



1 RECORDS RETENTION SCHEDULE : Probation Department

2 EFFECTIVE DATE: 1/14/2025

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3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Probation Department	Bench Warrant Files (Active)	Yes	No	Permanent	DP; GC §26202
2 Probation Department	Bench Warrant Files (Closed)	Yes	No	Closed+ 5 years	DP; GC §26202
3 Probation Department	Background Files- Non Hired	Yes	No	Created+ 4 years	GC §12946
4 Probation Department	Background Files- Hired	Yes	No	Employee separation + 4 years	11 CCR §1953(g)(3); GC §12946
5 Probation Department	Building Clearance files	Yes	No	5 years if they are cleared; 2 years if they are not cleared	DP/Best Practice; GC §26202
6 Probation Department	CCW files (Includes background files of CCW holders)	Yes	No	Expiration +5 years	Best Practice; GC §26202
7 Probation Department	Complaints	Yes	No	Closed+ 5 years	State requires for at least 5 years, if complaint is lodged by a citizen: other State & Federal laws require retention until final disposition of formal complaint: State requires 1 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045; GC §§12946, 26202; PC §§801.5, 832.5; VC §2547
8 Probation Department	Court Orders	Yes	No	5 years	DP; GC §26202
9 Probation Department	CJIS/Vendors	Yes	No	Permanent	DP; GC §26202
10 Probation Department	CLETS logs	Yes	No	3 years	11 CCR §707(c)
11 Probation Department	CNI/DMV Requests	Yes	No	3 years	DP; GC §26202
12 Probation Department	Detention Facility Rosters of Youth	Yes	No	5 years	Department preference to match probation requirements; GC §26202
13 Probation Department	Disciplinary Letters	Yes	No	Minimum 5 years	Department preference to be maintained for a minimum of 5 years. The employee must request to have it removed after 5 years; GC §26202.
14 Probation Department	Food services: Menus (Reg and modified), Production records, Modified meal plan forms/ sanitation and temperature records /Staff monthly training records.	Yes	No	1 year	15 CCR §1463
15 Probation Department	Food services: Medical Diets	Yes	No	1 year	15 CCR §1463
16 Probation Department	Incident Reports (DCB)	Yes	No	5 years	DP; GC §26202
17 Probation Department	Incident Reports (CCB)	Yes	No	5 years	DP; GC §26202
18 Probation Department	Inspection Reports- BSCC, EHS, Fire, Food Nutrition, School, Etc.	Yes	No	5 years	Department preference to match probation and grant auditing requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 24 CFR §91.105(h) & 24 CFR §570.502(a)(7); 29 CFR §97.42
19 Probation Department	Internal Affairs Investigation	Yes	No	Completion + 5 years unless the sustained findings meet SB1421/SB16 requirements: Completion + 15 years	PC §§ 801.5, 803(c), 832.5, 832.7, 832.8; EVC §1045; VC §2547
20 Probation Department	DNA Logs	Yes	No	Permanent	DP; GC §26202
21 Probation Department	Key Sheet Packets	Yes	No	5 years	DP; GC §26202
22 Probation Department	Logs- Medical Logs (Vaccines tracking, PPD Lists, Sick Calls, Head Lice, Etc.	Yes	No	Created+7 years	Best Practice. Injury due to negligence of a health care provider is 3 years (5 years if a minor under 6 years old); CCP §340.5.

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Legal Authority Abbreviations

B&P Business and Professions Code	CFR Code of Federal Regulations	GC Government Code	LC Labor Code
CC County Code (San Bernardino)	EC Elections Code	H&S Health and Safety Code	PC Penal Code
CCP Code of Civil Procedure	EVC Evidence Code	IRC Internal Revenue Code	R&T Revenue and Taxation Code
CCR California Code of Regulations	FC Family Code	IRS Internal Revenue Service	UFC Uniform Fire Code

Schedule Abbreviations

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	Rev. 02/2024



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23 Probation Department	Medical Consultation Services/Clinical (Adult or Juveniles)	Yes	No	Adult: 7 years after discharge of patient. Minor: 7 years after discharge of patient and at least one year after the youth turns 18 years of age. Pregnant females, until the child turns 18	Best Practice. GC §26202; 24 CFR §91.105(h) & 24 CFR §570.502(a)(7); 29 CFR §97.42; CCP §340.5; 22 CCR §70751
24 Probation Department	Medical Consultation Services/ Psychological (Adult or Juvenile)	Yes	No	Adult: 7 years after discharge of patient. Minor: 7 years after discharge of patient and at least one year after the youth turns 18 years of age. Pregnant females, until the child turns 18	Best Practice. GC §26202; 24 CFR §91.105(h) & 24 CFR §570.502(a)(7); 29 CFR §97.42; CCP §340.5; 22 CCR §70751
25 Probation Department	Medical Credentialing Records	Yes	No	Term + 3 years	22 CCR §70725
26 Probation Department	New Crime Reports: Juveniles: Offense, date of arrest, narrative summary of case, and related information	Yes	No	Offenses punishable by death or life imprisonment without parole, embezzlement of public money, and sex offenders-Permanent; Felony Closed+10years; Misd Closed+ 6 years	Best Practice. GC §26202; PC §§ 799, 800, 801, and 802
27 Probation Department	New Crime Reports: Adult Felony: Crime reports, individual supplemental reports, filed interview reports, documentation of required notifications, detective case files, statements, telephone notes, correspondence, and other customary records relating to the investigation of criminal offense.	Yes	No	Offenses punishable by death or life imprisonment without parole, embezzlement of public money, and sex offenders-Permanent; All other Felonies Closed+10years	Best Practice. GC §26202 and PC §800
28 Probation Department	New Crime Reports: Adult Misdemeanor: Crime reports, individual supplemental reports, filed interview reports, documentation of required notifications, detective case files, statements, telephone notes, correspondence, and other customary records relating to the investigation of criminal offense	Yes	No	Closed + 6 years	Best Practice. GC §26202; PC §801, and GC §68152
29 Probation Department	PREA- Sexual Abuse Data	Yes	No	10 years after the date of initial collection	28 CFR §115.89
30 Probation Department	Personnel Files	Yes	No	Employee Separation + 7 years	Best Practice: GC §12946; LC §1198.5(c)(1).
31 Probation Department	Probation, Mandatory Supervision, PRCS and Diversion Hard Files- Adults	Yes	No	Completion of Probation + 5 years	PC §1203.10; GC §26202
32 Probation Department	Probation, Mandatory Supervision, PRCS and Diversion Hard Files- Deceased Probationers	Yes	No	2 years	GC §26202

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33	Probation Department	Probation and Diversion Files- Juvenile Closed and Sealed	Yes	No	Sealing date + 5 years	Consistent with Court retention; GC §68152(g); W&I §§781(d), 826(a)
34	Probation Department	Probation and Diversion Files- Juvenile Closed, Not Sealed	Yes	No	Juvenile Court Termination + 5 years	W&I §826(a)
35	Probation Department	Reception Logs (CCB)	Yes	No	2 years	DP; GC §26202
36	Probation Department	Reports and Statistics- BSCC, Detention facilities Population, Medical Services, etc.	Yes	No	5 years	DP; complies with STC Policies & Procedures Manual and grant audit requirements; GC §26202
37	Probation Department	STC Training Records and Other Training (BSCC)	Yes	No	Employee Separation + 7 years	DP; complies with STC Policies & Procedures Manual (3 years); GC §26202
38	Probation Department	Subpoenas	Yes	No	3 years	DP; GC §26202
39	Probation Department	Support Services Employee Files (Key requests, ID card requests, DMV Pull Notices, CJIS Training, Etc.	Yes	No	Employee Separation + 3 years	DP; GC §26202
40	Probation Department	Suspected Child Abuse Report forms submitted (copy)- BCIA 8572	Yes	No	10 years	DP; GC §26202
41	Probation Department	Use of Force Reports	Yes	No	5 years	DP; GC §26202
42	Probation Department	Video Recordings	Yes	No	13 months	GC §34090.6(a)
43	Probation Department	Visitor's Log (DCB)	Yes	No	3 years	DP; GC §26202
44	Probation Department	Watch Commander Key Sheets	Yes	No	5 years	DP; GC §26202
45	Probation Department	Detention Youth Files- Physical files of youth in the detention center (18 year-old files)	Yes	No	Youth Turns 18 + 5 years	DP; GC §26202

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