund ledger, court orders and other miscellaneous documents related to the inmate's period of custody.	Retain permanently.	N/A	Permanent retention	ESI and Paper		Inmate Records			
53	INMATE JAIL RULES ACKNOWLEDGEMENT FORM - Pierce class members are given a copy of the OCSD jail rules. The inmate signs an acknowledgment form and is given a receipt.	Retain 2 years.	N/A	Destroy after 2 years.			CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
54	INMATE PROGRAMS-DOCUMENTED CPT CONTACT - CPT's meet with Pierce Class Members to provide information regarding all available programs and services, and to assist in coordinating those programs and services. All contacts are to be recorded and kept on file by the CPT's supervisor.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Services	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
55	INMATE TRACKING FORM - Form is used to track inmates throughout the booking process. Contents of this form includes inmate's name, DOB, booking number and photograph.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26202.		
56	INMATE TRANSFER ROSTER - List of inmates scheduled to be transferred between facilities.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.		
57	JAIL INCIDENT REPORTS - Reports of notable jail incidents throughout the facility.	Retain 3 years.	N/A	Destroy after 3 years.	ESI and Paper		CJX; TLF; JAMF	Gov't Code § 26202.		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE		REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		CUSTODY & COURT OPERATIONS						10/09/1979; Resolution 79-1493		12/16/2014		58C	
								APPROVAL		PAGE			
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Item No.	TITLE AND DESCRIPTION OF RECORDS			RETENTION			TYPE OF RECORD			CITATION			
				OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION				
58	JUDICIAL PROTECTION UNIT (JPU) CASE FILE - File contains reports and criminal history of suspect in cases involving threats or potential threats to court staff.			Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	COURTS	Gov't Code § 26202.			
59	JUDICIAL PROTECTION UNIT (JPU) LOG - Tracks open cases of threats to court staff.			Retain 3 years.	N/A	Destroy after 3 years.	ESI		COURTS	Gov't Code § 26202.			
60	KEY CONTROL INVENTORY -			Retain 2 years.	N/A	Destroy after 2 years.			JAMF	Gov't Code § 26202.			
61	LAW LIBRARY LOG - Daily Excel spreadsheets to document detainees who use the facility Law Library.			Retain 1 year.	N/A	Destroy after 1 year.	ESI		ICE	Gov't Code § 26205.1.			
62	LEGAL MAIL LOGS - Written log to document receipt of legal mail by detainees.			Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	ICE	Gov't Code § 26202.			
63	LEGAL VISIT DENIAL LOGS - Excel spreadsheet that records attorneys who were denied visits with detainees due to various policy restrictions.			Retain 3 years.	N/A	Destroy after 3 years.	ESI		ICE	Gov't Code § 26202.			
64	LIGHT TOWER PERMITS -			Retain 2 years.	N/A	Destroy after 2 years.			JAMF	Gov't Code § 26202.			
65	MAINTENANCE SLIPS - Electronic database of repair requests.			Retain 7 years.	N/A	Destroy after 7 years.	ESI		CJX; TLF	Gov't Code § 26202.			
66	MEAL TRACKING LOGS - Log of inmates needing special dietary requirements.			Retain 1 year.	N/A	Destroy after 1 year.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26205.1.			
67	MONEY LOG - Log of money inventoried from new bookings and sent to the cashier's office.			Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF	Gov't Code § 26202.			
68	"NO-SHOW" LETTER - Forms completed by the jail staff that notifies the court that the defendant did not show up to begin serving a sentence.			Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.			
69	OUTDOOR RECREATION LOGS - Excel spreadsheets that track facility outdoor recreation hours and durations.			Retain 3 years.	N/A	Destroy after 3 years.	ESI		ICE	Gov't Code § 26202.			
70	OVERTIME LOGS AND STATISTICS - List of overtime usage and statistics.			Retain 2 years.	N/A	Destroy after 2 years.	ESI		CJX; TLF	Gov't Code § 26202.			
71	PERSONNEL WORK SCHEDULES/WATCH LISTS - List of facility personnel sorted by work areas.			Retain 2 years.	N/A	Destroy after 2 years.	ESI		CJX; TLF; JAMF In-Time System	Gov't Code § 26202.			

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE		REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		CUSTODY & COURT OPERATIONS						10/09/1979; Resolution 79-1493		12/16/2014		56C	
								APPROVAL		PAGE			
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Item No.	TITLE AND DESCRIPTION OF RECORDS			RETENTION			TYPE OF RECORD			CITATION			
				OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION				
72	PIERCE ADA INMATE LIST - Weekly updated list of all Active ADA/Pierce class members.			Retain 2 years.	N/A	Destroy after 2 years.				CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
73	PIERCE CLASS QUALIFICATION ACKNOWLEDGMENT OF RIGHTS/PROGRAMS FORM - Pierce class members are offered specific programs and housing by their classification. The Inmate signs an acknowledgement form and is given a receipt.			Retain 2 years.	N/A	Destroy after 2 years.				CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
74	PIERCE GRIEVANCES - Medical Grievances			Retain 2 years.	N/A	Destroy after 2 years.				CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
75	PIERCE INMATE TRACKING LOG - Staff are to track Pierce class member "activities" which include programs, visits, shower, dayroom and recreation. These logs are to be submitted monthly.			Retain 2 years.	N/A	Destroy after 2 years.				CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
76	PIERCE INTERVIEW ACTIVITY LOG - The assigned ADA/Pierce Compliance Deputy will interview the Pierce class member upon notification by medical. The Deputy will also conduct bi-weekly interviews. Information is typed and saved.			Retain 2 years.	N/A	Destroy after 2 years.				CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
77	PIERCE TRANSPORTATION SLIPS - Transportation is responsible for tracking the times Pierce Class Members leave and return from each facility.			Retain 2 years.	N/A	Destroy after 2 years.				CJX; TLF	PIERCE VS. COUNTY OF ORANGE. Case No. SACV 01-981 Gov't Code § 26202.		
78	PROBABLE CAUSE HEARING LOG - A receipt from court services documenting which Probable Cause Declarations were received.			Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	IRC		Gov't Code § 26202.		
79	PRO-PER INMATE LOGS - Log of Pro-Per inmate activities within the facility.			Retain 2 years.	N/A	Destroy after 2 years.				CJX	Gov't Code § 26202.		
80	PROPERTY ROOMS INVENTORY LOGS - Yearly log used to track the dates and results of monthly facility property room inventories.			Retain 3 years.	N/A	Destroy after 3 years.	ESI			ICE	Gov't Code § 26202.		
81	PROTECTIVE CUSTODY LOG - Log of Protective Custody inmate activities within the facility.			Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy		CJX; TLF	Gov't Code § 26202.		
82	RECREATION/ROOF LOG - Log of housing areas sent to outdoor recreation and the number of inmates/detainees participating.			Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy		CJX; TLF	Gov't Code § 26202.		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
SHERIFF-CORONER		CUSTODY & COURT OPERATIONS				10/09/1979; Resolution 79-1493	12/16/2014	56C		
						APPROVAL	PAGE			
						Board Minute Order	8 of 9			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION		
		OFFICE	RECORDS CTR	DISPOSITION	TYPE	FORMAT	LOCATION			
83	SAFETY CELL LOGS - Log that documents completed welfare checks for inmates in Safety Cells.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	IRC	Gov't Code § 26202.		
84	SEARCH LOG - Report of housing areas searched, what contraband was found, and the disposition of the contraband.	Retain 3 years.	N/A	Destroy after 3 years.	ESI and Paper		CJX; TLF; JAMF	Gov't Code § 26202.		
85	SECURITY CLEARANCE APPLICATION - Application generated by non-departmental people wishing to work in or enter the facility in various capacities.	Retain 3 years.	N/A	Destroy after 3 years.	ESI and Paper		CJX; TLF; JAMF	Gov't Code § 26202.		
86	SENTENCE ENDING ROSTER (S/E ROSTER) - List of inmates scheduled to be released from custody. Processed on a daily basis.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.		
87	SERGEANT'S ACTIVITY LOG - Log of Sergeant's activities and security checks throughout the facility.	Retain 3 years.	N/A	Destroy after 3 years.	ESI		CJX; TLF	Gov't Code § 26202.		
88	SHELTERED LIVING LOG - Log that documents completed welfare checks for inmates housed.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX	Gov't Code § 26202.		
89	SHERIFF'S CIVIL ACTION FILES (REAL ESTATE CASES) - Forms, Correspondence and legal documents pertaining to Civil actions turned over to the Sheriff for service. Includes instructions to Sheriff, Writs, Register of Actions. Sheriff's service log sheet and various civil generated forms such as Notice of Sale, Notice to Judgment Debtor, Certificate of Sale of Real Property.	Retain 7 years after case is closed.	N/A	Destroy 7 years after case is closed.	ESI and Paper		COURTS	Gov't Code § 26202.		
90	SHERIFF'S CIVIL ACTION FILES (SINGLE PROCESS CASES) - Forms, Correspondence and legal documents pertaining to Civil actions turned over to the Sheriff for service. Includes instructions to Sheriff, Writs, Register of Actions, Sheriff's service log sheet and various civil generated forms such as Notice of Garnishments, Notice to Judgment Debtor, Certificate of Sale of Personal Property.	Retain 5 years.	N/A	Destroy after 5 years.	ESI and Paper		COURTS	Gov't Code § 26202.		
91	SOBERING CELL LOG - Log documenting completed welfare checks done every 15 minutes for inmates placed in Sobering Cells.	Retain 1 year.	N/A	Destroy after 1 year.	Paper	Hard Copy	IRC	Gov't Code § 26205.1.		
92	SOURCE OF INFORMATION - File documenting information received from an inmate.	Retain 3 years.	N/A	Destroy after 3 years.	Paper	Hard Copy	CJX; TLF; JAMF	Gov't Code § 26202.		
93	SPECIAL HANDLING JACKET OR FILE - Classification file containing information about Administrative or Protective Custody inmates.	Retain 3 years.	N/A	Destroy after 3 years.	ESI and Paper		CJX; TLF; JAMF	Gov't Code § 26202.		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE		REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		CUSTODY & COURT OPERATIONS						10/09/1979; Resolution 79-1493		12/16/2014		56C	
								APPROVAL		PAGE			
								Board Minute Order		9 of 9			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION					
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION						
94	STATE PRISON LOG - Tracks all State Prison Packets received from court on inmates who are sentenced to state prison.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.					
95	STAY LIST - List of inmates scheduled to report to the jail on a specific date.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.					
96	SUPERVISOR/COMMITMENT SUPERVISOR LOG - Daily 24-hour log for Inmate Records.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.					
97	TASER DOWNLOAD LOG - Electronic file of recorded Taser usage information.	Retain 2 years.	N/A	Destroy after 2 years.	ESI		CJX/ TLF	Gov't Code § 26202.					
98	TOOL CONTROL LOGS - Monthly logs used to account for tools used in security areas.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF; JAMF	Gov't Code § 26202.					
99	TROUBLE LOG BOOK - A daily memo book used to list inmate names and booking numbers that require clarification from the court on questionable paperwork.	Retain 2 years.	N/A	Destroy after 2 years.			Inmate Records	Gov't Code § 26202.					
100	VEHICLE LOG - Database of facility assigned vehicles and their usage.	Retain 1 year.	N/A	Destroy after 1 year.	ESI		CJX; TLF; JAMF	Gov't Code § 26205.1.					
101	VIDEO SURVEILLANCE TAPES - Analog and digital security video from fixed camera locations throughout the facility	Retain 1 year.	N/A	Destroy after 1 year.	ESI		CJX; TLF; JAMF	Gov't Code § 26202.6.					
102	VISITOR LOG - Database of public visitors and the inmates/detainees they visited.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF; JAMF	Gov't Code § 26202.					
103	VOLUNTEER RECORDS - Pictures, clearances, donation records, rosters, copies of identification, and instructor clearances.	Retain for 5 years after termination of service.	N/A	Destroy 5 years after termination of service.	ESI and Paper	Photos, Excel Spreadsheets, Word, scanned copies	Inmate Services, North and South Offices	Gov't Code § 26202.					
104	WATCH COMMANDER LOGS - Electronic based logs authored by the Watch Commander that document note worthy events each shift.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	IRC	Gov't Code § 26202.					
105	WORK ROSTERS (SCREENING) - Roster of inmates cleared to become workers.	Retain 2 years.	N/A	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF; JAMF	Gov't Code § 26202.					

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION		UNIT		EFFECTIVE DATE		REVISION DATES		SCHEDULE NO.	
SHERIFF-CORONER		AIRPORT OPERATIONS DIVISION						01/29/2008		12/16/2014		357A	
								APPROVAL		PAGE			
								Board Minute Order		1 of 1			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION					
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION						
1	AUDIO RECORDINGS - Recording of all radio channels and incoming control center telephone lines.	Retain 2 years.		Destroy after 2 years.				Gov't Code § 26202 and Gov't Code § 26202.6.					
2	CITATION LOGS - Includes citation number, type, date issued and disposition.	Retain current FY + 2 years.		Destroy after 3 years.				Gov't Code § 26202.					
3	CONTROL CENTER LOGS - Daily report of activity.	Retain current FY + 2 years.		Destroy after 3 years.				Gov't Code § 26202.					
4	NOTICE OF CORRECTION - Copy of notice sent to citizens regarding corrections to previously issued citations. Original copy forwarded to court.	Retain current FY + 2 years.		Destroy after 3 years.				Gov't Code § 26202.					
5	OFFICER'S DAILY ACTIVITY REPORT - Chronological record of each deputy's activities. One log sheet is completed by deputy for each shift worked.	Retain current FY + 2 years.		Destroy after 3 years.				Gov't Code § 26202.					
6	PATROL SCHEDULES - Schedule of hours assigned for each deputy.	Retain current FY + 2 years.		Destroy after 3 years.				Gov't Code § 26202.					
7	TRAFFIC CITATIONS - Includes notices to appear for traffic offenses. Original copy forwarded to court.	Retain current FY + 2 years.		Destroy after 3 years.				Gov't Code § 26202.					

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
SHERIFF-CORONER		EMERGENCY MANAGEMENT		ADMINISTRATIVE		12/16/2014		369	
						APPROVAL Board Minute Order	PAGE 1 of 2		
Item No.	TITLE AND DESCRIPTION OF RECORDS			RETENTION		TYPE OF RECORD			CITATION
				OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	
1	ALERTOC - Tapes, audio, email script			Retain 2 years.	N/A	Destroy after 2 years.			Gov't Code § 26202 and Gov't Code § 26202.6.
2	DATABASE REGISTRATION FORMS - DAFN - SONGS Only, AlertOC			Retain permanently.	N/A	Permanent retention	ESI and Paper		
3	DISASTER COUNCIL ACTIVITIES - Emergency Management Council and Operational Area Executive Board meetings and activities, including agendas, attendance rosters, meeting minutes.			Retain until close of case + 7 years if utilized during federal/state declared disaster.	N/A	Destroy after close of case + 7 years if utilized during federal/state declared disaster.			Gov't Code § 26205.1.
4	EMERGENCY MANAGEMENT DIVISION AND EOC SIGN-IN SHEETS -			Retain permanently.	N/A	Permanent retention			Gov't Code § 26202.
5	EMERGENCY OPERATIONS CENTER (EOC) ACTIVATIONS - Contains documents of all activities pertaining to each incident, including activity logs, proclamations, situation reports, incident action plan, staffing lists, petty cash and purchase order expenditures, email correspondence, WebEOC entries, resources utilized, mutual aid requests and deployments, after action reports and documentation pertaining to correspondence with the State.			Retain permanently.	N/A	Permanent retention			
6	EOC TRAINING RECORDS - Class roster.			Retain permanently.	N/A	Permanent retention	ESI and Paper		
7	MAPS, DRAWINGS, EXHIBITS AND PHOTOS -			Retain until superseded by updated record.	N/A	Destroy after superseded by updated record.			Gov't Code § 26205.1.
8	MUTUAL AID PLANS, STRATEGIC PLANS AND STANDARD OPERATING PROCEDURES -			Retain 2 years after superseded.	N/A	Destroy 2 years after superseded.			Gov't Code § 26202.
9	ORANGE COUNTY EMERGENCY MANAGEMENT ORGANIZATION (OCEMO) - Meeting and activities, including agendas, attendance rosters, meeting minutes.			Retain 3 years after formal close of yearly EMPG grant.	N/A	Destroy 3 years after formal close of yearly EMPG grant.			Gov't Code § 26202.
10	PHOTOGRAPHS - Not case related (Public relations, promotions, events, ceremonies, staff photos).			Retain 2 years.	N/A	Destroy after 2 years.			Gov't Code § 26202.
11	PUBLIC EDUCATION MATERIALS -			Retain until superseded by updated record.	N/A	Destroy after superseded by updated record.			Gov't Code § 26205.1.
12	VOLUNTEER REGISTRATION FORMS -			Retain for 5 years after termination of service.	N/A	Destroy 5 years after termination of service.			Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	TITLE AND DESCRIPTION OF RECORDS	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	CITATION	
		SHERIFF-CORONER		EMERGENCY MANAGEMENT	GRANT SECTION					
1	EMERGENCY MANAGEMENT AND HOMELAND SECURITY GRANT FOLDERS - Contains documents relating to each grant (grant guidance, application, Board of Supervisors resolutions, fiscal reports, transfer agreements, correspondence and work papers that support grant activities).						12/16/2014	369		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	RETENTION			TYPE OF RECORD			CITATION
								OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
	SHERIFF-CORONER	FIELD TRAINING BUREAU			12/16/2014		370							
					APPROVAL Board Minute Order									
	TITLE AND DESCRIPTION OF RECORDS													
1	FTB MENTORING PROGRAM WEEK BREAKDOWN - Face page for the custody & courts deputies being mentored prior to going out to patrol. They <u>SIGN</u> this page confirming what mentoring has occurred.		Retain 7 years.	N/A	Destroy after 7 years.								Gov't Code § 26202.	
2	2 MENTORING PROGRAM FINAL EXAM - Deputies coming out of custody & courts end their mentoring with a final exam. The exam covers all the subject matter within the mentoring program. This test is <u>SIGNED</u> after completed and graded and added to their mentoring file.		Retain 7 years.	N/A	Destroy after 7 years.								Gov't Code § 26202.	
3	3 MENTORING PROGRAM PRE-TEST - Deputies coming out of custody & courts begin their mentoring with a knowledge pre-test. This test is <u>SIGNED</u> after completed and graded and added to their mentoring file.		Retain 7 years.	N/A	Destroy after 7 years.								Gov't Code § 26202.	
4	4 RADIO CODE / STATION ACRONYM TEST - Deputies coming out of custody & courts typically begin their 2nd week of mentoring with a knowledge radio code & acronym test. This test is <u>SIGNED</u> after completed and graded and added to their mentoring file.		Retain 7 years.	N/A	Destroy after 7 years.								Gov't Code § 26202.	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	TITLE AND DESCRIPTION OF RECORDS	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.
		SHERIFF-CORONER	HOMELAND SECURITY	SPECIAL ENFORCEMENT	AVIATION SUPPORT	12/16/2014	1 of 7	371
		RETENTION		DISPOSITION		TYPE OF RECORD		
		OFFICE	RECORDS CTR	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	AIRCRAFT MAINTENANCE TIME - Flight hours and landings recorded by log book.	Retain current FY + 6 years.	N/A	Destroy after 7 years.				14 CFR Part 91 Section 417.
2	AVIATION SAFETY FILES - Hazard log, Operational Hazards Reports (OHRs) Safety After Action reviews, Risk Managements sheets, Outside Normal Operations report forms.	Retain current FY + 5 years.	N/A	Destroy after 6 years.				Gov't Code § 26202.
3	AVIATION SAFETY TRAINING - Required quarterly safety training, annual accident rehearsal exercise.	Retain current FY + 5 years.	N/A	Destroy after 6 years.				Gov't Code § 26202.
4	AVIATION TRAINING BINDERS - Tactical flight officers evaluations, pilot evaluations, special operations training.	Retain until the pilot or tactical flight officer terminates/separates from OCSD.	N/A	Destroy after pilot or tactical flight officer terminates/separates from OCSD.				Gov't Code § 26202 and Gov't Code § 26205.1.
5	INSPECTION/MAINTENANCE RECORDS OF THE AIRCRAFT - Engine overhaul, airworthiness directives, service bulletins.	Retain for life of engine.	N/A	Destroy after engine has been replaced or overhauled.				14 CFR Part 91 Section 417.
6	MANAGEMENT OF CHANGE FORMS - Forms required to update Aviation Support Unit Policy and Procedure Manuals to reflect best industry practices recommended by the FAA, ALEA and the NTSB.	Retain current FY + 5 years.	N/A	Destroy after 6 years.				Gov't Code § 26202.
7	SUPPLEMENTAL TYPE CERTIFICATES (STCs) -	Retain for life of the component installation.	N/A	Destroy after component is removed.				14 CFR Part 91 Section 417.
8	VIDEO RECORDINGS - Recordings taken by helicopter during calls.	Retain current FY + 1 year.	N/A	Destroy after 2 years.				Gov't Code § 26202 and Gov't Code § 26202.6.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	TITLE AND DESCRIPTION OF RECORDS	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD			CITATION
									OFFICE	RECORDS CTR.	DISPOSITION	
		SHERIFF-CORONER	HOMELAND SECURITY		BOMB SQUAD	12/16/2014		371	APPROVAL Board Minute Order			
									2 of 7			
1	CANINE TRAINING RECORDS - Date, time, location, aid type, placement and result.			Retain 2 years after retirement or death of canine.	N/A	Destroy 2 years after retirement or death of canine.	Paper, electronic	Word	Office files, Share drive, PCs, email		Govt Code § 26202.	
2	INCIDENT CARDS - Incident card (yellow index), calls from various law enforcement agencies, investigator's activities - meetings, training.			Retain current FY year + 10 years.	N/A	Destroy after 11 years.	Paper, electronic	Access	Share drive, PCs, office files		Govt Code § 26202.	
3	MASK FIT TESTING - Pass/Fail test of mask used in Bomb Squad work.			Retain for term of employment + 5 years after employee terminates/separates from OCSD.		Destroy 5 years after employee terminates/separates from OCSD.	Paper, electronic	Employee Health system, Excel	Employee Health Services		Govt Code § 26202.	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD			CITATION	
								OFFICE	RECORDS CTR.	DISPOSITION		TYPE
	SHERIFF-CORONER	HOMELAND SECURITY	SPECIAL ENFORCEMENT	CRISIS NEGOTIATION	12/16/2014	3 of 7	371	APPROVAL Board Minute Order				
	TITLE AND DESCRIPTION OF RECORDS											
1	AFTER ACTION REPORTS - Documentation of CNT activations and action taken.											
2	BASIC NEGOTIATOR TRAINING - 40-hour basic negotiator training.											
3	EQUIPMENT LIST - Documentation related to the purchase and maintenance of equipment utilized by CNT											
4	FEDERAL TRAINING DOCUMENTATION - Including rosters, assignments, equipment test.											

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD			CITATION	
							OFFICE	RECORDS CTR.	DISPOSITION		TYPE
	SHERIFF-CORONER	HOMELAND SECURITY		12/16/2014		371					
		MUTUAL AID/GRANTS		APPROVAL Board Minute Order							
	TITLE AND DESCRIPTION OF RECORDS		RETENTION		PAGE		4 of 7				
1	INCIDENT ACTION PLANS - Operational plans for both planned and spontaneous events that are generated by the Mutual Aid Bureau and encompass the FEMA incident command structure.		N/A		Destroy after 3 years.		ESI and Paper				Gov't Code § 26202.
2	MEMORANDUM OF UNDERSTANDINGS - Agreements with other agencies within the state, region, and operational area, outlining the Sheriff's role during a requested call for assistance.				Retain for length of MOU + 4 years.		Paper				Gov't Code § 26202.
3	MUTUAL AID INCIDENT LOGS - Logs containing personnel roster, assignments, tasks, etc., during a mutual aid incident request.		N/A		Retain 3 years.		ESI				Gov't Code § 26202.
4	OPERATIONAL MEMOS - Briefing items generated by the Homeland Security Administration containing operational guidelines for department preparedness for an emergency response to certain events (riots, natural disasters, etc.).		N/A		Retain 1 year.		ESI and Paper				Gov't Code § 26205.1.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
SHERIFF-CORONER	HOMELAND SECURITY	MASS TRANSIT BUREAU	OCTA TRANSIT POLICE SERVICES	12/16/2014	PAGE 5 of 7	371		
				APPROVAL Board Minute Order				
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION		TYPE OF RECORD		CITATION	
1	SPECIAL EVENTS BILLING RECORDS - Includes event operation plans, schedules and billing.		OFFICE Retain current FY + 5 years.	RECORDS CTR. N/A	DISPOSITION Destroy after 6 years.	TYPE	FORMAT	LOCATION
								Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD			CITATION
								OFFICE	RECORDS CTR.	DISPOSITION	
	SHERIFF-CORONER	HOMELAND SECURITY	SPECIAL ENFORCEMENT	SPECIAL WEAPONS AND TACTICS	12/16/2014		371	PAGE 6 of 7			
					APPROVAL Board Minute Order			RETENTION			
1		TITLE AND DESCRIPTION OF RECORDS ACTIVATION AFTER ACTIONS INTERNAL MEMOS AND DESK REPORTS -	Retain current FY year + 10 years.	N/A	Destroy after 11 years.						Gov't Code § 26202.
2		ALL SERIALIZED INVENTORY LOGS - for serialized weapons and equipment	Retain permanently.	N/A	Permanent retention						
3		CRITICAL INCIDENT RESPONSE TEAM LOGS -	Retain current FY year + 5 years.	N/A	Destroy after 6 years.						Gov't Code § 26202.
4		INTERNAL TRAINING MEMOS - Training internal memos and after action training internal memos	Retain current FY year + 10 years.	N/A	Destroy after 11 years.						Gov't Code § 26202.
5		RESPONSE TO CRITICAL INCIDENTS - Logs, game plans, pictures, video, background checks, sketches, notes, reports and any and all work product	Retain current FY + 10 years.	N/A	Destroy after 11 years.						Gov't Code § 26202.
6		SWAT OPERATOR TRAINING FILES -	Retain for term of employment + 5 years after Operator terminates/separates from OCSD.	N/A	Destroy 5 years after the Operator terminates/separates from OCSD.						Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE



DEPARTMENT	SHERIFF-CORONER	DIVISION	HOMELAND SECURITY	SECTION	SPECIAL ENFORCEMENT	UNIT	TACTICAL APPREHENSION TEAM	EFFECTIVE DATE	12/19/2014	REVISION DATES	3/71	SCHEDULE NO.	371
								APPROVAL	Board Minute Order	PAGE	7 of 7		

Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			DISPOSITION			TYPE OF RECORD			CITATION	
		OFFICE	RECORDS CTR.	UNIT	OFFICE	RECORDS CTR.	UNIT	TYPE	FORMAT	LOCATION		
1	SERVED INVESTIGATIVE WARRANT WORKSHEETS - AWSS generated warrant worksheet with warrant information and investigator notes. <ul style="list-style-type: none"> • Felony • Misdemeanor 	Retain 5 years after warrant served. Retain 2 years after warrant served.	N/A	TACTICAL APPREHENSION TEAM	Destroy 5 years after warrant served. Destroy 2 years after warrant served.	Board Minute Order					Gov't Code § 26202.	
2	WARRANT FILES AND RECORDS - Related warrant files and records, including return to court lists, clerical phone logs, Serna Motions, directed message logs, investigator field logs, CLETS check, 1028/AP, forwarding logs, out of county folders.	Retain 2 years.	N/A		Destroy after 2 years.						Gov't Code § 26202.	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	PAGE			CITATION	
								APPROVAL	TYPE	LOCATION		
TITLE AND DESCRIPTION OF RECORDS		RETENTION		TYPE OF RECORD								
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION					
1	SHERIFF-CORONER	HOMELAND SECURITY	HARBOR PATROL		07/07/1981; Resolution 81-1034	05/27/1996; 01/29/2008; 12/16/2014	114C	1 of 2				Gov't Code § 26202.
2												Gov't Code § 26202.
3												Gov't Code § 26202.
4												Gov't Code § 26202.
5									ESI			
6												Gov't Code § 26202.
7												Gov't Code § 26202.
8									ESI			Gov't Code § 26202.
9									ESI			
10									ESI and Paper			
11												Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
SHERIFF-CORONER	HOMELAND SECURITY	HARBOR PATROL		07/07/1981; Resolution 81-1034	05/27/1986; 01/29/2008; 12/16/2014	114C		
				APPROVAL Board Minute Order	PAGE 2 of 2			
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION		TYPE OF RECORD			CITATION	
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT		LOCATION
12	<p>RADIO LOGS - Operators log for coastal marine stations.</p> <p>a. Station logs involving communications incident to a distress or disaster.</p> <p>b. Station logs which include entries of communication incident to or involved in an investigation by the FCC and in which the station licensee has been notified.</p> <p>c. Station logs incident to or involved in any claim or complaint in which the station licensee has been notified.</p> <p>d. All other station logs.</p>	<p>Retain 3 years from date of entry.</p> <p>Retain until authorized in writing by FCC.</p> <p>Retain until claim or complaint has been fully satisfied.</p> <p>Retain 2 years.</p>	N/A	<p>Destroy 3 years after date of entry.</p> <p>Destroy after authorized in writing by FCC.</p> <p>Destroy after claim or complaint has been fully satisfied.</p> <p>Destroy after 2 years.</p>	ESI			<p>Code of Federal Regulations Title 47, 80.409(b)(1)(i), 80.409(b)(1)(ii), 80.409(b)(1)(iii).</p> <p>Code of Federal Regulations Title 47, 80.409(b)(1).</p>
13	REPORTS 90 DAY FILE - Copies of all DR reports.	Retain 2 years.	N/A	Destroy after 2 years.	ESI		Govt Code § 26202.	
14	WATCH COMMANDER LOG - information regarding significant calls for service.	Retain current FY year + 5 years.	N/A	Destroy after 6 years.	ESI		Govt Code § 26202.	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
SHERIFF-CORONER		CRIMINAL INVESTIGATIONS			12/16/2014		367	
					APPROVAL Board Minute Order	PAGE 1 of 1		
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	ASSET FORFEITURE FILES - Includes documentation relating to the seizure of assets in any particular case (DAG form 71).	Retain until file is closed + 5 years.	N/A	Destroy after file is closed + 5 years.	Paper	Hard Copy	Headquarters/ Narcotics Office	U.S. DOJ Guide to Equitable Sharing for State & Local Law Enforcement Agencies, 2009: Pg. 29.
2	CASE MANAGEMENT - Investigator's individual case files Specific details i.e. North Investigations, Family Protection, Economic Crimes, Special Victims.	Retain until final adjudication and all appeals are exhausted + 2 years.	N/A	Destroy after final adjudication and all appeals are exhausted + 2 years.	ESI and Paper		Headquarters	Govt Code § 26202.
3	CONFIDENTIAL INFORMANT FILES - Includes documentation relating to identity of confidential informant, information provided by informant, considerations provided, and case information involving the informant. Informant files are maintained under active and inactive status.	Retain until inactive + 3 years.	N/A	Destroy 3 years after inactive.	Paper	Hard Copy	Headquarters	Govt Code § 26202.
4	EXTRADITION, RENDITION, GOVERNORS WARRANTS - Includes fugitive's arrest, the arraignment on the fugitive warrant, waiver of extradition, identity hearing, bail, commitment while awaiting the Governor's warrant, issuance and service of the Governor's warrant, arraignment on the warrant, habeas corpus, and the rendition.	Retain until case is rejected/not prosecuted + 2 years or 5 years after warrant is served, whichever is longer.	N/A	Destroy after case is rejected/not prosecuted + 2 years or 5 years after warrant is served, whichever is longer.	Paper	Hard Copy	Headquarters/ North Investigations	Govt Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD			CITATION	
								OFFICE	RECORDS CTR.	RETENTION		
	SHERIFF-CORONER	NORTH OPERATIONS DIVISION	EMERGENCY COMMUNICATIONS BUREAU		04/13/1982; Resolution 82-548	01/18/1983; 07/07/1983; 01/29/2008; 12/58 12/16/2014		1 of 1				
					APPROVAL Board Minute Order							
1		911 AND SHERIFF BUSINESS LINE TELEPHONE AUDIO FILES – Audio files of telephone communications to and from the Sheriff's Call Talking Center. These are audio files that are saved on a Voicellogger system. The system utilizes computer hard drives and DVDs to save these files.	Retain 2 years.	N/A	Destroy after 2 years.	ESI					Gov't Code § 26202 and Gov't Code § 26202.6.	
2		COMMUNICATIONS DIVISION RADIO AUDIO FILES – This division provides operational coordination of radio communication within the County for most county, city and state agencies. These are audio files that are saved on a Voicellogger system. The system utilizes computer hard drives and DVDs to save these files of law enforcement radio communications between the Sheriff, police departments and dispatchers. Paramedics, Animal Control, Flood Control and various County communications networks are also recorded.	Retain 2 years.	N/A	Destroy after 2 years.	ESI					Gov't Code § 26202 and Gov't Code § 26202.6.	
3		COMMUNICATIONS LOG – This log is a summary of radio traffic between the Communications Division, Control One and mobile units in the coordinated communications systems, a record of all general broadcasts by time and a general broadcast number.	Retain current FY year + 2 years.	N/A	Destroy after 3 years.						Gov't Code § 26202.	
4		COMPUTER-AIDED DISPATCH (CAD) SYSTEM - Tracks the dispatching and handling of emergency and non-emergency calls for service. Displays include all details on all open calls and the status of all units. Responses are expedited by validating the location and identifying appropriate units.	Retain permanently.	N/A	Permanent retention	ESI						
5		MASTER CONTROL LOG – This log is a log kept by date and shift. Shift personnel by position are listed, any pertinent information of value to succeeding shifts and general information not recorded by any other method.	Retain current FY year + 2 years.	N/A	Destroy after 3 years.						Gov't Code § 26202.	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	TITLE AND DESCRIPTION OF RECORDS	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
		SHERIFF-CORONER	NORTH OPERATIONS DIVISION	PATROL BUREAU		02/16/1982	01/18/1983, 07/07/1983, 12/16/2014	124D		
				OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
				Retain 2 years.		Destroy after 2 years.	Paper	Hard Copy		Gov't Code § 26202.
1	ALARM BILLING RECORDS - Contains false alarm reports and alarm notification forms.			Retain current FY year.	Retain 2 years.	Destroy after 3 years.	Paper	Word		Gov't Code § 26202.
2	CITATION LOGS - Includes citation number, type, date issued and disposition.			Retain current FY year + 2 years.	Retain 2 years.	Destroy after 3 years.	Paper	Hard Copy		Gov't Code § 26202.
3	FIELD INTERROGATION CARDS - Completed in field by deputy investigating suspicious circumstances.			Retain current FY year.	Retain 2 years.	Destroy after 3 years.	Paper	Word		Gov't Code § 26202.
4	NOTICE OF CORRECTION - Copy of notice sent to citizens regarding corrections to previously issued citations. Original copy forwarded to court.			Retain current FY year + 2 years.	Retain 2 years.	Destroy after 3 years.	Paper	Word		Gov't Code § 26202.
5	OFFICER'S DAILY ACTIVITY REPORT - Chronological record of each deputy's activities. One log sheet is completed by deputy for each shift worked.			Retain current FY year + 2 years.	Retain 2 years.	Destroy after 3 years.	Paper	Word		Gov't Code § 26202.
6	PATROL SCHEDULES - Schedule of hours assigned for each deputy.			Retain 3 years.	Retain 2 years.	Destroy after 3 years.	ESI	Word		Gov't Code § 26202.
7	PATROL SERGEANTS ACTIVITY REPORT - Daily report of sergeant's activity.			Retain 2 years.	Retain 2 years.	Destroy after 2 years.	ESI	Digital Recordings		Gov't Code § 26202 and Gov't Code § 26202.6.
8	PVS VIDEO RECORDINGS -			Retain current FY + 5 years.	Retain 2 years.	Destroy after 6 years.	Paper	Hard Copy		Gov't Code § 26202.
9	SPECIAL EVENTS BILLING RECORDS - Includes event operation plans, schedules and billing records.			Retain current FY year + 2 years.	Retain 2 years.	Destroy after 3 years.	Paper	Hard Copy		Gov't Code § 26202.
10	TRAFFIC CITATIONS - Includes notices to appear for traffic offenses. Original copy forwarded to court.			Retain 2 years.	Retain 2 years.	Destroy after 2 years.	Paper	Word		Gov't Code § 26202.
11	VEHICLE ABATEMENT RECORDS - Contains Vehicle Abatement Reimbursement Form for abandoned vehicles. Includes amount of owner reimbursement received.									

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
SHERIFF-CORONER		SOUTH OPERATIONS DIVISION	SOUTH PATROL BUREAU		07/07/1987; Resolution 87-959	01/09/1996; 01/29/2008; 12/16/2014	163C	
SHERIFF-CORONER		SOUTH OPERATIONS DIVISION	SOUTH PATROL BUREAU		APPROVAL Board Minute Order	PAGE 1 of 2		
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	CITATION LOGS - Includes citation number, type, date issued and disposition.	Retain current FY year.	Retain 2 years.	Destroy after 3 years.	Paper	Word	AV Station	Gov't Code § 26202.
2	FIELD INTERROGATION CARDS - Completed in field by deputy investigating suspicious circumstances.	Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Hard Copy	AV Station	Gov't Code § 26202.
3	JUVENILE CITATIONS & CASE REPORTS - True copies of original reports are retained permanently by Support Services Division; copies of citations do not always accompany reports. Original citations are forwarded to Juvenile Court, diversion programs or Probation.	Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Hard Copy	AV Station	Gov't Code § 26202.
4	LOST AND STOLEN LICENSE PLATE RECORDS - Includes report and related records.	Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Word	AV Station	Gov't Code § 26202.
5	MAJOR ACCIDENT RECONSTRUCTION TEAM (MART) - This includes MART reports, diagrams and investigator notes. True copies of original MART reports are retained permanently by Support Services Division.	Retain 5 years.		Destroy after 5 years.	Paper	Word, PDF	AV Station	Gov't Code § 26202.
6	NOTICE OF CORRECTIONS - Copy of notice sent to citizens regarding corrections to previously issued citations. Corrections may be in regards to court appearance date, appearance location and violation section. Original copy forwarded to court.	Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Hard Copy	AV Station	Gov't Code § 26202.
7	OFFICER'S DAILY ACTIVITY REPORT - Chronological record of each deputy's activities. One log sheet is completed by deputy for each shift worked.	Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Word	AV Station	Gov't Code § 26202.
8	PATROL SERGEANTS ACTIVITY REPORT - Daily report of activity.	Retain 3 years.		Destroy after 3 years.	ESI	Word	BGB	Gov't Code § 26202.
9	PATROL SCHEDULES - Schedule of hours assigned for each deputy.	Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	InTime System	BGB	Gov't Code § 26202.
10	PAWN SLIPS - Received from pawn/secondhand dealers for items pawned or sold.	Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Hard Copy	AV Station	Gov't Code § 26202.
11	PVS VIDEO RECORDINGS -	Retain 2 years.		Destroy after 2 years.	ESI	Digital Recordings	AV Station	Gov't Code § 26202 and Gov't Code § 26202.6.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.		
								APPROVAL	PAGE
TITLE AND DESCRIPTION OF RECORDS		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION	
12	SHERIFF-CORONER	SOUTH OPERATIONS DIVISION	SOUTH PATROL BUREAU		07/07/1987, Resolution 87-959	01/09/1996, 01/29/2008, 12/16/2014	163C		
			Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Word	AV Station	Gov't Code § 26202.
13			Retain current year.	Retain 2 years.	Destroy after 3 years.	Paper	Hard Copy	AV Station	Gov't Code § 26202.

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.



RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
SHERIFF-CORONER		CORONER			07/07/1981; Resolution 81-1034	01/29/2008; 12/16/2014	104B	
			APPROVAL	PAGE				
			Board Minute Order	1 of 1				
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR.	DISPOSITION	TYPE	FORMAT	LOCATION	
1	<p>CORONER'S INVESTIGATIONS - Case files for determining manner, cause and circumstances of sudden, violent and unexplained deaths. Includes investigator's work record and reports, copy of death certificate, toxicology report, preliminary autopsy report, autopsy record, facility history, order for release, case amendment review form and criminal history. Files become closed when a final death certificate is issued.</p> <p>a. Homicide Files</p> <p>b. Non-homicide Files</p>	Retain ESI and paper copy permanently.	N/A	Permanent retention	ESI and Paper	PDF, Excel	Plans room, Share drive, PCs, email, Office files	
2	RECORDINGS OF TELEPHONE CALLS TO AND FROM CORONER DIVISION -	Retain 100 days.	N/A	Destroy after 100 days.	ESI			Govt Code §§ 27491.4, 27463.5, 26202 and 26205.
								Government Code § 26202.6.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	
SHERIFF-CORONER		OC CRIME LABORATORY			01/29/2008	12/16/2014	354A	
					APPROVAL Board Minute Order	1 of 1		
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			TYPE OF RECORD			CITATION
		OFFICE	RECORDS CTR	DISPOSITION	TYPE	FORMAT	LOCATION	
1	ANTEMORTEM TOXICOLOGY ENVELOPES (11550 H&S) - Envelopes designed to contain blood samples withdrawn from suspects in non-driving violations and designed to provide information as to suspect, arrest, arresting officer, time of withdrawal and chain of custody.	Retain permanently.	N/A	Permanent retention	ESI and Paper	LIMS 2000	Server, 5th Fl.	
2	ANTEMORTEM TOXICOLOGY REPORTS (11550 H&S) - Reports, data and related documentation on analytical information relative to examination for drugs in driving and non-driving violations.	Retain permanently.	N/A	Permanent retention	ESI and Paper	LIMS 2000	Server, 5th Fl.	
3	DEATH CASES - Includes administrative and examination documentation.	Retain permanently.	N/A	Permanent retention	ESI and Paper	LIMS 2000	Server, 5th Fl.	
4	FINGERPRINT AND PALM CARDS -	Retain until subject's death.	N/A	Destroy after subject's death.	ESI and Paper	Identification System	Server, 5th Fl.	Gov't Code § 26202.
5	FINERPRINT EVIDENCE - (Latent Prints and Latent Print Jackets) a. Non-major cases without identifications that have expired their statute of limitations b. Non-major cases with identifications: Homicides; Sexual Assaults; OIS or Death cases	Retain until statute of limitations expires. Retain permanently.	N/A	Destroy after statute of limitations expires. Permanent retention	ESI and Paper	LIMS 2000	Server, 5th Fl.	Gov't Code § 26202.
6	FORENSIC ALCOHOL - Breath tests, maintenance and calibration records for breath instruments, breath test operation certification, breath test accuracy check and calibration standards, blood alcohol run sheets and gas chromatograph data, blood alcohol report, blood alcohol envelopes, blood alcohol logs.	Retain ESI permanently. Retain paper copy for 3 years.	N/A	Permanent retention of ESI Destroy paper copy after 3 years of scan date.	ESI and Paper	LIMS 2000	Server, 5th Fl.	Gov't Code § 26202.
7	NON-DEATH CASES - Includes administrative and examination documentation.	Retain ESI permanently. Retain paper copy for 2 years.	N/A	Permanent retention of ESI Destroy paper copy after 2 years of scan date.	ESI, Microfilm, Paper			Gov't Code § 26202.
8	OFFICER INVOLVED CASES - Includes administrative and examination documentation.	Retain permanently.	N/A	Permanent retention	ESI and Paper	LIMS 2000	Server, 5th Fl.	
9	POSTMORTEM TOXICOLOGY REPORTS - Homicide	Retain permanently.	N/A	Permanent retention	ESI and Paper	LIMS 2000	Server, 5th Fl.	
10	POSTMORTEM TOXICOLOGY REPORTS - Non-Homicide	Retain ESI permanently. Retain paper copy for 2 years.	N/A	Permanent retention of ESI Destroy paper copy after 2 years of scan date.	ESI and Paper	LIMS 2000	Server, 5th Fl.	Gov't Code § 26202.
11	QUALITY ASSURANCE DOCUMENTS - Including but not limited to: Instrumentation records, calibration, reagent, weighing balances and maintenance logs, proficiency tests, testimony review records, corrective action reports.	Retain minimum 5 years or since last accreditation inspection. Retain minimum 5 years or since last accreditation inspection.	N/A	Destroy after minimum of 5 years or since last accreditation inspection.	ESI and Paper	LIMS 2000	Server, 5th Fl.	Gov't Code § 26202.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

DEPARTMENT		DIVISION		SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.
SHERIFF-CORONER		PROFESSIONAL STANDARDS				04/06/1982, Resolution 82-500	12/16/2014	123C
TITLE AND DESCRIPTION OF RECORDS				RETENTION		APPROVAL		
				RECORDS CTR.		BOARD MINUTE ORDER		
				OFFICE		PAGE		
				DISPOSITION		1 of 1		
Item No.	TITLE AND DESCRIPTION OF RECORDS	OFFICE	RECORDS CTR.	DISPOSITION	TYPE OF RECORD			CITATION
					TYPE	FORMAT	LOCATION	
1	BUSINESS LICENSES AND PERMITS - Record of business licenses issued by this department. Includes application, receipts for money, fingerprint cards and correspondence. Closed file includes licenses/permits revoked, cancelled, denied and expired.	Retain all licenses for 2 years after expiration or denial.	N/A	Destroy 2 years after expiration or denial.	Paper	Hard Copy	Business Licensing Unit	Gov't Code § 26202.
2	CONCEALED WEAPON PERMIT FILE - Includes application, fingerprint card, copy of permit, receipt for fee, gun registration card, and permit restriction agreement. Closed file also includes records of permits denied. a. Approved permits b. Denied permits	Retain permanently. Retain 2 years after denial.	N/A	Permanent retention Destroy 2 years after denial.	Paper	Hard Copy	CCW Licensing Unit	
3	INMATE LABOR SUPERVISORS, KEEPER CUSTODIANS, GRAND JURY AND SECURITY CLEARANCE PERSONNEL FILE - Various personnel records, including fingerprint cards, photographs, prior ID cards, correspondence, certificate of appointment. Closed files also include records on persons denied employment.	Retain until file is closed + 5 years.	N/A	Destroy 5 years after file is closed.	Paper	Hard Copy	Employee Services Unit Room #422	Gov't Code § 26202.
4	PERSONNEL FILES, SHERIFF-CORONER - Personnel records for all Sheriff-Coroner employees. Includes: background files, performance evaluations, commendations, disciplinary actions, copies of college credits and transcripts, POST certificates (Police Officer Standards and Training), etc.	Retain file until 5 years after employee terminates/separates from OCSD.	N/A	Destroy 5 years after employee terminates/separates from OCSD.	Paper	Hard Copy	Employee Services Unit Room #422	Gov't Code § 26202.
5	PERSONNEL FOLDER, SHERIFF-CORONER NON SELECTS - Files on persons who applied for employment with Sheriff-Coroner. Includes background investigation, criminal record, original employment application, credit report and summary of findings.	Retain until closed (non-select) + 2 years.	N/A	Destroy 2 years after file is closed.	Paper	Hard Copy	Employee Services Unit Room #422	Gov't Code § 26202.
6	PERSONNEL INVESTIGATION, CITIZEN INITIATED COMPLAINTS - Investigations of citizen initiated complaints against employees. Includes a record of actions taken. Contains complainants' statements, disposition and photographs.	Retain until file is closed + 5 years.	N/A	Destroy 5 years after file is closed.	Paper	Hard Copy	Internal Affairs Unit	Penal Code § 832.5 and Gov't Code § 26202.
7	PERSONNEL INVESTIGATIONS, DEPARTMENT INITIATED COMPLAINTS - Investigations of departmental initiated complaints against employees. Includes a record of actions taken. Contains complainants' statements, disposition and photographs.	Retain until file is closed + 5 years.	N/A	Destroy 5 years after file is closed.	Paper	Hard Copy	Internal Affairs Unit	Gov't Code § 26202.
8	TEMPORARY CLASSIFICATION REQUESTS - Record of positions temporarily filled at a different level than allotted/budgeted.	Retain permanently.	N/A	Permanent retention	ESI	County-wide Database (OnBase)	ESI - OnBase System/Paper Copy in Recruiting Unit	

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Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD			CITATION
								OFFICE	RECORDS CTR.	DISPOSITION	
	SHERIFF-CORONER	S.A.F.E.			12/16/2014		372	APPROVAL Board Minute Order			
	TITLE AND DESCRIPTION OF RECORDS							1 of 1			
1	CIVIL LITIGATION UNIT - Documents related to civil litigation against the Sheriff's Department		Retain until litigation is resolved.	N/A	Destroy after litigation is resolved.	ESI and Paper		PDF, Word, Excel, Video	Share Drive, email, secure file room, CRM	Gov't Code § 26202 and Gov't Code § 26205.1.	
2	CRITICAL INCIDENT REVIEW BOARD - Action items and responses, synopsis, PowerPoint presentation		Retain for duration of litigation + 2 years. If no litigation, retain 2 years.	N/A	Destroy 2 years after litigation is resolved. Destroy after 2 years if there is no litigation.	ESI and Paper		PDF, Word, Excel, Video	Share Drive, email, secure file room	Gov't Code § 26202.	
3	DRUG TESTING RECORDS - Acknowledgement forms, clinic forms, bills listing everyone tested, notification of negative dilutes which are sent to PSD.		Retain for duration of employment + 5 years.	N/A	Destroy 5 years after employee's separation from services.	ESI and Paper		Word, Excel, PDF	Worker's Comp Office	Gov't Code § 26202.	
4	PERSONNEL HISTORY INDEX -			N/A		ESI					
	a.	Recommendations	Retain for duration of employment + 5 years.		Destroy 5 years after employee's separation from service.					Gov't Code § 26202.	
	b.	Complaints	Retain until closed + 5 years.		Destroy 5 years after closed.					Gov't Code § 26202.	
	c.	Use of Force	Retain 5 years.		Destroy after 5 years.					Gov't Code § 26202.	
	d.	Risk Management Claims	Retain for duration of employment + 5 years.		Destroy 5 years after employee's separation from service.					Gov't Code § 26202.	
	e.	Traffic Collisions	Retain for duration of employment + 5 years.		Destroy 5 years after employee's separation from service.					Gov't Code § 26202.	
	f.	Worker's Compensation	Retain for duration of employment + 5 years.		Destroy 5 years after employee's separation from service.					Gov't Code § 26202.	
5	POLICY MANUAL - Lexipol and historical policies		Retain current FY + 4 years from last revision date.	N/A	Destroy 5 years from last revision date.	ESI and Paper		Word, PDF	Intranet, file folders	Gov't Code § 26202.	
6	TRAFFIC COLLISION REVIEW BOARD - Board determination		Retain for duration of employment + 5 years.	N/A	Destroy after employee's separation from service + 5 years.	ESI and Paper		Word, PDF	Secure file room, CRM	Gov't Code § 26202.	
7	USE OF FORCE REVIEW - Supervisory analysis, managerial review, secondary review packets, which include use of force documents and a memo highlighting criteria for second review.		Retain 5 years.	N/A	Destroy after 5 years.	ESI and Paper		Word, PDF	CRM	Gov't Code § 26202.	

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Item No.	TITLE AND DESCRIPTION OF RECORDS	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD			CITATIONS
									OFFICE	RECORDS CTR.	DISPOSITION	
		SHERIFF-CORONER	TRAINING DIVISION			12/03/1996	08/24/2006; 01/29/2008	277C	APPROVAL Board Minute Order			
									PAGE 1 of 1			
									RETENTION			
1	ADVANCED OFFICER TRAINING FILES - Contains documentation of mandated, continual, professional training. Include course announcement, roster, schedule, course evaluation instrument, receipts, fiscal memos, incident reports, course outline, instructor resumes, lesson plans and Scantron test cards. Records are closed at completion of course.			Retain paper copy until closed + 5 years. Retain microfilm and/or optical disk permanently.	N/A	Electronically image records and destroy paper copy after 5 years. Microfilm and/or copy records to optical disk.					Gov't Code § 26202 and Gov't Code § 26205. POST requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file.)	
2	STANDARDS AND TRAINING FOR CORRECTIONS CLASS TRAINING FILES - Contains documentation of employee training. Includes training course announcement, peace officer standards and training/standards, training for corrections roster, orientation manual, class schedule, staff roster, evaluations, final statistical standing roster, resignation/reduction/termination memos and injury reports. Records are closed at completion of the course.			Retain paper copy until closed + 5 years. Retain microfilm and/or optical disk permanently.	N/A	Electronically image records and destroy paper copy after 5 years. Microfilm and/or copy records to optical disk.					Gov't Code § 26202 and Gov't Code § 26205. POST requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file.)	
3	BASIC ACADEMY RECRUIT CLASS TRAINING FILES, REGULAR AND RESERVE - Documentation of recruits' basic academy training and performance. Includes peace officer standards, training announcement, roster, proficiency report, course evaluation instrument, orientation manual, class schedule, staff roster, final statistical standing roster, final statistical standing roster, evaluations, resignation/recycle/ termination memos and injury reports. Records are closed after graduation from the academy.			Retain paper copy until closed + 7 years. Retain microfilm and/or optical disk permanently.	N/A	Electronically image records and destroy paper copy after 7 years. Microfilm and/or copy records to optical disk.					Gov't Code § 26202 and Gov't Code § 26205. POST requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file.)	
4	SHERIFF SPECIAL OFFICER ACADEMY CLASS TRAINING FILES - Contains documentation of employee training. Includes training course announcement, peace officer standards and training/standards, training for corrections roster, orientation manual, class schedule, staff roster, evaluations, final statistical standing roster, resignation/reduction/termination memos and injury reports. Records are closed at completion of the course.			Retain paper copy until closed + 7 years. Retain microfilm and/or optical disk permanently.	N/A	Electronically image records and destroy paper copy after 7 years. Microfilm and/or copy records to optical disk.					Gov't Code § 26202 and Gov't Code § 26205. POST requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file.)	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

Item No.	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES	SCHEDULE NO.	TYPE OF RECORD				CITATION
								OFFICE	RECORDS CTR.	DISPOSITION	TYPE	
	SHERIFF-CORONER	DEPARTMENT-WIDE			12/16/2014		368	APPROVAL Board Minute Order				
								1 of 1				
TITLE AND DESCRIPTION OF RECORDS												
1		BOLOS (Be on the Lookout Bulletins) - Bulletins are created and disseminated to local LE agencies. (Networking/Information Sharing)	Retain 5 years.	N/A	Destroy after 5 years.	ESI	MS Word, PDF	CIA Share Drive, BGB				Gov't Code § 26202.
2		BRIEFING MATERIAL - Includes correspondence, reports and other records used to brief staff.	Retain 2 years.	N/A	Destroy after 2 years.							Gov't Code § 26202.
3		DISCOVERY REQUESTS - Requests received from the department, police department and District Attorneys office requesting specific information on an inmate or arrestee.	Retain 2 years.	N/A	Destroy after 2 years.							Gov't Code § 26202.
4		ELECTRONIC MAIL (E-mail) - A system for sending and receiving messages electronically over a computer network, as between personal computers.	Retain per applicable county-wide or Sheriff-Coroner Division schedule according to content of email.	N/A	Destroy per applicable county-wide or Sheriff-Coroner Division schedule according to content of email.							
5		EMPLOYEE DROP FILE - Records documenting evaluations, evaluation schedules, commendations, disciplinary letters, performance plans, recruitment solicitations, ranking and results.	Retain 1 year.	N/A	Destroy after 1 year.							Gov't Code § 26205.1.
6		GRANT AWARDS AND GRANT REPORTING UPDATES - Any grant related documents including procurement exhibits, reimbursements, etc.	Retain 3 years after formal close of grant.	N/A	Destroy 3 years after formal close of grant.							Gov't Code § 26202.
7		RIDE-ALONG FORMS - Includes participant's ride-along application, release of liability waiver, etc.	Retain 2 years.	N/A	Destroy after 2 years.							Gov't Code § 26202.
8		SUBPOENAS - a. Appearance: Process by which the attendance of a witness is required. It is a writ or order directed to a person requiring the person's attendance at a particular time and place to testify as a witness. b. Duces Tecum: A court summons ordering the recipient to appear before the Court and produce documents or other tangible evidence for use at a hearing or trial.	Retain 5 years. Retain 5 years.	N/A N/A	Destroy after 5 years. Destroy after 5 years.			ILJ Server, BGB				Gov't Code § 26202. Gov't Code § 26202.

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
	<p>Notes:</p> <p>This Records Control Schedule applies to standard administrative records that are maintained by all County agencies.</p> <p>The following retention periods apply only to the "agency official record copy" as designated by each agency. Any duplicate copy of the same record retained by the agency may be destroyed at any time without regard to the stated retention period if the agency determines there is no administrative need to retain the duplicate copy.</p> <p>Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>References to a "County official record copy" refers to the single copy that is kept to meet retention requirements pursuant to law, contract, grant, County policy, etc. References to this official copy are made only when a single agency (such as the Auditor-Controller) maintains the official copy for all other County offices.</p> <p>If a law, contract, grant, County policy, etc., requires that a specific agency file and preserve a record for a period longer than that stated on this schedule, the longer retention period will apply.</p> <p>Retention periods shall be extended when necessary to comply with audits, civil and criminal actions, and any other matter requiring the continued retention of the records.</p> <p>"Audit" refers to all required audits, including audits by external regulatory/funding auditors.</p> <p>If any of the following records are also included on a separate agency Records Control Schedule, the retention period on the agency schedule will apply.</p> <p>"Agency Accounting Copy" refers to records maintained by the accounting unit assigned to the agency, whether or not the accounting unit reports directly to the Auditor-Controller.</p> <p>The term "agency" refers to an agency, department, or similar major unit of County organization.</p>				



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RETENTION

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
1	<p>TRANSITORY ADMINISTRATIVE RECORDS Contains records which may be destroyed at any time due to their temporary and nonessential nature. This includes, but is not limited to, the following: Preliminary drafts of correspondence, reports and other documents; notes, worksheets and other materials not kept in the regular course of business; duplicate copies of documents used for reference only; transmittal letters and routing slips; notices of meetings and other events; brochures, newsletters, and other publications.</p>	Retain until administrative value ends.	—	Destroy after administrative value ends (no minimum retention period).	
2	<p>CORRESPONDENCE FILE Routine correspondence issued and received by the department.</p>	Retain 2 years minimum.	—	May destroy after 2 years.	
3	<p>GENERAL REFERENCE FILE Various records generated or received by the department, including reports, studies, statistical analyses, policies, and correspondence.</p>	Retain 2 years minimum.	—	May destroy after 2 years.	
4	<p>REFERENCE LIBRARY Contains published and non-published materials, including manuals, codes and regulations, catalogs, journals, and other materials.</p>	Retain until obsolete.	—	May destroy after obsolete.	
5	<p>EMPLOYEE PERSONNEL RECORDS, AGENCY PERSONNEL COPY Forms and correspondence pertaining to each employee's personnel history. May include copies of performance evaluations, correspondence, and other documents.</p>	Retain until employee termination from agency + 5 years.	—	Destroy after employee termination from agency + 5 years.	CEO/Human Resources retains County official record copy.



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ADMINISTRATION					
TITLE AND DESCRIPTION OF RECORDS		RECORDS CENTER		DISPOSITION	
ITEM NO.		OFFICE	REMARKS		
6	PERSONNEL RECRUITMENT RECORDS, AGENCY PERSONNEL COPY Includes personnel requisitions, certification lists, interview questions and interview notes for agency specific recruitments.	Retain until date eligible list abolished + 2 years.	—	Destroy after eligible list abolished + 2 years.	At end of retention period, all records relevant to a charge or action against County under EEOC regulation (Title 29, CFR, 1602.14) must be retained until final disposition of charge or action.
7	EMPLOYEE REVIEW NOTIFICATION REPORT, AGENCY PERSONNEL COPY Report indicates dates of employee reviews.	Retain until administrative value ends.	—	Destroy after administrative value ends.	Information is available on-line through Intranet Data Warehouse.
8	MASTER POSITION CONTROL REPORT, AGENCY COPY Report includes all authorized positions.	Retain until administrative value ends.	—	Destroy after administrative value ends.	CEO/Human Resources retains County official record copy.
9	LABOR DISTRIBUTION REPORTS ISSUED BY THE AUDITOR-CONTROLLER, AGENCY ACCOUNTING COPY Includes various labor distribution reports.	Retain until administrative value ends.	—	Destroy after administrative value ends.	Auditor-Controller retains County official record copy.
10	BI-WEEKLY ATTENDANCE REPORTS, AGENCY COPY Contains all attendance information for department employees. Includes biweekly timesheets, report of absence slips, and overtime slips.	Retain current FY + 5 years, or until after audit providing 2 years have elapsed.	—	Destroy after 5 years, or after audit providing 2 years have elapsed.	Auditor-Controller retains County official record copy.



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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
11	BI-WEEKLY PAYROLL REGISTERS, AGENCY COPY Payroll information for all department employees.	Retain current FY + 5 years, or until after audit providing 2 years have elapsed.	—	Destroy after 5 years, or after audit providing 2 years have elapsed.	Auditor-Controller retains County official record copy.
12	INJURY AND ILLNESS PREVENTION PROGRAM RECORDS, AGENCY COPY Various safety program files maintained for each agency, including the Log and Summary of Occupational Injuries and illnesses, safety inspection sheets, inspection reports, and safety meeting logs. Records are maintained for reference and availability during Cal/OSHA inspections.	Retain current FY + 5 years.	—	Destroy after 5 years.	
13	WORKERS' COMPENSATION CLAIM FILES, AGENCY COPY Includes claim forms, employer's report (5020), and various investigative and legal reports. Retained by agency for reference only.	Retain until administrative value ends.	—	Destroy after administrative value ends.	CEO/Risk Management retains County official record copy. Medical records retained by Employee Health.
14	PURCHASING RECORDS, AGENCY PURCHASING COPY Various documents relating to the acquisition of office supplies, forms, equipment, and services from vendors. Includes purchase orders, invoices, correspondence, and supporting data. [Note: Requisitions are described below]	Retain current FY + 4 years.	—	Destroy after 4 years.	Auditor-Controller and CEO/Purchasing retain copies of some of the records. Code of Civil Procedure Section 337 limits actions to 4 years.
15	PURCHASE REQUISITIONS, AGENCY PURCHASING COPY Requisitions for supplies, equipment, printing services, and other materiel and services.	Retain current FY + 3 years.	—	Destroy after 3 years.	Government Code Section 25501.5 requires 3-year retention of requisitions.



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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
16	<p>CONTRACTS AND AGREEMENTS RECORDS, AGENCY PURCHASING COPY Records documenting purchase, rental, lease, maintenance, service, and construction agreements with vendors. Includes bids, proposals, change notices, contracts, and other supporting documents.</p>	Retain until end of FY of final action or expiration of contract + 4 years.	—	Destroy 4 years after end of final action or expiration of contract.	<p>Purchasing and Auditor-Controller retains copies of some of the records.</p> <p>Code of Civil Procedure Section 337 limits action to 4 years.</p>
17	<p>WORK REQUESTS, AGENCY COPY Forms and correspondence relating to requests for alterations, repairs, improvements, and construction through Facilities Operations.</p>	Retain current FY + 3 years.	—	Destroy after 3 years.	<p>PF&RD/Facilities Operations retains County official record copy.</p>
18	<p>TELEPHONE SERVICES RECORDS Includes telephone service requests and related records.</p>	Retain 3 years	—	Destroy after 3 years.	<p>CEO/Telephone Systems retains County official record copy.</p>
19	<p>FIXED ASSET INVENTORY RECORDS, AGENCY COPY Inventory of all departmental fixed assets. List issued by Auditor-Controller.</p>	Retain until updated list is received (2 years minimum).	—	Destroy after updated list is received (2-year minimum).	<p>Auditor-Controller retains County official record copy of inventory list for 5 years, pursuant to Govt. Code Sec. 24051.</p>
20	<p>FIXED ASSET RECORDS, AGENCY COPY Records relating to the control of fixed assets within the department. May include copies of fixed asset documents, disposition orders, and related records.</p>	Retain until final disposition of fixed asset + 5 years.	—	Destroy 5 years after final disposition of fixed asset.	<p>Auditor-Controller retains County official record copy.</p>



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REVISION DATES
 9-14-99

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
21	<p>REQUESTS FOR CHECKS AND VOUCHERS, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.</p>	<p>Retain current FY + 5 years and until after all scheduled audits.</p>	—	<p>Destroy after 5 years and after all scheduled audits.</p>	<p>Auditor-Controller retains County official record copy. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.</p>
22	<p>INVOICES PAID, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.</p>	<p>Retain current FY + 5 years and until after all scheduled audits.</p>	—	<p>Destroy after 5 years and after all scheduled audits.</p>	<p>Auditor-Controller retains County official record copy of invoices. Government Code Section 26907 requires 5-year retention of claims, checks and vouchers by Auditor-Controller.</p>
23	<p>DEPOSIT ORDERS AND DEPOSIT RECEIPTS, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.</p>	<p>Retain current FY + 5 years and until after all scheduled audits.</p>	—	<p>Destroy after 5 years and after all scheduled audits.</p>	<p>Auditor-Controller retains County official record copy of deposit orders and deposit receipts. Government Code Section 26907.2 requires 5-year retention of deposit permits or deposit receipts by Auditor-Controller.</p>



RECORDS CONTROL SCHEDULE

DEPARTMENT / DIVISION / SECTION
 ALL DEPARTMENTS
 AND AGENCIES

ADMINISTRATION

ORIGINAL APPROVAL

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 77-847

REVISION DATES

9-14-99

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
24	JOURNAL VOUCHERS, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of journal vouchers. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
25	RECEIPT BOOKS, AGENCY ACCOUNTING COPY Receipt books for monies received for various departmental services.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	
26	CASH REGISTER TAPES AND RECEIPTS, AGENCY ACCOUNTING COPY Records pertaining to monies received for various departmental services.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	
27	PETTY CASH RECORDS, AGENCY ACCOUNTING COPY Includes check requests, cash advances, and vouchers. May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of check requests, cash advances, and vouchers. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.



RECORDS CONTROL SCHEDULE

DEPARTMENT / DIVISION / SECTION

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
28	CANCELLED CHECKS, AGENCY ACCOUNTING COPY	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of notice of checks returned. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
29	NOTICE OF CHECKS RETURNED, AGENCY ACCOUNTING COPY May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of warrant requests and vouchers. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
30	EXPENSE ACCOUNT RECORDS, AGENCY ACCOUNTING COPY Includes warrant requests and vouchers May include supporting documentation that is not retained by the Auditor-Controller.	Retain current FY + 5 years and until after all scheduled audits.	—	Destroy after 5 years and after all scheduled audits.	Auditor-Controller retains County official record copy of warrant requests and vouchers. Government Code Section 26907 requires 5-year retention of claims, checks, and vouchers by Auditor-Controller.
31	TRAVEL REQUESTS, AGENCY ACCOUNTING COPY Includes all supporting documentation.	Retain current FY + 3 years.	—	Destroy after 3 years.	Copies of invoices maintained with check copies by Auditor-Controller.



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RETENTION

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
32	MILEAGE CLAIMS, AGENCY ACCOUNTING COPY Records of employee mileage claims requesting reimbursement. Includes claim forms and supporting documentation.	Retain current FY + 3 years.	—	Destroy after 3 years.	
33	MEMBERSHIP RECORDS, AGENCY ACCOUNTING COPY Includes invoices, authorizations, and payment method.	Retain current FY + 3 years.	—	Destroy after 3 years.	
34	POSTAGE RECORDS, AGENCY ACCOUNTING COPY Records of postage added to postage meter, postage refunds, and postage usage.	Retain current FY + 3 years.	—	Destroy after 3 years.	
35	TELEPHONE BILLS, AGENCY ACCOUNTING COPY Copies of paid bills.	Retain current FY + 3 years.	—	Destroy after 3 years.	
36	AUDIT REPORTS ISSUED BY INTERNAL AUDIT DEPARTMENT, AGENCY COPY	Retain current FY + 5 years.	—	Destroy after 5 years.	Clerk of the Board retains County official record copy.
37	BUDGET MONITORING ACCOUNTING REPORTS ISSUED BY THE AUDITOR-CONTROLLER, AGENCY COPY Various accounting reports, including encumbrance reports, expense reports, and revenue reports. Reports may be issued semi-monthly, monthly, or annually.	Retain until administrative value ends.	—	Destroy after administrative value ends.	Auditor-Controller retains County official record copy.
38	BUDGET RECORDS, AGENCY COPY Documentation collected for budget preparation.	Retain current FY + 2 years.	—	May destroy after 2 years.	
39	COUNTY COUNSEL OPINIONS, AGENCY COPY Opinions on legal matters.	Retain until administrative value ends.	—	Destroy after administrative value ends.	County Counsel retains County official record copy.



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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS
		OFFICE	RECORDS CENTER	DISPOSITION	
40	BOARD OF SUPERVISORS MINUTES AND AGENDAS, AGENCY COPY	Retain until administrative value ends.	—	Destroy after administrative value ends.	Clerk of the Board retains County official record copy.
41	AGENCY POLICIES AND PROCEDURES	Retain until revised and administrative value ends.	—	Destroy after revised and after administrative value ends.	
42	DESK/APPOINTMENT CALENDARS	Retain until administrative value ends.	—	Destroy after administrative value ends.	
43	QUESTIONNAIRE/SURVEY FILE Includes questionnaires, surveys, and similar records used to gather data for reports and studies.	Retain until administrative value ends.	—	Destroy after administrative value ends.	
44	AUTHORIZED SIGNATURE LIST FILE, AGENCY COPY Signatures of employees authorized to sign purchasing, payroll, personnel, and other forms.	Retain until updated.	—	May destroy after updated.	
45	RECORD DESTRUCTION DOCUMENTATION Records documenting the routine, periodic destruction of departmental records. Includes authorizations to destroy records and other supporting information.	Retain permanently.	—	Permanent.	
46	DATA INPUT DOCUMENTS Records used only as data input sources for a computer system.	Retain until administrative value ends.	—	Destroy after administrative value ends.	



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		OFFICE	DISPOSITION	
		RECORDS CENTER		

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REVISION GUIDE – Summary of Changes

Based on feedback solicited from OCSD division personnel and consultation with County Counsel, the following revisions have been made:

- Seven (7) new schedules were created for the following divisions/bureaus/units:
 - **Communications & Technology Division (366)**
 - **Criminal Investigation (367)**
 - **Department-wide (368)**
 - **Emergency Management (369)**
 - **Field Training Bureau (370)**
 - **Homeland Security Division (371)**
 - Aviation Support
 - Bomb Squad
 - Crisis Negotiation
 - Mutual Aid/Grants
 - OCTA Transit Police
 - Special Weapons and Tactics (SWAT)
 - Tactical Apprehension Team
 - **S.A.F.E. Division (372)**

- Three (3) existing schedules were rescinded:
 - Central Warrant Repository (351A), combined with Records & Information Services (113B)
 - Court Operations (88B), combined with Jail Operations (56C)
 - West Operations (355A), exact duplicate of North Operations/N. Patrol (124D)

- Fourteen (14) existing schedules were revised:
 - **Airport Operations Division (357A) –**
 - Changed retention period on the following record category:
 - Audio Recordings from 1 year to 2 years
 - Removed the following record categories:
 - Briefing Material, moved to Department-Wide Schedule
 - Traffic Collision Reports, listed under Records and Information Services Bureau
 - **North Operations (Patrol Bureau) (124D) –**
 - Changed retention period on the following record category:
 - PVS Video Recordings from 1 year to 2 years
 - Removed the following record category and moved it to Department-Wide Schedule:
 - Briefing Material
 - **Professional Standards Division (123C) –**
 - Removed the following records categories:
 - Employee Injury Files/Worker's Comp. Files, listed on 16B, Nos. 12 and 13
 - Personnel Requisitions and Extra-help Requests, listed on 16B, No. 6
 - Position Authorization Control Report, listed on 16B, No. 8

- Recruitment Files, listed on 16B, No. 6
- **Financial/Administration Services Division (164B) –**
 - Removed the following records categories:
 - Receipt Books, listed on 16B, No. 25
 - Added the following records categories:
 - Cost Applied and Non-Contract Cost Studies
- **Emergency Communications Bureau (125B) –**
 - Removed the following records categories and moved them to Emergency Mgmt. Schedule:
 - Emergency Management Counsel/Operational Area Executive Board Agendas/Minutes
 - Emergency Operations Center Activation Documentation
 - Emergency Operations Center Sign-In Sheets
 - Orange County Emergency Management Organization Sign-In Sheets
 - Changed Retention Period on the following record category:
 - 911 and Sheriff Business Line Telephone Audio Files, from 1 year to 2 years
- **South Operations Division (163C) –**
 - Removed the following records categories and moved them to Department-Wide Schedule:
 - Briefing Material
 - Discovery Requests
 - Added the following records category:
 - Pawn Slips
 - Changed retention period on the following record category:
 - PVS Video Recordings from 1 year to 2 years
- **Coroner Division (104B) –**
 - Removed the following record category:
 - Investigator Sign-Out Log
- **OC Crime Lab (354A) –**
 - Moved record category to Department-Wide Schedule:
 - Information Technology (E-mail)
 - Added record categories:
 - Antemortem Toxicology Envelopes
 - Antemortem Toxicology Reports
 - Fingerprint Evidence
 - Postmortem Toxicology Reports (Homicide)
 - Postmortem Toxicology Reports (Non-Homicide)
 - Changed retention period on the following records:
 - Forensic Alcohol, changed to permanent retention
 - Non-Death Cases, changed to permanent retention
- **Homeland Security/Harbor Patrol (114C) –**
 - Removed record categories:
 - Boat Accident Report (OCSD form)
 - Boat Stop Cards
 - Court Transmittal Sheet
 - Field Interrogation Cards
 - Radio Repair Logs
 - Moved record category to Department-Wide Schedule:
 - Briefing Material

- Citations
- Notice of Correction
- **Research and Development (356A) –**
 - Removed record categories:
 - Correspondence File, listed on 16B, Item No. 2
 - Injury and Illness Prevention Program Records, Agency Copy, Listed on 16B, Item No. 12
 - Record category name change:
 - “Research and Development Authored Grants” to “Research and Development Authored Grants and Grant Reporting Updates”
 - “Work Requests, Agency Copy” to “Records of Work Requested”
 - Added record categories:
 - Fleet Management Records
 - Physical Plant Configuration Data
 - Physical Plant Maintenance Data
 - Records for OCSD Studies Performed
 - Samples of Approved Hardware
 - Tool Control
- **Records and Information Services Bureau (113B) –**
 - Removed record category:
 - Active/Served Out-Of-County Warrants from CWR’s schedule
 - Added record categories:
 - Audit Trails
 - Customer Service Survey Cards
 - Informal Discovery Requests
 - Monthly Statistical Information
 - Restraining Orders (Teletype Unit)
 - Retention Schedules
 - Scorecards
 - Moved record categories to Department-Wide Schedule:
 - Electronic Mail
 - Employee In-House Drop Folder
 - Subpoena Duces Tecum
- **Property & Evidence Bureau (352A) –**
 - Added record categories:
 - Auctioned Items
 - Controlled Substance Burn Files
 - Financial Release Files
 - Firearms Converted to Department Use
 - Firearms Destruction Files
 - Lab Request Ledgers
 - Non-Weapon Items Converted to Department Use
 - Pawn Hearing Files
 - Remedy Electronic Database
 - Weapons Released to Outside Agencies

- **Information Systems Bureau (353A) –**
 - Added record categories:
 - AJS Data in CRM
 - AJS Mainframe Data
 - ALPR System
 - Coplink
 - Coplogic
 - Fiche Files for Record Search
 - Files From Mainframe to Support AJS Data Loads
 - GST AVL for Units
 - Help Desk/Service Requests
 - IS Authorization Requests
 - IT Training Schedules
 - LARS Data in CRM
 - LARS Mainframe Data
 - LinX
 - OCATS Journals
 - Online TC Reports
 - Puma
 - Records Management System (RMS)
 - Sign In/Out Program
 - Webserver Logs (Audit Trails)
- **Custody & Court Operations (56C) –**
 - Record category name change:
 - “Shakedown Logs” renamed “Search Logs”
 - Moved record category to Department-Wide Schedule:
 - Use of Force Reports (Statistical Summary)
 - Removed record categories:
 - Board of Corrections and CYA Inspection Reports
 - Budget Records, listed on 16B, No. 38
 - Correspondence Files, listed on 16B, No. 2
 - Juvenile Justice Commission Inspection Reports
 - Juvenile Logs
 - Served Investigative Warrant Worksheet from Court Operations’ Schedule
 - Summary of Occupational Injury/Illness, listed on 16B, No. 12
 - Warrant Files and Records from Court Operations’ Schedule
 - Added record categories:
 - Activity Roster/In-Custody List
 - ADA/Pierce Log
 - ASA/Pierce Departmental Training
 - Attorney/Official Agency Visitation Log
 - Board of State and Community Corrections
 - Booking Register
 - Briefing Logs
 - Chemical Control Logs
 - Chow Hall Time Log Register

- Civil Field Logs
- Classification/Housing Review Booking Checklist Form
- Community Feedback Reports
- Compound Safety Check Logs
- Conservatee Transportation Log
- Count Sheet (Master)
- Court Activity Roster/Court List
- Court Dress-Out Log
- Court Facility Logs
- Court Order Logs
- Daily Detention File
- Detainee Incident Reports
- Detainee Message Slip Requests
- Detainee Population Spreadsheet
- Detainee Voluntary Work Agreement Compensation Rosters
- Detainee Voluntary Work Agreement Forms
- Early Out Roster
- Electronic Monitoring Program Count
- Electronic Monitoring Program Roster
- Fire Drill Evaluation Forms
- Fire Drill Participation Roster
- Grievance File
- Handheld Camera Footage
- Hospital Guard Roster
- Housing/Floor Logs (Guard Station
- ICE Detainee File
- ICE Detainee Log for Stationary Guard Services
- ICE Rosters
- In-Custody Death Letters
- Inmate Jail Rules Acknowledgement Form
- Inmate Programs-Documented CPT Contact
- Inmate Tracking Form
- Inmate Transfer Roster
- Judicial Protection Unit Case File
- Judicial Protection Unit Log
- Key Control Inventory
- Law Library Logs
- Legal Mail Logs
- Legal Visit Denial Logs
- Light Tower Permits
- Maintenance Slips
- Meal Tracking Logs
- Money Log
- Outdoor Recreation Logs
- Overtime Logs and Statistics
- Pierce ADA Inmate Tracking Log

- Pierce Class Qualification Acknowledgement
- Pierce Grievances
- Pierce Interview Activity Log
- Pierce Transportation Slips
- Probable Cause Hearing Log
- Property Rooms Inventory Logs
- Protective Custody Log
- Safety Cell Logs
- Security Clearance Application
- Sentence Ending Roster
- Sergeants Activity Log
- Sobering Cell Logs
- State Prison Log
- Stay List
- Supervisor/Commitment Supervisor Log
- Taser Download Log
- Tool Control Logs
- Trouble Log Book
- Vehicle Log
- Video Surveillance Tapes
- Visitor Log
- Watch Commander Logs
- Work Rosters (Screening)

If changes were minor (defined below), they were not considered a revision and are not listed in this revision guide.

- spelling corrections;
- removal of redundant or unnecessary words