

City of Garden Grove Retention Guidelines Police Department

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
ADMINISTRATION						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper Electronic	No	CU + 2	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2: GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Police	Paper Electronic	No	CU + 2	CU + 2 GC34090
Employee Files (Non-Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)

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Employee Files (Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 5 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; 29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CU + 3	AU + 5 GC34090; CP 337
Manager's Memos	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisition's, and invoices	Purchasing	Paper	No	CU + 2	AU + 4 GC34090
Subpoenas	Subpoenas for appearances and records	Records	Paper	No	CU + 7	CU + 2
Volunteer Applications	Volunteers' identification and contact information	Police	Paper	No	CU + 2	T + 2 GC34090
ADMINISTRATIVE SERVICES BUREAU						
Administration						
Claims Filed Against Police Department	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens	Risk Mgmt	Paper Electronic	Yes	P	CL + 6
Daily	Schedules of Officers on duty	Admin Srvs	Electronic	Yes	CU + 2	CU + 2

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Daily Activity		Admin Srvs	Electronic	Yes	CU + 2	CU + 2
Daily Officer	Daily activity of incidents not reported by use of official report	Admin Srvs	Electronic	Yes	CU + 7	CU + 2
Daily Report Summary	Report numbers, type, names, dates retained for research value	Admin Srvs	Electronic	Yes	CU + 7	CU + 2
Department Manual	Changes to manual are recorded in the General Orders (permanent)	Admin Srvs	Electronic	Yes	P	S
Motor Manual	Manual on police motorcycle operation	Admin Srvs	Electronic	Yes	S	S
OTS Grant Quarterly Performance Reports	Quarterly performance reports required by OTS on grant performance figures	Admin Srvs	Electronic	Yes	CU + 2	CU + 2
Community Liaison Division						
Community Liaison Division Reports, Activity	Weekly, monthly, quarterly, annual activity; statistical reports by division. Retain only 1 form for retention period	CLD	Paper Electronic	Yes	CU + 5	CU + 2
Speaker Requests	Community and business requests for public appearances, speakers	CLD	Paper Electronic	Yes	CU + 5	T + 2
Profession Standards Division						
Applicant Files	Paperwork authorizing fingerprinting and background checks for City employment applicants	PSD	Paper	No	T + 2	T + 2

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Background	Non Hired	PSD	Paper	No	CL + 2	CL + 2
Background Hired	Include original reports re: PC 832.5 Investigations	PSD	Paper	No	T + 5	P
Bulletins		PSD	Electronic	Yes	P	P
Concealed Weapons	CCW Permits	PSD DOJ	Paper Electronic	Yes	CL + 2	CL + 2
Event Files	Correspondence, brochures, promotional materials, info on speakers, quests, supporting documents	PSD	Paper Electronic	No Yes	CU + 2	CU + 2
General Orders	General orders issued by the Police Chief	PSD	Electronic	Yes	P	P
Grievance Files	Grievance filed by employees, supporting documentation	PSD I.A.	Paper Electronic	Yes	CL + 2	CL + 2
Internal Affairs Investigations	Initiated by citizens' complaints or internally initiated; includes complaint, reports, and findings	PSD I.A.	Paper Electronic	No Yes	CL + 5	CL + 5
Lesson Plans, Range	Scope, content, time period of courses	PSD	Electronic	Yes	P	CL + 15
Officer Invoiced Shootings	Documentation relating to officer involved shootings	PSD I.A.	Paper Electronic	No Yes	CL + 25	CL + 25
Personnel		PSD	Paper	No	P	S + 2
Personnel (by name)	Paperwork documenting officers' internal and external training	PSD	Paper Electronic	No	CU + 5	T + 7

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Press Releases		PSD	Electronic	Yes	P	CU + 2
Press, Video Programs	Collection of videos of programs and events; outside press coverage of department	PSD	Paper Electronic	Yes	P	CU + 2
Range Inventory	Quarterly reports of inventories of weapons held by Department Range	PSD	Electronic	Yes	CU + 10	S + 2
Schedules, Range	Daily, weekly, monthly schedules of training events at range	PSD IA	Paper Electronic	No Yes	CU + 2	CU + 2
Use of Force Supervisory Review Files	Includes review forms, arrest report copies, log	PSD	Paper	No	CU + 2	CU + 2
COMMUNITY POLICING BUREAU						
Administrative Operations						
Alcoholic Beverage Control (ABC) License	Approval process Planning has the original	Planning	Paper Electronic	Yes	L + 5	L + 2
Assignment Reports	Record of assignments	Admin Op	Paper Electronic	No Yes	1 Yr 2 Yrs	CU + 1
Crime Analysis Unit						
Field Interview		Crime Analysis Unit	Paper Electronic	No Yes	CL + 2	CL + 2
Parades & Special Events File	Reports, memos, correspondence, scripts, supplier information, assignments, and deployments, including supporting documentation	Admin Op	Paper	No	CL + 2	CL + 2

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Patrol Requests	From citizens for patrol presence	Admin Op	Paper	No	CU + 2	CU + 2
Statistical (Crime Analysis)	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept. expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage	Crime Analysis Unit	Paper Electronic	Yes	CU + 2	CU + 2
Watch Assignment/Timekeeping Records		ILJOC (ISE)	Electronic	Yes	CU + 2	CU + 2
Jail						
Daily Logs Jail	Daily report of staffing, booking, releases, transfers, and transportation	Jail	Paper	No	P	CU + 6
Inspection Files Jail	Inspections by various agencies	Jail	Paper	No	P	CL + 6
Juvenile Detention	Logs documenting juvenile processing per CYA	Jail	Paper	No	CU + 2	CU + 2
Surveillance/Security Video		Jail	Electronic	Yes	CU + 13 Mos.	CU + 13 mos.
Surveys Jail	Prepared quarterly and forwarded to State Board of Corrections	Jail	Paper	No	CL + 2	CL + 2

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Traffic						
Down Reports	Printouts reporting which vehicles are down for repair, maintenance, etc.	Traffic	Paper	No	CU + 1	CU + 1
Information Discovery Requests	Traffic citations, Red Light cameras	Traffic	Paper	No	CU + 2	CU + 2 GC34090
Parking	Recommended by the California Law Enforcement Warrant Officer's Association	Public Works	Paper	No	CU + 3	CU + 2 GC34090.7
Radar Calibrations Records	Documentation of radar instruments retained during use/ownership	Traffic	Paper	No	L	T + 2
Sobriety Checkpoint Manual	Manual on conducting checkpoints	Traffic	Electronic	Yes	S	S
Speed Survey	Survey conducted by vendor to establish speed limit basis in the city of Garden Grove	Traffic & Eng	Paper	No	S (5 to 8 Years, until superseded)	CU + 2
Traffic	Recommended by the California Law Enforcement Warrant Officer's Association	Traffic	Paper Electronic	Yes	CU + 2	Recall after 5 years
Traffic Citations	Copies of citations – Originals are forwarded to court after agency processing; includes citation electronically created	Records	Paper	No	CU + 2	CU + 2 GC34090

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Special Services Division						
Confidential Informant File	Informational cards maintained indicating identifying name and information for any confidential information identification number used in a police report including informant's cases and the result thereof.	SIU	Paper	No	P	CL + 2
Controlled Buy Cases	Controlled Buy Cases involving confidential informants	SIU	Paper	No	Retained until no longer useful for investigative purposes	CL + 2
Field Interview		GSU	Paper Electronic	No Yes	CU + 5	CL + 2
Forfeiture - Asset Forfeiture Log	A log of every asset forfeiture proceeding initiated since 6/98	SIU	Electronic	Yes	P	CL + 2
Forfeiture - Federal Asset Forfeiture Notebook	Notebook holding pertinent documents to all asset forfeiture cases in the Federal court system	SIU	Paper	No	P	CL + 2
Forfeiture - Notifications	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	SIU	Paper	No	P	CU + 2
Forfeiture - State Asset Forfeiture Notebook	Notebook holding pertinent documents to all asset forfeiture cases in the state court system	SIU	Paper	No	P	CL + 2

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Informant Files	Legal notifications, identification information, payment information, actives information	SIU	Paper	No	P	T + 10
SUPPORT SERVICES BUREAU						
Daily Court Schedule	Printout of daily court scheduling	Sup. Servs	Electronic	Yes	CU + 1	CU + 1
Rosters (Divisional)	Personnel assigned to division	Sup. Servs	Electronic	Yes	S + 2	S + 2
Sign-In Logs	Logs officers' names, time in/out for court appearances	Sup. Servs	Paper	No	CU + 2	CU + 2
Communications/Dispatch Division						
Alarm Permits	Residential/Commercial Alarm Permits	CDD	Paper Electronic	Yes	CU + 2	CU + 2
Alarm Records	Dispatch	CDD	Paper Electronic	Yes	CU + 2	CU + 2
Audio, Telephone and Radio Communications	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	CDD	24 Tape Recorder	Yes	CU + 180 Days	CU + 180 days
Dispatch		CDD	Electronic	No	3 Yrs	CU + 2
Equipment, Communication	Retained until termination of equipment use; Manuals, instructions, procedures	CDD	Paper	No	L	T + 2
False Alarm Violations	Alarm misuse	CDD	Paper Electronic	Yes	P	

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Investigations Division						
Bingo	Bingo game licenses	Investigations	Paper	No	P	CU + 2
Case Assignment	Database of assignment of cases to Investigators	Investigations	Electronic	Yes	CU + 7	CU + 1
Case Books	Investigative, retained by division until a case is suspended or closed	Investigations	Paper Electronic	Yes	CL + 2	CL + 2
Homicide Investigator's Report	Retained by Crimes Against Persons until arrest, conviction, appeals, and sentence carried out. (Death or time served is complete, including parole)	Investigations	Paper Electronic	Yes	P	P
Inmates	Negatives by Prisoner number	Investigations	Film	No	CU + 20	CU + 20
Inventory/Sign-out Cards-Digital Cameras/Memory Cards	Digital cameras/memory cards	Investigations	Electronic	Yes	T	T
Operations Files	Digital cameras/memory cards manuals, instructions, and procedures; retained until equipment no longer owned/used by department	Investigations	Electronic	Yes	L	T
Pawn Slips/Tickets		Investigations	Paper Electronic	Yes	CU + 3 P	CU + 3

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Suspect, Adult/Juvenile	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved.	Investigations	Paper	No	Until statue runs out or per GGPD Master File Index	CL
Tracking System Records	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	Investigations	Paper Electronic	Yes	Unk; determined by Couty of Orange ILJ system	CU + 2
Property & Evidence						
Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division	P&E	Paper Electronic	Yes	CU P	T + 2
Guns	Upon receiving court order and/or case is closed with no further proceeding possible	P&E	Paper Electronic	No Yes	P	P
Inventory	Listing of equipment assigned to division and to whom it is assigned	P&E	Paper Electronic	Yes	L of equipment assignment	S + 2
Narcotics	Written court order	P&E	Paper	No	P	P
Property Control	Logs of items coming into and going out of property room	P&E	Electronic	Yes	P	CU + 2
Uniform Vouchers (by name)	Authorize purchase	P&E	Electronic	Yes	CU + 2	CU + 2
Vests, Bulletproof Letters	Authorization to purchase	P&E			CU + 2	CU + 2

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Weapons, Database	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	P&E	Paper Electronic	No	P	P
Records Division						
11357(e), Juvenile		Records	Paper	No	CL + 2	CL + 2
11357bm H&S, 11357c H&S, 11360b H&S Violations	*CA Admin Code, Chapter 1, Title II, Sec 708	Records	Paper	No	CL + 2	CL + 2
Accident	Non-Injury	Records	Paper	No	CL + 2	CL + 2
Adult Found Factually Innocent	General Provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	Records	Paper	No	Mandatory Destruction Upon and Pursuant to Court Order	Mandatory Destruction Upon and Pursuant to Court Order
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	Records	Paper	No	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) Violations (Occurring before January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550	Records	Paper	No	Mandatory Destruction (Upon notice from Department of Justice)	Mandatory Destruction (Upon notice from Department of Justice)

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BCS Report, containing all UCR-related reports and monthly Administrative Report	Includes Arrest & Citation Register; arson offenses, crimes against senior citizens, death in custody; domestic violence; FBI include Return A/Supp; hate crime incidents; homicide reports; Supp., Officers killed or assaulted; original to FBI – DOJ; Uniform Crime Reports	Records	Paper Electronic	No Yes	CU + 4	CU + 2
California Vehicle Code Infractions (Duplicates)	Original is forwarded to court	Records	Paper	No	CU + 90 days	CU + 90 days
Cite and Release	Original forwarded to court	Records	Paper	No	CL + 2	CL + 2
Duplicate (Pink) Secondhand Dealer, Pawn Brokers	Original licensee, duplicate to DOJ; copy retained by agency; renewals issued annually by local agency	Records	Paper	No	T + 3	CU + 2
Felony	Recommended by the California Law Enforcement Warrant Officer's Association	Central Warrant Repository Records	Paper Electronic	Yes	Until Served	Recall after 10 years. Exception: Murder/Escape
Felony Crimes With or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803- Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.	Records	Paper Electronic	No Yes	See descriptor	See descriptor

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Investigative, Pre-Arrest	Retained by division until cases are suspended and closed	Records	Paper Electronic	Yes	CU + 7	CL + 10
Juvenile	Upon petition, local law enforcement records within WIC826(b) may be destroyed as ordered by the court, if related to probation officer has destroyed probation and juvenile court records. Records involving arrests, detention and/or petitioning Mandatory Destruction Upon and Pursuant to Court Order Juvenile before juvenile court.	Records	Paper	No	Mandatory Destruction Upon and Pursuant to Court Order	Mandatory Destruction Upon and Pursuant to Court Order
Misdemeanor Criminal	Recommended by the California Law Enforcement Warrant Officer's Association	Central Warrant Repository Records	Paper Electronic	Yes	Until Served	Recall after 5 years
Misdemeanor/Infractions	No arrests, identifiable property or missing persons (See: Note 1)	Records	Paper	No	CU + 7	CL + 2
Non-Criminal Occurrences	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	Records	Paper	N	CU + 7	CU + 2
Parking/Traffic, Duplicates	Originals are forwarded to court after agency processing; includes citation electronically created	Records	Paper	No	CU + 2	CU + 2

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Photographs	Crime scene, registrant/applicant, photo file, accident; retained according to practical and functional associations	Records	Electronic	Yes	L	L
Property Files	Original reports and supplemental documentation (Lost, Found, Safekeeping)	Records	Paper	No	CU+8, unless related to outstanding warrant or saved felony case file	CU + 2
Property Original	Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (by post)	Records	Paper Electronic	No Yes	Until case is adjudicated/d isposition determined	Until case is adjudicated/dis position determined
Property, Pawn Broker/Secondhand	Property, Pawn Broker/Secondhand Licenses	Records	Paper Electronic	Yes	CU + 4	CU + 2
Public Records Requests	Copies of requests and the responses provided	Police	Paper	No	CU + 2	CU + 2 GC34090
Rap Sheet	Criminal history	Records	Paper	No	CU + 7	CL + 2
Registration Files	Arson, Sex and Narcotics, including fingerprint card, and photo. Information forwarded to DOJ	Records	Paper	No	L	Life of registrant within jurisdiction
Repossession/Private Impounds	Repo/PPI Logs	Records I.T.	Paper Electronic	No Yes	3 mos P	CU + 2

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Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Order After Hearing	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	Records	Paper Electronic	Yes No	CU (See Descriptor)	CU See Descriptor)
Served	Includes Warrant Service Information Card, alpha index card	Central Warrant Repository Records	Paper Electronic	Yes	CU + 7 (until DR destroyed)	CU
Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	Records	Paper	No	P	P
Traffic Collision Fatalities	Fatal Collision Reports	Records	Paper Electronic	Yes	CU + 7	P
Un-served (Local)		Central Warrant Repository Records	Paper Electronic	Yes	Until served – recall – purge	Until served, recalled or purged

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Finger Printing						
Applicant Files	Paperwork authorizing fingerprinting and background checks for City employment applications	PSD	Paper	No	T + 2	T + 2
Inked/Palm Cards	Persons booked into detention facility; copies distributed to county, state, federal agencies	County of Orange	Electronic Biometric database	Server backup by DOY	AC + 20	AC + 20

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