

## City of Palo Alto Records Retention Schedule

### POLICE DEPARTMENT

Department Head: Chief Dennis Burns

RIM Coordinator: Lisa Scheff

Series	Description	Total Retention	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>				
003	(a) Personnel Training	SUP	GC 34090	Bulletins
003	(a)(1) Lesson Plans	C+15	GC 34090	Scope, content, time period of courses
003	(a)(2) Applicant Fingerprint Files	TER+2	GC 34090	Includes paperwork authorizing fingerprinting and background checks for City employment applicants, all license and permit applicants and volunteer applicants
003	(a)(3) Personnel (copies)	TER+7	GC 34090	Paperwork documenting officer & non-sworn internal and external training
003	(a)(b) Volunteer Files	TER+2	GC 34090	Volunteer identification, contact information
003b	Forms, Brochures	TER+2	GC 34090	
003c	Budgets, PO's, Time Keeping, Correspondence, Surveys, Statistical Reports	C+5	GC 34090	
003d	Demographic Data Collection Cards	C+2	GC 34090	Program ended 6-30-2010
003e	Alarm Records	C+2	GC 34090	Alarm packets, documents & correspondence
001q	Administrative/Internal Affairs Investigations – Documents relating to complaints or investigations in response to citizen complaints regarding members of the Department.	C+5	PC 832.5, EVC 1045, PC 801.5, PC 803(c), VC 2547	Provided documents are not evidence in any claim filed or pending litigation exists.
001k	Press Releases	C+2	GC 34090	
001t	Administrative Citations	C+5	GC 34090	
001r	PAPD Policy Manual	SUP	GC 34090	Living Document
<b>ANIMAL SERVICES RECORDS</b>				
001p	Nuisance Complaints, Animal Bite Reports, PAMC Violations and warnings issued.	C+10	GC 34090	PAMC = Palo Alto Municipal Code
001s	Veterinary Medical Records	C+3	BP 4081	
0010	Animal Licenses	C+2	GC 34090	Dog – 3 years from expiration
001n	Humane Officer – Activity records and logs	C+2	GC 34090	
001m	Animal Control – All records relating to animal inventory and care	C+2	GC 34090	
<b>COMMUNICATION RECORDS</b>				
001	(a) 911 Recordings (b) Other Phone Recordings, not on 911 lines	180 Days 180 Days	GC 34090.6 PC 1054	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action

C= CURRENT CALENDAR YEAR  
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003f	Mobile Audio Video Records (MAV)  DAR – Digital Audio Recordings	C+2	<u>GC 34090.6</u> <u>PC 1054</u>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
003g	Interior Video Recordings Booking/AIB or Investigative Services Division (ISD) when initiated	C+1	<u>GC 34090.6</u> <u>PC 1054</u>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
003h	Routine Perimeter Security Video	100 Days	<u>GC 34090.6</u>	Automated self-recycled/re-use technology
<b>INVESTIGATIVE RECORDS</b>				
001e	Police Reports – ODI (Optical Document Imaging) System and supporting hard copy Reports	PER	<u>GC 34090</u> <u>PC 800</u> <u>PC 801</u> <u>PC 799</u>	Reports scanned into the ODI system from 6-15-92 to 12-31-06 Unless report is a Permanent Record or ordered Sealed by Court Order
001f	Non-Criminal Police Reports – Lost/Found Property, Injured or sick persons; missing persons where person has returned; traffic collision reports not used as the basis for criminal charges etc.	C+20	<u>GC 34090</u>	Any CLETS entry must be canceled prior to purge if applicable. Applies to Police Reports taken prior to 6-15-1992, prior to Optical Imaging
001e	Traffic Collision Fatality Reports	PER	<u>GC 34090</u>	Regardless of the medium
001e	(1) Police Reports/PDF Scanned – All Felonies, high Misdemeanor cases.	PER	<u>PC 800</u> <u>PC 801</u> <u>PC 799 (Felony Capital Crimes punishable by Death, Life Imprisonment</u> <u>PC 1054</u>	Starting 2007 Hard Copies will be kept in conjunction with PDF Prosecution for an offense punishable by imprisonment in state prison for 8 years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. *Exception: PC 803 – Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
001f	(1) Noncriminal Police Reports/PDF Scanned – Lost/Found Property, Injured or sick persons, missing persons where person has returned; traffic collision reports not used as the basis for criminal charges etc.	C+15	<u>GC 34090</u>	Starting 2007 Reports will be scanned to PDF. Any CLETS entry must be canceled prior to purge if applicable.

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001v	Arrest/Conviction HS Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations – Occurring after January 1, 1996	Mandatory destruction from date of conviction or date of arrest with no conviction C+2	<u>HS 11361.5</u>	Applicable to convictions occurring after 1-1-1996 or arrests not followed by a conviction occurring after 1-1-1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains 18 years of age – then destroyed pursuant to 11361.5
001l	FI Cards – Field interview Cards	C+2	<u>GC 34090</u>	Includes photo if taken
001k	(1) Daily Bulletins	C+2	<u>GC 34090</u>	
001e	(2) Registrants – Sex, Arson, Narcotics	PER	DOJ Guidelines	Fingerprint Card, Photo and info forwarded to DOJ
001e	(3) Criminal Reports (Misdemeanor low Felony) and Domestic Violence Reports	C+15	<u>FC 6228(e)</u> <u>GC 34090</u>	Remove property from CLETS, no suspect or open investigations pending
<b>MISC REPORTS AND DOCUMENTS</b>				
004a	Court Board	C+1	<u>GC 34090</u>	Court Notices
004b	Court Liaison Tracking List	C+2	<u>GC 34090</u>	Booking/Filing Lists and Logs, Informal Discovery requests and Correspondence
004c	Subpoenas (Duplicate)	C+2	<u>GC 34090</u>	Subpoena Duces Tecum (SDT) filed with case Report once completed
004d	Statistical – Crime Analysis	C+2	<u>GC 34090</u>	Internally generated information using activity logs, citizen calls, and current and past crime statistics. Reports created for a variety of purposes
004e	Statistical – UCR (Uniform Crime Report) LEOKA, Homicide, Arson, DV, Hate, Arrest & Citation, Death in Custody, Crimes against Senior	C+5	<u>GC 34090</u>	Originals to CA DOJ&FBI
004f	Sealed – Adult/Factual Innocent	Mandatory Destruction upon and pursuant to Court Order	<u>PC 851.8</u>	Does not include letter of finding send to the defendant for grants/denials
001j	Restraining Orders	C or until SUP		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of Restraining Order has expired
001g	Traffic Citations (copies) *Except Juvenile offender program graduates – those not forwarded to court of program successfully completed.	C+2	<u>GC 34090</u>	Original is forwarded to court. Agency copy kept for processing. Parking Citations forwarded to Revenue Collections

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004h	Equipment Records – PAS Records and Radar Calibration Logs, Weapons	TER+2	<u>GC 34090</u>	Retained until termination of equipment use; Manuals, instructions, procedures, assignments, maintenance
004i	License/Permits	C+2	<u>GC 34090</u>	Parade, Noise Exemption, Special Events, Block Party, Taxi, Masseuse, Second Hand Dealer. No Longer Interested forms to be sent to DOJ for expired applicant information.
004j	Warrants: (1) Felony (2) Misdemeanor (3) Infraction	Felony – 10 Misdemeanor – 7 Infraction 7	<u>GC 34090</u> <u>PC 799</u> <u>PC 800/801</u>	Warrants attaining purge date are sent to Santa Clara Co DA's office for review of extension of warrant/Active case or purge. All CLETS/AWS systems must be updated or cancelled.
004k	NCIC Validations	C+2	<u>GC 34090</u>	Copies sent monthly to DOJ
004l	Records requests, correspondence, no record	C+2	<u>GC 34090</u>	

\*\* The destruction of felony, misdemeanor, and infraction Crime/Supplemental Reports is permitted providing:

- (1) Not related to an un-adjudicated arrest except for eligible HS 11357 or HS 11360 violations;
- (2) Not related to un-served warrants;
- (3) They do not involve identifiable items which have not been recovered;
- (4) Not related to PC 290, PC 457.1, or HS 11590 Registrants;
- (5) Not related relate to violations listed in PC Sections 799 and PC 800;
- (6) The cases are not presently involved in either a known civil or criminal litigation/Evidence

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