



1 RECORDS RETENTION SCHEDULE : Sheriff/Coroner/Public Administrator (Sheriff)

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 Sheriff - CAL-ID	LATENT PRINT UNIT CASE FILES - felony sex crimes, offenses punishable by death or by imprisonment in the state prison for life or for life without the possibility of parole, or for the embezzlement of public money, and Lethal Force Encounters: Includes friction ridge analysis results. Includes: Latent impression evidence, bench notes, AFIS results (when applicable), Photoshop markups (when applicable), chain of custody, friction ridge examination report, and related.	Yes	Yes	Permanent:	Department preference and best practice; PC §799 --this is regarding cases which do not have a statute of limitations and applies to felony sex crimes and offenses punishable by death or by imprisonment in the state prison for life or for life without the possibility of parole, or for the embezzlement of public money
2 Sheriff - CAL-ID	LATENT PRINT UNIT CASE FILES - All Others: Includes friction ridge analysis results. Includes: Latent impression evidence, bench notes, AFIS results (when applicable), Photoshop markups (when applicable), chain of custody, friction ridge examination report, and related.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		When no longer required for investigation and prosecution purposes - Minimum 5 years	Department preference and best practice.
3 Sheriff - CAL-ID	TENPRINT UNIT CASE FILES: Includes friction ridge analysis results. Includes: Known exemplars, examiner worksheets, AFIS results (when applicable), DMV soundexes, and related.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		When no longer required for investigation and prosecution purposes - Minimum 4 years	Department preference and best practice.
4 Sheriff - CAL-ID/Records Division	LIVESCAN FINGERPRINT SYSTEM APPLICANT REQUEST FORMS - For Law Enforcement Personnel: Includes request forms and related records that are submitted for fingerprints through the system.	Yes	Yes	Permanent	Department preference and best practice.
5 Sheriff - CAL-ID/Records Division	LIVESCAN FINGERPRINT SYSTEM APPLICANT REQUEST FORMS - For Non-Law Enforcement Personnel: Includes request forms and related records that are submitted for fingerprints through the system.			2 years	GC §26202
6 Sheriff - CAL-ID	MOBILE ID TRANSACTIONS: Includes all IBIS transactions from Mobile ID devices.			2 years	GC §26202
7 Sheriff - CAL-ID	FINGERPRINT/PALM PRINT CARDS – NOT IN AFIS: Includes Criminal and Applicant Cards.	Yes	Yes	Permanent	Department preference and best practice.
8 Sheriff - Civil Liabilities	BODY WORN CAMERA (BWC) RECORDINGS: Includes recordings related to Non-Evidentiary and Uncategorized events.			13 months	Department preference and best practice; PC §832.18

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9 Sheriff - Civil Liabilities	BODY WORN CAMERA (BWC) RECORDINGS: Includes recordings related to Traffic Stops, Citations, and ped Checks.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		When no longer required for associated criminal, civil, or administrative case - Minimum 3 years	Department preference and best practice; PC § 799 et seq.; GC §945
10 Sheriff - Civil Liabilities	BODY WORN CAMERA (BWC) RECORDINGS: Includes Recordings related to Adverse Citizen Contact, Complaint, Deputy TC, Crime, 5150, CFS and APS.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		When no longer required for associated criminal, civil, or administrative case - Minimum 7 years	Department preference and best practice; PC § 799 et seq.; GC §945
11 Sheriff - Civil Liabilities	BODY WORN CAMERA (BWC) RECORDINGS: Includes recordings related to Deputy Hold, Missing Person, Dead Body, Pending DA Appeal / Prosecution, Sex Crime, Use of Force, Pursuit, Homicide / LFE, and Professional Standards Hold.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		When no longer required for associated criminal, civil, or administrative case - Minimum 7 Years	Department preference and best practice; PC § 799 et seq.; GC §945
12 Sheriff - Court Services-Civil Enforcement Unit	CIVIL PROCESS, WRITS AND REJECTED CASES: Includes documents related to the service of civil process, notification of rejection of civil process due to errors in the process, and records of all service documents associated with the service of a Writ of Execution or Writ of Sale. Series may include the writ, proof of service and collection records.			Closed + 5 years	Department preference and best practice.
13 Sheriff - Court Services-Civil Enforcement Unit	CIVIL PROCESS, WRITS AND REJECTED CASES: Includes documents related to the service of civil process, notification of rejection of civil process due to errors in the process, and records of all service documents associated with the service of a Writ of Execution or Writ of Sale. Series may include the writ, proof of service and collection records.			Calendar Year End + 3 years	Department preference and best practice.

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14 Sheriff - Coroner	PUBLIC ADMINISTRATOR CASE FILE – UNIDENTIFIED/INDIGENT DECEDENT: Includes records pertaining to Coroner Referral; notes reference mortuary used, cost of interment, location of remains; Certificate of Death, and related records.			Closed + 10 years	Department preference and best practice.
15 Sheriff - Coroner	CORONER CASE FILE: Includes records related to decedent case, proceedings and findings. Records include the death investigation report and autopsy protocol, and various logs including, histological logs, photo log and toxicology specimen log.	Yes	Yes	Permanent	Department preference and best practice; PC § 799 et seq.
16 Sheriff - Coroner	HISTOLOGY SAMPLES TRACKING-HOMICIDE AND CORONER REVIEW CASES: Includes records related to the collection, testing and disposal of tissue and toxicological specimens obtained during any autopsy.	Yes	Yes	Permanent	Department preference and best practice; PC § 799 et seq.
17 Sheriff - Coroner	HISTOLOGY SAMPLES TRACKING-TRAUMATIC DEATHS: Includes records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a traumatic death, excluding homicides.			Closed + 3 years	Department preference and best practice for identification of remains; GC §27521(i)
18 Sheriff - Coroner	HISTOLOGY SAMPLES TRACKING-UNDETERMINED CAUSE - Associated court proceeding: Includes records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy after which the cause of death is undetermined.	Until any associated court proceeding is complete		Closed + 3 years	Department preference and best practice for identification of remains; GC §27521(i)
19 Sheriff - Coroner	HISTOLOGY SAMPLES TRACKING-UNDETERMINED CAUSE - No associated court proceeding: Includes records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy after which the cause of death is undetermined.			1 year	Department preference and best practice for identification of remains; GC §27521(i)
20 Sheriff - Coroner	PHOTOGRAPHS: Includes photographs taken during Administrative or death investigative duties, including autopsies.	Yes	Yes	Permanent	Department preference and best practice; PC § 799 et seq.
21 Sheriff - Coroner	X-RAYS-NATURAL AND TRAUMATIC CASES - Homicides and Unidentified Persons: Includes X-Rays of decedents used by the forensic pathologist or other expert during autopsy.	Yes	Yes	Permanent	Department preference and best practice; PC § 799 et seq.
22 Sheriff - Coroner	X-RAYS-NATURAL AND TRAUMATIC CASES - All other cases: Includes X-Rays of decedents used by the forensic pathologist or other expert during autopsy.	Yes	Yes	Closed + 10 years	Department preference and best practice.
23 Sheriff - Coroner	DEATH NOTIFICATIONS: Contains notifications of deceased inmates. Includes: Name of inmate, date, information on housing unit, patient information and cause of death.			Closed + 10 years	Department preference and best practice.

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24 Sheriff - Public Administrator	PUBLIC ADMINISTRATOR CASE FILE: Includes decedent's death certificate, will, investigator notes, correspondence, creditor claims, inventories, tax returns and Employer Identification Number (EIN), sales reports, pleadings, court accountings, etc.			Closed + 10 years	Department preference and best practice.
25 Sheriff - Public Administrator	PUBLIC ADMINISTRATOR ESTATE AUCTION: Includes records related to Estate Auctions including sale proceeds, commissions, advertisements, etc.			10 years	Department preference and best practice.
26 Sheriff - Corrections	CULINARY FORMS: Nutritional assessments, and 4 Week Inmate Menu Cycling.			3 years	Department preference and best practice.
27 Sheriff - Corrections	CULINARY FORMS: Medical Diets (Patients)			2 years	Department preference and best practice.
28 Sheriff - Corrections	CULINARY FORMS: Fiscal Accounting.			7 years	Department preference and best practice.
29 Sheriff - Corrections	SECURITY LOGS: Inmate Grievance Report Logs			5 years	Department preference and best practice; GC §945; Cal. Code of Regs. Tit. 15, § 1073
30 Sheriff - Corrections	SECURITY LOGS: Includes Administrative Housing Logs, Audit and Inspection Logs, Back Gate Logs, Bar Code Observation Log, Contraband Log, Daily Count Sheets, Discipline Reports, Employee Meal Log, Grievances/Grievance Appeals, Inmate Activity Log, Inmate Refusal to Attend Court, Inmate Injury Report Logs, Intake Activity Log, Restrictive Diet Log, Jail Discipline Report Logs (JDR), Key Control Inventory, Legal Mail Logs, Outdoor Recreation Logs, Phone Logs, Pre-Sentence Release Agreement, Release Cancellation Logs, Request for Facility Tour, Safety Checks, Safety Cell Logs, Search Logs, Segment Logs (Tier Logs), Shakedown Logs, Shift Roster, Sobering Cell Logs, Strip Search Authorization, Suicide Cell Logs, Suspended Booking Logs, Temporary Operating Procedure (TOP), and Unit Checklist Log.			3 years	Department preference and best practice; GC §945
31 Sheriff - Corrections	TRANSPORTATION LOGS: Includes Pull Notice (DMV), DMV Class 3 Testing Material	While staff member assigned to Transportation Division		Staff member leaves Transportation Division + 2 years	Department preference and best practice.
32 Sheriff - Corrections	TRANSPORTATION LOGS: Court Calendars, Credit Card Statements, Daily Log, Drivers' Log, Duty Call Memos, Duty Schedules, Inmate Movement Manifest, Month/Year End Statistics, North Run Manifest, Out of County Manifest, Produce & Return Order Logs, State Prison Manifest and Teletypes.			3 years	Department preference and best practice.
33 Sheriff - Corrections	WORK RELEASE/ ELECTRONIC MONITORING: Includes records related to an individual's participation in Supervised Electronic Confinement Program.			Closed + 3 years	Department preference and best practice.

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34 Sheriff - Corrections	CORRECTIONS – ADMINISTRATION: Includes authorization to Withhold Internet Booking Information, Consent and Release Form: Minors Touring Jail Facilities, Inmate Hospital Billing, Medical Budget, Facility Inspection Forms, Maintenance Request, and Supply Request.			3 years	Department preference and best practice.
35 Sheriff - Corrections	CORRECTIONS – FISCAL: Fiscal Trans/Records, Inmate Ledgers, Release Papers, Transaction Reports, and Transfer Reports.			3 years	Department preference and best practice.
36 Sheriff - Corrections / Automotive	VEHICLE RELATED DOCUMENTATION: Includes vehicle Maintenance Reports, and Inspection Logs.			Retain for the life of the vehicle.	Department preference and best practice.
37 Sheriff - Corrections	JAIL LOGS AND REPORTS: Includes Inmate Injury Report logs, Discipline Report logs, Official Visiting logs, Watch Commander logs, Bus Wash Lab reports, Environmental Health reports, and Fire Inspection reports.	Yes	Yes	Permanent	Department preference and best practice.
38 Sheriff - Corrections - Inmate Services Unit	INMATE WELFARE FUND RECORDS: Includes encumbrance reports, cash balance reports, expenditure reports, commissary transactions records, like records, and requisitions relating to the Inmate Welfare Fund.			5 years	Department preference and best practice.
39 Sheriff - Corrections	RELIGIOUS SERVICES RECORDS: Includes Chaplain activities, court orders approving inmates to attend the funeral of a family member, funeral and hospital notifications, family requests and related records			Closed + 3 years, then move to Inmate Booking Jacket.	Department preference and best practice.
40 Sheriff - Corrections	STRIP SEARCHES AND SAFETY CHAIR RECORDS: Includes authorization reports, safety checks, and related records.	Yes	Yes	Move to Booking Jacket or Investigation Files.	Department preference and best practice.
41 Sheriff - Corrections	CORRECTIONS - FIXED VIDEO RECORDINGS: Includes fixed video surveillance digital recordings not associated with an incident in which an incident number has been assigned.			1 year + 30 Days	GC 26202.6 (a)
42 Sheriff - Emergency Operation	AVIATION RECORDS: pilot certificates, medical certificates required by FAA, and Federal Aviation Agency (FAA) mandated permits.	Until expired or member leaves aviation		Expired + 2 years	Department preference and best practice.
43 Sheriff - Emergency Operation	AVIATION RECORDS: Includes flight training documentation, flight status reports, flight logs, and documents showing required flight time for pilots			5 years	Department preference and best practice.
44 Sheriff - Employee Resources	BACKGROUND INVESTIGATION PACKETS: Includes background investigation packets for all applicants, sworn and non-sworn positions. Records include personal information, references, personal history, criminal history, work history, military information, and determination of background investigation.	Yes	Yes	Permanent	Department preference and best practice.

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45 Sheriff - Employee Resources / Office of County Safety and Security	BUSINESS LICENSES: Includes business License application and supporting documentation			2 years	GC §26202
46 Sheriff - Gangs and Narcotics Informant Management Unit	INFORMANT FILES - related to felony sex crimes, offenses punishable by death or by imprisonment in the state prison for life or for life without the possibility of parole, or for the embezzlement of public money: Includes name, background check, periodic review, and related information.	Yes	Yes	Permanent	Department preference and best practice; PC § 799 et seq.
47 Sheriff - Gangs and Narcotics Informant Management Unit	INFORMANT FILES - all others: Includes name, background check, periodic review, and related information.	Until any associated criminal case complete, or barred by statute of limitations		Closed + 10 years	Department preference and best practice; PC § 799 et seq.
48 Sheriff - General	POLICY & PROCEDURES: Includes records documenting departmental policy and implementation procedures. Records series includes Temporary Operating Procedures (TOP) and departmental memoranda.	Yes	Yes	Permanent	Department preference and best practice; GC §945
49 Sheriff - General	E-MAILS - RETENTION/DELETION SCHEDULE: Email messages must be retained in the department's online email systems no longer than 2 years after they are created in or received into the email system. The email systems are transitory communications systems and are not intended as mechanisms for storing records.			2 years	GC §26202
50 Sheriff - General	INMATE WORKER TIMEKEEPING: Includes name, date, assignments, and related information.			4 years	Cal. Code Regs. tit. 15 § 3045(a)
51 Sheriff - General	WATCH COMMANDER LOGS/BRIEFING LOG: Includes information for non-criminal occurrences detailed in watch commander logs. Includes: Comments received from the public, corresponding investigations, and audio/video training files.			2 years	GC §26202
52 Sheriff - General	CRIMINAL SUBPOENAS: A criminal subpoena is an official request for production. The production requests could include documents, appearance in court, or another legal proceeding.			2 years	GC §26202
53 Sheriff - General	TRAFFIC AND PARKING CITATIONS: Includes traffic and parking citations, administrative review forms/statements, vendor logs, etc.			2 years	GC §26202

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54	Sheriff - Health Services CORRECTIONS - MEDICAL FILES: Includes Medical, Mental Health, Dental, and ADA records that are part of an individual patient records			Discharge of patient + 7 years	Department preference and best practice; GC §945; Cal. Code Regs. tit. 22, § 70751(c)
55	Sheriff - Health Services CORRECTIONS - MEDICAL FILES: Pharmaceutical records that are not part of an individual patient record. E.g., controlled substance log.			3 years	Department preference and best practice; GC §945
56	Sheriff - Internal Affairs ADMINISTRATIVE INVESTIGATION CASE FILES - Civilian complaint initiated and sustained finding of misconduct: Includes all records relating to administrative and criminal investigations. Includes: Low-level and significant use of force documentation, police reports, traffic accidents, supervisory inquiries, internal complaints, public complaints, interviews, audio recordings, video recordings and related records.	Until any associated criminal, civil, or administrative case complete		Closed + 15 years	PC §832.5(b)
57	Sheriff - Internal Affairs ADMINISTRATIVE INVESTIGATION CASE FILES - Civilian complaint initiated and no sustained finding of misconduct: Includes all records relating to administrative and criminal investigations. Includes: Low-level and significant use of force documentation, police reports, traffic accidents, supervisory inquiries, internal complaints, public complaints, interviews, audio recordings, video recordings and related records.	Until any associated criminal, civil, or administrative case complete		Closed + 5 years	PC §832.5(b)
58	Sheriff - Internal Affairs ADMINISTRATIVE INVESTIGATION CASE FILES - Department initiated administrative investigation: Includes all records relating to administrative and criminal investigations. Includes: Low-level and significant use of force documentation, police reports, traffic accidents, supervisory inquiries, internal complaints, public complaints, interviews, audio recordings, video recordings and related records.	Until any associated criminal, civil, or administrative case complete		Closed + 5 years	PC §832.5(b)
59	Sheriff - Records VEHICLE IMPOUND RECORDS: Includes California Highway Patrol 180 form and correspondence. Includes: Names, dates, vehicle registration information, and related information.			2 years	Department preference and best practice.
60	Sheriff - Records VEHICLE IMPOUND RECORDS: Includes records related to fees collected.			5 years	Department preference and best practice.
61	Sheriff - Records STATISTICAL CRIME REPORTS: Includes the records of crime statistics released to Cal DOJ and FBI. Includes: UCR Crimes and Clearances, UCR supplement reports, crime analysis records and related documents.			5 years	PC §13020
62	Sheriff - Records SEALED ADULT ARREST AND BOOKING RECORD - no civil action related to arrest: Includes petitions and orders to seal the records and the arrest, booking and investigative records covered by the order.			Date of arrest + 3 years	PC §851.8(a)(k)

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63	Sheriff - Records SEALED ADULT ARREST AND BOOKING RECORD - civil action related to arrest: Includes petitions and orders to seal the records and the arrest, booking and investigative records covered by the order.			When civil action no longer pending - Minimum 3 years from date of arrest.	PC §851.8(a)(k)
64	Sheriff - Records SEALED JUVENILE ARREST RECORDS: Includes petition and order to seal the records and the arrest and investigative records covered by the order.			As directed by the court	W&I §781(d)
65	Sheriff - Records REGISTRANT FILE - ARSON: Includes records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, photographs, fingerprints, or registrant.	Yes	Yes	Closed + 100 years	PC §457.1(b)(2)
66	Sheriff - Records REGISTRANT FILE – ARSON (MINOR): Includes records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, photographs, fingerprints, or registrant.	Yes	Yes	Age 25 or upon court order to seal and destroy record, whichever is first.	PC §457.1(d)
67	Sheriff - Records REGISTRANT FILE - NARCOTICS (EXISTING): Includes records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, photographs, fingerprints, or registrant.			Discharge from prison, release from jail or termination of probation or parole + 5 years	HS §11594 (Narcotic cases prior to 2020 – Per AB 1261)
68	Sheriff - Records REGISTRANT FILE - GANGS: Includes records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, photographs, fingerprints, or registrant.			Imposition of a registration requirement + 5 years	PC §186.32(c)
69	Sheriff - Records REGISTRANT FILE - SEX OFFENDER: Includes records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, photographs, fingerprints, or registrant.	Yes	Yes	Closed + 75 years	PC §290.08
70	Sheriff - Records REGISTRANT FILE - SEX OFFENDER (MINOR): Includes records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, photographs, fingerprints, or registrant.			Upon court order to seal records and relieve person of registration requirement.	W&C §§ 781(a)(1)(c), §290.008(f)
71	Sheriff - Records SHERIFF AUTOMATED WARRANTS SYSTEM (SAW): Includes reports detailing compliance with regulations governing the management and service of arrest and bench warrants.	Yes	Yes	Permanent	Best Practice

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2 EFFECTIVE DATE: 1/14/2025

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72 Sheriff - Records	INVESTIGATIVE CASE FILES: JUVENILE (NOT ORDERED SEALED) - felony sex crimes, offenses punishable by death or by imprisonment in the state prison for life or for life without the possibility of parole, or for the embezzlement of public money: Includes offense, date of arrest, narrative summary of case, and related information.	Yes	Yes	Permanent	PC §799 et seq.
73 Sheriff - Records	INVESTIGATIVE CASE FILES: JUVENILE (NOT ORDERED SEALED) - other felonies: Includes offense, date of arrest, narrative summary of case, and related information.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Close + 10 years	PC §799 et seq.
74 Sheriff - Records	INVESTIGATIVE CASE FILES: JUVENILE (NOT ORDERED SEALED) - misdemeanors: Includes offense, date of arrest, narrative summary of case, and related information.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Closed + 6 years	PC §799 et seq.
75 Sheriff - Records	CASE FILES: FELONIES - felony sex crimes, offenses punishable by death or by imprisonment in the state prison for life or for life without the possibility of parole, or for the embezzlement of public money: Includes 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 offenses.	Yes		Permanent	PC §799 et seq.

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76 Sheriff - Records	CASE FILES: FELONIES - Other felonies with suspect/arrest: Includes 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 offenses.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Closed + 10 years	PC §799 et seq.
77 Sheriff - Records	CASE FILES: FELONIES - Other felonies with no suspect/arrest: Includes 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 offenses.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Closed + 4 years	PC §799 et seq.
78 Sheriff - Records	CASE FILES: MISDEMEANORS - With suspect/arrest: Includes 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 offenses and citations.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Closed + 6 years	PC §799 et seq.
79 Sheriff - Records	CASE FILES: MISDEMEANORS - With no suspect/arrest: Includes 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 offenses and citations.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Closed + 2 years	PC §799 et seq.

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80 Sheriff - Records	CASE FILES: MISDEMEANORS - Adult marijuana citations: Includes 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 offenses and citations.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Closed + 2 years	GC §68152(c)(8)
81 Sheriff - Records	MISSING PERSONS INVESTIGATION FILES: Includes all documentation and reports related to missing person investigation.	Yes	Yes	Permanent: Not located persons: or Closed + 2 years - if person is located.	GC §26202.
82 Sheriff - Records	INCIDENT REPORTS: Non-criminal reports.			2 years	GC §26202.
83 Sheriff - Records	BOOKING JACKETS - Homicide cases: Includes arrest and bench warrants, and related records. Includes: Name, date of arrest, physical description, place of arrest, disposition at time of arrest, warrant number, name of judge, accomplices, arresting officer, and related information.	Yes	Yes	Permanent	Department preference and best practice; PC § 799 et seq.; GC §945
84 Sheriff - Records	BOOKING JACKETS - all other cases: Includes arrest and bench warrants, and related records. Includes: Name, date of arrest, physical description, place of arrest, disposition at time of arrest, warrant number, name of judge, accomplices, arresting officer, and related information.	During period of incarceration		Closed + 9 years	Department preference and best practice; PC § 799 et seq.; GC §945
85 Sheriff - Records	U- VISA CERTIFICATION: The U Visa certification (USCIS Form I-918 Supplement B) is a required piece of initial evidence that must be submitted with all the petition documents for a U Visa, and USCIS cannot process the victim's case without it. The U Visa certification states that the person was a victim of a qualifying crime, possessed information relating to the crime, and was helpful in the investigation or prosecution of that crime.			Equal to the retention guidelines for the underlying incident.	Department preference and best practice; PC § 799 et seq.; GC §945
86 Sheriff - SID	PROPERTY AND EVIDENCE CHANGE OF CUSTODY AND DISPOSITION RECORDS: Includes case control number, evidence description, date and names of persons who checked-out from evidence room, items released to the court, items held for continued investigation, items released to the owner, and related information.	Yes	Yes	Permanent: All records are maintained as part of a case file indefinitely regardless of paper or electronic.	Department preference and best practice; PC § 799 et seq.; GC §945

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87 Sheriff - SID	INVESTIGATIONS: CRIME LAB RESULTS: Includes analytical results from cases and field investigations. Includes: Laboratory tests, biological records, blood alcohol testing records, toxicology records, crime scene processing and trace evidence examinations, firearms identifications, type and caliber determination, ballistics analyses, laboratory receipts (bar-coded sheets), and related.	Yes	Yes	Permanent: All records are maintained as part of a case file indefinitely regardless of paper or electronic.	Department preference and best practice; PC § 799 et seq.; GC §945
88 Sheriff - SID	PERSONAL PROPERTY INVENTORY SHEETS: Lists personal property of decedent held by the Coroner Division.	Yes	Yes	Permanent	Department preference and best practice; GC §945
89 Sheriff - Technical Services Division	ACCURINT, COPLINK, AVCC, AND OTHER SYSTEM: Includes release of criminal offender information from these systems. Includes: Requesting/receiving terminal identifier, date, info given.			Release of record + 3 years	Cal. Code Regs. Tit. 11, § 707(c)
90 Sheriff - Technical Services Division	DISPATCH LOGS - RECORDINGS: Includes Mobile digital computer (MDC) messages, computer aided dispatch (CAD) records, 911 calls, recorded phone calls, radio and phone/cell phone records.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Closed + 2 years	GC §26202.6
91 Sheriff - Technical Services Division	DIGITAL EVIDENCE: Includes any digital image, digital audio, and digital video captured by Sheriff's staff for evidentiary purposes shall be uploaded into Axon Evidence. Evidence collected for or pertaining to Homicide/SID, Crimes against Children, and Coroner will continue to be uploaded into their respective systems (DIMS and Coroner Case Management). Any Evidence previously uploaded into Command Central Vault will be migrated into Axon Evidence.	Until any associated criminal, civil, or administrative case complete, or barred by statute of limitations		Equal to the retention guidelines for the underlying incident.	Department preference and best practice; PC §799 et seq.; GC §945
92 Sheriff - Training Center	ACADEMY TRAINEE FILES: Includes curriculum records generated during an individual's participation in academy training.	Yes	Yes	Permanent	Department preference and best practice.
93 Sheriff - Training Center	COURSE CURRICULUM AND PRESENTATION FILE: Includes training presentation recording scope, and time period of training courses. Records including the course outline, class roster with signatures, training reimbursement requests and student evaluations.			Closed + 15 years	Department preference and best practice.

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94 Sheriff - Internal Affairs	EMPLOYEE TRAINING FILE: Includes records documenting the training received by an individual during their employment with the department, trainee Work Performance Evaluations (WPE) and attendance of classes not offered by the San Bernardino Sheriff Training Center.			Separation or Retirement Date + 3 years	LC §1198.5
95 Sherrif - Training Center	SHOOTING RANGE RECORDS: Includes officer's name, date, shooting scores, and other related information.			5 years	Department preference and best practice.

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