

Date: January 6, 2009

Item No. 8  
File No. 08056

## SUNSHINE ORDINANCE TASK FORCE

### AGENDA PACKET CONTENTS LIST\*

- Anonymous v Police Department**
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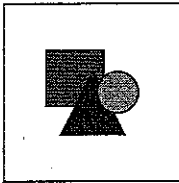
Completed by: Chris Rustom

Date: December 29, 2008

**\*This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

\*\* The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.



DENNIS J. HERRERA  
City Attorney

ERNEST H. LLORENTE  
Deputy City Attorney

DIRECT DIAL: (415) 554-4236  
E-MAIL: ernest.llorente@sfgov.org

**MEMORANDUM**

*December 22, 2008*

*ANONYMOUS PERSON v. SAN FRANCISCO POLICE DEPARTMENT(08056)*

**COMPLAINT**

**THE COMPLAINANT ALLEGES THE FOLLOWING FACTS:**

Anonymous person checked the City's website and looked for the index of records for the San Francisco Police Department ("SFPD"). The website did not have a listing for the SFPD.

**COMPLAINANT FILES COMPLAINT:**

On December 4, 2008, Anonymous person filed a Sunshine Ordinance Complaint against the SFPD for failure to comply with Section 67.29 of the Ordinance.

**THE RESPONDENT AGENCY STATES THE FOLLOWING:**

The Custodian of Records for the SFPD has contacted Chris Rustom of the SOTF office and stated that his department is working with the City Administrator's Office to get an index to records on-line.

**APPLICABLE STATUTORY SECTION:**

Section 67.29 of the Sunshine Ordinance which deals with the establishment by the City Departments of an Index of Records.

**APPLICABLE CASE LAW:**

none

**Memorandum**

**ISSUES TO BE DETERMINED**

**1. FACTUAL ISSUES**

**A. Uncontested Facts:**

- The Sunshine Ordinance requires City Departments to establish and maintain an Index to Records.
- Anonymous person checked the City's website and learned that the SFPD does not have an Index to Records.

**B. Contested facts/ Facts in dispute:**

The Task Force must determine what facts are true.

**i. Relevant facts in dispute:**

- Whether the SFPD is establishing an Index to Records?
- Whether the SFPD has violated Section 67.29 of the Ordinance?

**QUESTIONS THAT MIGHT ASSIST IN DETERMINING FACTS;**

**LEGAL ISSUES/LEGAL DETERMINATIONS;**

- Was section 67.29 of the Sunshine Ordinance violated?
- Was there an exception to the Sunshine Ordinance, under State, Federal, or case law?

**CONCLUSION**

THE TASK FORCE FINDS THE FOLLOWING FACTS TO BE TRUE:

THE TASK FORCE FINDS THAT THE ALLEGED VIOLATIONS TO BE TRUE OR NOT TRUE.

**Memorandum****THE CALIFORNIA CONSTITUTION AS AMENDED BY PROPOSITION 59 IN 2004 PROVIDES FOR OPENNESS IN GOVERNMENT.**

Article I Section 3 provides:

- a) The people have the right to instruct their representative, petition government for redress of grievances, and assemble freely to consult for the common good.
- b)(1) The people have the right of access to information concerning the conduct of the people's business, and therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny.
  - 2) A statute, court rule, or other authority, including those in effect on the effective date of this subdivision that limits the right of access shall be adopted with findings demonstrating the interest protect by the limitation and the need for protecting that interest.
  - 3) Nothing in this subdivision supersedes or modifies the right of privacy guaranteed by Section 1 or affects the construction of any statute, court rule, or other authority to the extent that it protects that right to privacy, including any statutory procedures governing discovery or disclosure of information concerning the official performance or professional qualifications of a peace officer.
  - 4) Nothing in this subdivision supersedes or modifies any provision of this Constitution, including the guarantees that person may not be deprived of life, liberty, or property without due process of law, or denied equal protection of the laws, as provided by Section 7.
  - 5) This subdivision does not repeal or nullify, expressly or by implication, any constitutional or statutory exception to the right of access to public records or meetings or public bodies that is in effect on the effective date of this subdivision, including, but not limited to, any statute protecting the confidentiality of law enforcement and prosecution records.
  - 6) Nothing in this subdivision repeals, nullifies, supersedes, or modifies protections for the confidentiality of proceedings and records of the Legislature, the Members of the Legislature, and its employees, committee, and caucuses provided by Section 7 of Article IV, state law, or legislative rules adopted in furtherance of those provisions: nor does it affect the scope of permitted discovery in judicial or administrative proceedings regarding deliberations of the Legislature, the Members of the Legislature, and its employees, committees, and caucuses.

**Memorandum**  
**ATTACHED STATUTORY SECTIONS FROM CHAPTER 67 OF THE SAN**  
**FRANCISCO ADMINISTRATIVE CODE (THE SUNSHINE ORDINANCE)**  
**UNLESS OTHERWISE SPECIFIED**

Section 67.1 addresses Findings and Purpose

The Board of Supervisors and the People of the City and County of San Francisco find and declare:

- (a) Government's duty is to serve the public, reaching its decisions in full view of the public.
- (b) Elected officials, commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The people do not cede to these entities the right to decide what the people should know about the operations of local government.
- (c) Although California has a long tradition of laws designed to protect the public's access to the workings of government, every generation of governmental leaders includes officials who feel more comfortable conducting public business away from the scrutiny of those who elect and employ them. New approaches to government constantly offer public officials additional ways to hide the making of public policy from the public. As government evolves, so must the laws designed to ensure that the process remains visible.
- (d) The right of the people to know what their government and those acting on behalf of their government are doing is fundamental to democracy, and with very few exceptions, that right supersedes any other policy interest government officials may use to prevent public access to information. Only in rare and unusual circumstances does the public benefit from allowing the business of government to be conducted in secret, and those circumstances should be carefully and narrowly defined to prevent public officials from abusing their authority.
- (e) Public officials who attempt to conduct the public's business in secret should be held accountable for their actions. Only a strong Open Government and Sunshine Ordinance, enforced by a strong Sunshine Ordinance Task Force can protect the public's interest in open government.
- (f) The people of San Francisco enact these amendments to assure that the people of the City remain in control of the government they have created.
- (g) Private entities and individuals and employees and officials of the City and County of San Francisco have rights to privacy that must be respected. However, when a person or entity is before a policy body or passive meeting body, that person, and the public, has the right to an open and public process.

**Memorandum**

Section 67.29 of Ordinance provides:

The City and County shall prepare a public records index that identifies the types of information and documents maintained by the City and County departments, agencies, boards, commissions, and elected officers. The index shall be for the use of City officials, staff and the general public, and shall be organized to permit a general understanding of the types of information maintained, by which officials and departments, for which purposes and for what periods of retention, and under what manner of organization for accessing, e.g. by reference to a name, a date, a proceeding or project, or some other referencing system. The index need not be in such detail as to identify files or records concerning a specific person, transaction or other event, but shall clearly indicate where and how records of that type are kept. Any such master index shall be reviewed by appropriate staff for accuracy and presented for formal adoption to the administrative official or policy body responsible for the indexed records. The City Administrator shall be responsible for the preparation of this records index. The City Administrator shall report on the progress of the index to the Sunshine Ordinance Task Force on at least a semi-annual basis until the index is completed. Each department, agency, commission and public official shall cooperate with the City Administrator to identify the types of records it maintains, including those documents created by the entity and those documents received in the ordinary course of business and the types of requests that are regularly received. Each department, agency, commission and public official is encouraged to solicit and encourage public participation to develop a meaningful records index. The index shall clearly and meaningfully describe, with as much specificity as practicable, the individual types of records that are prepared or maintained by each department, agency, commission or public official of the City and County. The index shall be sufficient to aid the public in making an inquiry or a request to inspect. Any changes in the department, agency, commission or public official's practices or procedures affecting the accuracy of the information provided to the City Administrator shall be recorded by the City Administrator on a periodic basis so as to maintain the integrity and accuracy of the index. The index shall be continuously maintained on the City's World Wide Website and made available at public libraries within the City and County of San Francisco.



SUNSHINE ORDINANCE TASK FORCE  
 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102  
 Tel. (415) 554-7724; Fax (415) 554-7854  
<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE COMPLAINT**

Complaint against which Department or Commission SAN FRANCISCO POLICE DEPARTMENT

Name of individual contacted at Department or Commission HEATHER FUDG, CHIEF OF POLICE

Alleged violation public records access  
 Alleged violation of public meeting. Date of meeting N/A

Sunshine Ordinance Section 67.29 - INDEX TO RECORDS  
 (If known, please cite specific provision(s) being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.

SFPD HAS MADE NO EFFORT TO COMPLY WITH SECTION 67.29. THE CUSTODIAN OF RECORDS CONFIRMED THAT SFPD HAS NEVER COMPLIED WITH THE REQUIREMENTS OF THE LAW IN ANY RESPECT. THIS CAN BE CONFIRMED BY VISITING THE CCSF INDEX OF RECORDS.

Do you wish a public hearing before the Sunshine Ordinance Task Force?  yes  no

(Optional)<sup>1</sup>  
 Complainant Name [REDACTED] Address [REDACTED]

Telephone No. (415) [REDACTED] E-Mail Address [REDACTED]

Date 12/4/08 [REDACTED] Signature [REDACTED]

CONFIDENTIALITY SPECIFICALLY REQUESTED



Ray Hartz Jr  
<rwhartzjr@sbcglobal.net>

12/16/2008 09:02 AM

Please respond to  
rwhartzjr@sbcglobal.net

To SOTF <sotf@sfgov.org>

cc Kimo Crossman <kimo@webnetic.net>, Matt Dorsey  
<matt.dorsey@sfgov.org>

bcc

Subject Re: Department's response: #08056\_Anonymous v Police  
Dept

History: This message has been forwarded.

Mr. Rustom,

I'm not sure what this is, but, it does NOT answer the substance of my SOTF complaint.

Ray Hartz

--- On Tue, 12/16/08, SOTF <sotf@sfgov.org> wrote:

From: SOTF <sotf@sfgov.org>

Subject: Department's response: #08056\_Anonymous v Police Dept

To: rwhartzjr@sbcglobal.net

Date: Tuesday, December 16, 2008, 8:35 AM

Mr Hartz,

The office is in receipt of the attached document.

(See attached file: pd1.doc)

Chris Rustom  
Asst. Administrator  
Sunshine Ordinance Task Force  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 244  
San Francisco, CA 94102-4689  
SOTF@SFGov.org  
OFC: (415) 554-7724  
FAX: (415) 554-7854

Complete a SOTF Customer Satisfaction Survey by clicking the  
link below.

[http://www.sfgov.org/site/sunshine\\_form.asp?id=34307](http://www.sfgov.org/site/sunshine_form.asp?id=34307)



**Department Name: San Francisco Police Department**  
**Department Contact: Maureen Conefrey**

**Contact Phone Number: 553-9843**

Division	Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
	Department-Wide Records - General	Activity Evaluation Report		2 years			
	Department-Wide Records - General	Arrest Record (Station Copy)		10 years after death )or state purge criteria)			
	Department-Wide Records - General	CABLE Print-outs		2 years			
	Department-Wide Records - General	Certificate of Release		2 years			
	Department-Wide Records - General	Court Calendars & Minutes		1 year			
	Department-Wide Records - General	Daily Gasoline & Oil Report		2 years			
	Department-Wide Records - General	Emergency Vehicle Traffic Accident Report		2 years			
	Department-Wide Records - General	Equipment Sign-Out Sheets		2 years			
	Department-Wide Records - General	General Correspondence Files		4 years			
	Department-Wide Records - General	General Subject Files		4 years			
	Department-Wide Records - General	Incident Report Print-outs		1/3 year			
	Department-Wide Records - General	Incident Reports		1 year			
	Department-Wide Records - General	Inventory Supply Requisition		1 year			
	Department-Wide Records - General	Local Teletypes Received		1 year			
	Department-Wide Records - General	Memorandum (Original)		4 years			
	Department-Wide Records - General	Memorandum (copy)		2 years			

Department-Wide Records – General	Message Transmission Request		1 year		
Department-Wide Records – General	Moniker Index Cards		2 years		
Department-Wide Records – General	PIC Radio Assignment Sheet (Original)		2 years		
Department-Wide Records – General	PIC Radio Assignment Sheet (Copy)		1 year		
Department-Wide Records – General	Statistical Recap Files		3 years		
Department-Wide Records – General	Suspect Photos		5 years		
Department-Wide Records – General	Warrant & Subpoena Logs		10 years after last entry		
Department-Wide Records – General	Weapon Officer's Inventory Report (Original)		2 years		
Department-Wide Records – General	Weapon Officer's Inventory Report (Copy)		1 year		
Department-Wide Records – General	Secondary Employment Request		Until revoked		
Department-Wide Records – General	Station Personnel Folders		Until transfer, but not less than 2 years		
Department-Wide Records – General	Station Personnel Folder Index Cards		Until transfer, but not less than 2 years		
Department-Wide Records – General	Watch Report (Sworn Anticipated)		1 year		
Department-Wide Records – General	Watch Report (Sworn Exceptional Changes)		1 year		
Department-Wide Records – General	Watch Report (Sworn Overtime Holiday)		1 year		
Department-Wide Records – General	Watch Report (Civilian Overtime Holiday)		1 year		
Department-Wide Records – General	Watch Report (Civilian Exceptional Changes)		1 year		
Department-Wide Records – General	Watch Report Log		1 year after last entry		
Department-Wide Records – General	Weekly Vacancy Report		Six months		
Department-Wide Records – General	Information Bulletins		2 years		
Department-Wide Records – General	Permanent Orders		Until revoked		

	Records – General	Personnel Orders		1 year			
	Department-Wide Records – General	Special Orders		Until termination			
	Department-Wide Records – General	Training Bulletins		2 years after superseded or cancelled			
	Department-Wide Records - General	Wanted Bulletins		2 years			
	Chief of Police – Chief's Office	Chief's correspondence		10 years			
	Chief of Police – Chief's Office	Chief's regulations		5 years after replacement			
	Chief of Police – Chief's Office	Concealed weapons permit files		5 years			
	Chief of Police – Chief's Office	Confidential expenditures report		10 years			
	Chief of Police – Chief's Office	Conflict of interest statements		5 years			
	Chief of Police – Chief's Office	Correspondence file cards		10 years			
	Chief of Police – Chief's Office	Movie coordination files		4 years			
	Chief of Police – Chief's Office	Movie detail file		2 years			
	Chief of Police – Chief's Office	Press credential folders		4 years			
	Chief of Police – Chief's Office	Press credential log		4 years			
	Chief of Police – Chief's Office	Press releases		2 years			
	Chief of Police – Intelligence Division	Alphabetical gang photos files		5 years			
	Chief of Police – Intelligence Division	Audio and video tape recordings		2 years			
	Chief of Police – Intelligence Division	Bob threat report log		2 years after last entry			
	Chief of Police – Intelligence Division	Driver's license photo file		2 years			
	Chief of Police – Intelligence Division	Intelligence files		2 years			
	Chief of Police – Intelligence Division	Subject names cards		2 years			
	Chief of Police – Intelligence Division	Surveillance photographs		2 years			

	Intelligence Division							
	Chief of Police - Intelligence Division	Surveillance photo log			2 years			
	Chief of Police - Community Services Division	Meeting reports			2 years			
	Chief of Police - Community Services Division	Quarterly reports			2 years			
	Chief of Police - Community Services Division	Security survey form			4 years			
	Chief of Police - Police Commission	Commission calendars			10 years			
	Chief of Police - Police Commission	Commission correspondence			10 years			
	Chief of Police - Police Commission	Meeting folders			10 years			
	Chief of Police - Police Commission	Meeting minute books			Until microfilmed in duplicate			
	Chief of Police - Police Commission	Meritorious award file			5 years			
	Chief of Police - Police Commission	Meritorious award meeting minute books			5 years			
	Chief of Police - Police Commission	Widows & orphans fund files			30 years			
	Special Operations Bureau - General	Abandoned auto tow log			2 years from last entry			
	Special Operations Bureau - General	Accident report printouts			1 year			
	Special Operations Bureau - General	Citation report printouts			1 year			
	Special Operations Bureau - General	Daily deployment report			1 year			
	Special Operations Bureau - Headquarters	Alert book			2 years after last entry			
	Special Operations Bureau - Headquarters	Daily deployment report			2 years			
	Special Operations Bureau - Headquarters	Efficiency study files			2 years			
	Special Operations Bureau - Headquarters	Parade permit applications			5 years			
	Special Operations Bureau - Headquarters	Parade permit file			5 years			
	Special Operations Bureau - Headquarters	Personnel history cards			50 years after member's death			

Special Operations Bureau – Headquarters	Public event files		2 years			
Special Operations Bureau – Headquarters	Staff meeting minutes		2 years			
Special Operations Bureau – Headquarters	Unit correspondence files		2 years			
Special Operations Bureau – Headquarters	Weapons review board files		5 years			
Special Operations Bureau – Headquarters	Workload measurement report		2 years			
Special Operations Bureau – Muni Transit Company	Dog complaint files		2 years			
Special Operations Bureau – Muni Transit Company	MUNI fast pass receipts		1 year			
Special Operations Bureau – Tactical Company	Arrest log book		5 years from last entry			
Special Operations Bureau – Tactical Company	Daily work sheet		2 years			
Special Operations Bureau – Tactical Company	Filed interview cards		2 years			
Special Operations Bureau – Tactical Company	Hostage team files		2 years			
Special Operations Bureau – Tactical Company	Special detail files		2 years			
Special Operations Bureau – Tactical Company	Statistical data sheets		2 years			
Special Operations Bureau – Tactical Company	Bomb threat report form		2 years			
Special Operations Bureau – Tactical Company	Render safe files		2 years			
Special Operations Bureau – Tactical Company	Animal history log		Life of horse, but not less than 2 years			
Special Operations Bureau – Tactical Company	Animal medical log		Life of horse, but not less than 2 years			
Special Operations Bureau – Tactical Company	General horse files		4 years			

Company	Special Operations Bureau – Traffic Company Admin	Accident certification index cards		Until officer's separation, but not less than 2 years			
	Special Operations Bureau – Traffic Company Admin	Application for special parking zone		2 year			
	Special Operations Bureau – Traffic Company Admin	Congestion & parking control daily report		2 years			
	Special Operations Bureau – Traffic Company Admin	Dept. Accident Bd. of Review files		5 years			
	Special Operations Bureau – Traffic Company Admin	Dept. Accident Bd. of Review index cards		5 years			
	Special Operations Bureau – Traffic Company Admin	Fatal accident files		5 years			
	Special Operations Bureau – Traffic Company Admin	Report of examination of sobriety		1 ½ years			
	Special Operations Bureau – Traffic Company Admin	Street closing permit files		2 years			
	Special Operations Bureau – Traffic Company Admin	Temporary construction zone cards		Life of zone, but not less than 2 years			
	Special Operations Bureau – Traffic Company Admin	Traffic zone location cards		Life of zone, but not less than 2 years			
	Special Operations Bureau – Traffic Company Admin	Traffic zoned log		2 years from last entry			
	Special Operations Bureau – Traffic Company Admin	VC §23152 records		3 years			
	Special Operations Bureau – Traffic/E & I	Assignment discrepancy		2 years			
	Special Operations Bureau – Traffic/E & I	Congestion enforcement squad records		1 year			
	Special Operations Bureau – Traffic/E & I	Personnel schedule system		2 years			
	Special Operations Bureau – Traffic/E & I	Use of force log		2 years			
	Special Operations	Red light violation recap.		2 years			

Bureau – Traffic/E & I	Special Operations Bureau – Traffic/E & I	Special Operations Bureau – Traffic/E & I	Overtime recap. Of parking cites		1 year			
Special Operations Bureau – Traffic/E & I	Special Operations Bureau – Traffic/E & I	Detail log book			2 years from last entry			
Special Operations Bureau – Traffic/E & I	Special Operations Bureau – Traffic/E & I	Funeral escort file			2 years			
Special Operations Bureau – Traffic/E & I	Special Operations Bureau – Traffic/E & I	Special event assignment file			2 years			
Special Operations Bureau – Traffic/E & I	Special Operations Bureau – Traffic/E & I	Noise complaint file			2 years			
Special Operations Bureau – Traffic/E & I	Special Operations Bureau – Traffic/E & I	Noise complaint log			2 years from last entry			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Daily accident log			2 years from last entry			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Garage report of abandoned vehicle file			2 years			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Impounded abandoned vehicle work sheet			2 years			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Notice of stored vehicle			2 years			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	State teletype message			2 years			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Towed auto license index sheet			2 years			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Towed vehicle dispatcher's log			2 years			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Vehicle inventory form			2 years			
Special Operations Bureau – Tow Section	Special Operations Bureau – Tow Section	Vehicle release form			2 years			
Special Operations Bureau – Parking & Traffic Control	Special Operations Bureau – Parking & Traffic Control	Annual school safety patrol files			4 years			
Special Operations Bureau – Parking & Traffic Control	Special Operations Bureau – Parking & Traffic Control	Bike assignment files			2 years			
Special Operations Bureau – Parking & Traffic Control	Special Operations Bureau – Parking & Traffic Control	Citation book log			2 years from last entry			
Special Operations Bureau – Parking & Traffic Control	Special Operations Bureau – Parking & Traffic Control	Complaint assignment log			2 years from last entry			
Special Operations Bureau – Parking & Traffic Control	Special Operations Bureau – Parking & Traffic Control	Meter Jamming Files			4 years			

Special Operations Bureau – Parking & Traffic Control	Out-Of-State Vehicle License Files	2 years		
Special Operations Bureau – Parking & Traffic Control	Parking Control Beat File	2 years		
Special Operations Bureau – Parking & Traffic Control	School Patrol Accident File	2 years		
Patrol Bureau – District Stations	Traffic Bail Receipt	2 years		
Patrol Bureau – District Stations	Traffic Community Contact Report	1 year		
Patrol Bureau – District Stations	Entertainment Permit Investigations File	2 years		
Patrol Bureau – District Stations	Malfunction Of Portable Radio Form	1 year		
Patrol Bureau – District Stations	Patrol special sign-in log	5 years from last entry		
Patrol Bureau – District Stations	Patrol Unit log	2 years		
Patrol Bureau – District Stations	Permit records	Life of permit		
Patrol Bureau – District Stations	Special Police officer files	15 years after separation		
Patrol Bureau – District Stations	Special police officer file index cards	15 years after separation		
Patrol Bureau – District Stations	Prisoner transfer record	1 year		
Patrol Bureau – District Stations	Prisoner arrest log	10 years from last entry		
Patrol Bureau – District Stations	District station property control log	1 year		
Patrol Bureau – District Stations	Property receipt form	1 year		
Patrol Bureau – District Stations	Radio use log	2 years		
Patrol Bureau – District Stations	Report of traffic citations issued	2 years		
Patrol Bureau – District Stations	Special event cost report file	2 years		
Patrol Bureau – District Stations	Squad form	1 year		
Patrol Bureau – District Stations	Station Log	10 years from last entry		



Patrol Bureau – District Stations	Station auto log	2 years from last entry			
Patrol Bureau – District Stations	Repair request auto check list	1 year			
Investigation Bureau – General	Alphabetical case index cards	2 years			
Investigation Bureau – General	Incident report changes	2 years			
Investigation Bureau – General	Computer log of stolen property	2 years			
Investigation Bureau – General	Computer log of booked property	2 years			
Investigation Bureau – General	Confidential expenditures account	3 years			
Investigation Bureau – General	Daily printout of assigned cases	2 years			
Investigation Bureau – General	Daily case assignment sheet	2 years			
Investigation Bureau – General	Investigations case files (Active)	6 years			
Investigation Bureau – General	Investigations case files (Closed)	6 years			
Investigation Bureau – General	Investigations case files (Open inactive)	6 years			
Investigation Bureau – General	Suspect and victim card files	2 years			
Investigation Bureau – General	Suspect and subject video and audio tape recordings	5 years			
Investigation Bureau – General	Monthly performance report	2 years			
Investigation Bureau – General	Prisoner processing record	1 year			
Investigation Bureau – General Work Section	En-Route Charges holding	5 years			
Investigation Bureau – General Work Section	Extradition case files	5 years			
Investigation Bureau – Hit & Run	Fatal accident case files	15 years			
Investigation Bureau – Hit & Run	Hit and Run log book	8 years from last entry			
Investigation Bureau – Homicide Section	Solved homicide case files	30 years			
Investigation Bureau – Homicide Section	Unsolved homicide case files	75 years			
Investigation Bureau – Homicide Section	Homicide case index cards	75 years			

	Homicide Section								
	Investigation Bureau – Homicide Section	Suspect/victim index cards				75 years			
	Investigation Bureau – Robbery Section	Alphabetical victim log				2 years from last entry			
	Investigation Bureau – Sex Crimes Section	Children's Emergency service intake form				2 years			
	Investigation Bureau – Auto Section	Vehicle Release & Waiver				8 years			
	Investigation Bureau – Fencing Section	Dealer's record of sale				3 years			
	Investigation Bureau – Fencing Section	Dealer's index card file				Life of active business, but not less than 2 years			
	Investigation Bureau – Fencing Section	Inspection of second-hand dealer form				3 years			
	Investigation Bureau – Fencing Section	Pawn and buy slips				2 years			
	Vice Crimes Division – Prostitution & Gambling Section	Bingo recording forms				2 years			
	Vice Crimes Division – Prostitution & Gambling Section	Bookmaker investigation file				10 years			
	Vice Crimes Division – Prostitution & Gambling Section	Case assignment logbook				8 years			
	Vice Crimes Division – Prostitution & Gambling Section	Complaint assignment logbook				8 years			
	Vice Crimes Division – Prostitution & Gambling Section	Gambling parlor location file				Life of business			
	Vice Crimes Division – Prostitution & Gambling Section	Intelligence file				8 years			
	Vice Crimes Division – Prostitution & Gambling Section	Lease vehicle sign-Out sheet				2 years			
	Vice Crimes Division – Prostitution & Gambling Section	Liquor license investigation files				Life of active business, but not less than 2 years			
	Vice Crimes Division – Prostitution & Gambling Section	Massage parlor location file				Life of business			

Vice Crimes Division – Prostitution & Gambling Section	Micro cassette tapes (arrest case-no case file)		1 year after case disposition, but not less than 2 years			
Vice Crimes Division – Prostitution & Gambling Section	Monthly report		3 years			
Vice Crimes Division – Prostitution & Gambling Section	Pimp investigation file		10 years			
Vice Crimes Division – Prostitution & Gambling Section	Vice complaint investigation file		3 years			
Vice Crimes Division – Prostitution & Gambling Section	Video tapes		1 year after case disposition, but not less than 2 years			
Vice Crimes Division – Narcotics Section	Confidential expenditures		4 years			
Vice Crimes Division – Narcotics Section	Consent search form		3 years			
Vice Crimes Division – Narcotics Section	Disposal of Evidence form		4 years			
Vice Crimes Division – Narcotics Section	Informant files		5 years			
Vice Crimes Division – Narcotics Section	Informant payment		4 years			
Vice Crimes Division – Narcotics Section	Narcotics “Buy” Log		4 years			
Vice Crimes Division – Narcotics Section	Narcotics “Buy” report		5 years			
Vice Crimes Division – Narcotics Section	Narcotics complaint form		5 years			
Vice Crimes Division – Narcotics Section	Narcotics evidence ledger		5 years			
Vice Crimes Division – Narcotics Section	Narcotics registrants print- out		Until new print- out rec'd			
Vice Crimes Division – Narcotics Section	Notification of release of property		4 years			
Vice Crimes Division – Narcotics Section	Rebooking statistics		3 years			
Vice Crimes Division – Narcotics Section	Receipt, undercover expense		4 years			
Vice Crimes Division – Narcotics Section	Rental vehicle log		4 years			
Vice Crimes Division – Narcotics Section	Request of asset seizures		4 years			

Vice Crimes Division – Juvenile Division	Criminal history jacket (Juvenile)		10 years after death (or state purge criteria)			
Vice Crimes Division – Juvenile Division	Daily youth service control sheet		2 years			
Vice Crimes Division – Juvenile Division	Juvenile Bureau log sheet		2 years			
Vice Crimes Division – Juvenile Division	“X” number assignment sheet		2 years			
Criminalistics Division – Crime Laboratory	Analyzed controlled substance evidence envelopes		2 years			
Criminalistics Division – Crime Laboratory	Analyzed controlled substance evidence log		2 years after last entry			
Criminalistics Division – Crime Laboratory	Case evidence disposition		5 years			
Criminalistics Division – Crime Laboratory	Document case file		5 years			
Criminalistics Division – Crime Laboratory	Document Case log		8 years			
Criminalistics Division – Crime Laboratory	Intoxilyzer check list		1 year			
Criminalistics Division – Crime Laboratory	Intoxilyzer test record		1 year			
Criminalistics Division – Crime Laboratory	Laboratory examination case files		8 years			
Criminalistics Division – Crime Laboratory	Laboratory examination case file log		8 years after last entry			
Criminalistics Division – Crime Laboratory	Narcotic evidence sign-out log		2 years after last entry			
Criminalistics Division – Crime Laboratory	Narcotic audit		2 years			
Criminalistics Division – Crime Laboratory	Narcotic disposition sheet		5 years			
Criminalistics Division – Crime Laboratory	Narcotic inventory report		2 years			
Criminalistics Division – Crime Laboratory	Narcotic laboratory examination case files		8 years			
Criminalistics Division – Crime Laboratory	Narcotic laboratory examination case file log		8 years after last entry			
Criminalistics Division – Crime Laboratory	Perishable evidence specimens		1 years			
Criminalistics Division – Crime Laboratory	Polygraphs case file		5 years			

Criminalistics Division - Crime Laboratory	Polygraph case log		8 years after last entry		
Criminalistics Division - Crime Laboratory	Request for criminalistic examination log		5 years after last entry		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Field evidence technician log		6 years after last entry		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Filed evidence unit case files		6 years		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Fingerprint identification log		5 years from last entry		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Case files for Capital cases		75 years		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Juvenile Palm Print cards		5 years after 18 <sup>th</sup> birthday		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Latent fingerprint cards		6 years		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Latent fingerprint cards (Capital Cases)		75 years		
Criminalistics Division - Latent Fingerprint Section/Crime Scene Investigation	Palm Print Cards		30 years		
Criminalistics Division - Photography Laboratory	Crime scene negatives- homicide		30 years		
Criminalistics Division - Photography Laboratory	Crime scene negatives -- all others		8 years		
Criminalistics Division - Photography Laboratory	Mug shot negatives		10 years after death (or state purge criteria)		
Criminalistics Division - Photography Laboratory	Outside unit photo developing log		2 years after last entry		
Criminalistics Division - Photography Laboratory	Photo lab activity log		2 years after last entry		

	Criminalistics Division – Photography Laboratory	Prisoner's photographs record		2 years			
	Criminalistics Division – Photography Laboratory	Work request form		2 years			
	Administration Bureau – Headquarters	Weapons Review Board files		5 years			
	Administration Bureau – Support Services Division	Detail-gas & oil expenditure print-out		Life of vehicle			
	Administration Bureau – Support Services Division	Detail-shops expenditure print-Out		Life of vehicle			
	Administration Bureau – Support Services Division	Fleet management records		3 years			
	Administration Bureau – Support Services Division	Individual motor vehicle records		Life of vehicle plus 2 years			
	Administration Bureau – Support Services Division	Overnight vehicle use		1 year			
	Administration Bureau – Support Services Division	Overnight vehicle use summary		3 years			
	Administration Bureau – Support Services Division	Parking permit records		2 years			
	Administration Bureau – Support Services Division	Subordinate unit activity reports		2 years			
	Administration Bureau – Garage	Impound vehicle log		2 years after last entry			
	Administration Bureau – Garage	Motorcycle history file		Life of cycle plus 2 years			
	Administration Bureau – Garage	Tow bill file		2 years			
	Administration Bureau – Garage	Vehicle history file		Life of vehicle plus 2 years			
	Administration Bureau – Garage	Vehicle registration file		Life of vehicle plus 2 years			
	Administration Bureau – Garage	Vehicle request		2 years			
	Administration Bureau – Permit Section	Vehicle return log		2 years after last entry			
	Administration Bureau – Permit Section	Annual permit application reference card		5 years			
	Administration Bureau – Permit Section	Board of permit appeal notices		2 years			
	Administration Bureau – Permit Section	Business close-out files		3 years			
	Administration Bureau – Permit Section	Charitable organization Index cards		2 years after inactivity			

Administration Bureau – Permit Section	Charitable organization registration files		2 years after inactivity			
Administration Bureau – Permit Section	Chief's hearing files		10 years after closing date			
Administration Bureau – Permit Section	Incomplete permit application files		2 years			
Administration Bureau – Permit Section	Notification of Chief's hearing actions		2 years – each file			
Administration Bureau – Permit Section	Permit index cards		10 years after receipt			
Administration Bureau – Permit Section	Permit fee receipts		2 years			
Administration Bureau – Permit Section	Permit location index cards		25 years			
Administration Bureau – Permit Section	Permit holder files		10 years after closure			
Administration Bureau – Permit Section	Permit close-out files		10 years			
Administration Bureau – Permit Section	Permit close-out cards		10 years after closure			
Administration Bureau – Permit Section	Permit hearing tape log		3 years after last entry			
Administration Bureau – Permit Section	Permit hearing tapes		3 years			
Administration Bureau – Permit Section	Permit hearing tape log		3 years after last entry			
Administration Bureau – Permit Section	Permit hearing calendars		10 years			
Administration Bureau – Permit Section	Police commission action files		7 years			
Administration Bureau – Permit Section	Special event permit files		5 years			
Administration Bureau – Permit Section	Taxicab permit log		25 years			
Administration Bureau – Permit Section	Taxicab class rosters		2 years			
Administration Bureau – Permit Section	Taxicab color scheme photos		1 year after replacement			
Administration Bureau – Permit Section	Tear gas permits		2 years			
Administration Bureau – Permit Section	Vehicle for hire insurance check list		2 years after expiration			
Administration Bureau – Permit Section	Vehicle for hire owner files		5 years after closure			

Administration Bureau – Code Enforcement Section	Taxicab photographs		Life of cab, but not less than 2 years		
Administration Bureau – Code Enforcement Section	Vehicle for hire complaint files		5 years		
Administration Bureau – Code Enforcement Section	Vehicle for hire complaint log		2 years from last entry		
Administration Bureau – Code Enforcement Section	Vehicle for hire operator files		5 years		
Administration Bureau – Property Control Division	City & County Purchase Orders		1 year		
Administration Bureau – Property Control Division	Computer print-outs of purged property records		15 years		
Administration Bureau – Property Control Division	Confiscated weapon files		15 years		
Administration Bureau – Property Control Division	Court destruction record files		15 years		
Administration Bureau – Property Control Division	Deposit vouchers		15 years		
Administration Bureau – Property Control Division	District station property control log		5 years		
Administration Bureau – Property Control Division	Early disposal of property form (memo)		3 years		
Administration Bureau – Property Control Division	Equipment record		2 years after separation		
Administration Bureau – Property Control Division	Hazardous material unmarked container inventory form		2 years		
Administration Bureau – Property Control Division	Hazardous toxic material inventory form		2 years		
Administration Bureau – Property Control Division	Hazardous waste disposal form		3 years		
Administration Bureau – Property Control Division	Individual clothing & Equipment record		2 years after separation		
Administration Bureau – Property Control Division	Inventory supply requisition		2 years		
Administration Bureau – Property Control Division	Property auction files		15 years		
Administration Bureau – Property Control Division	Property auction receipts books		5 years		
Administration Bureau – Property Control Division	Property Control Section		2 years		



	Administration Bureau – Property Control Division	Request form							
	Administration Bureau – Property Control Division	Property release form				10 years			
	Administration Bureau – Property Control Division	Property taken for evidence log				15 years from last entry			
	Administration Bureau – Property Control Division	Record of identification property taken log				15 years from last entry			
	Administration Bureau – Property Control Division	Request for hold on property form (memo)				2 years			
	Administration Bureau – Property Control Division	Property transfer receipt				5 years			
	Administration Bureau – Property Control Division	Star file cards				5 years after separation			
	Administration Bureau – Property Control Division	Star & badge receipt books				5 years after separation			
	Administration Bureau – Property Control Division	Typewriter history cards				Until replaced but not less than 2 years			
	Administration Bureau – Property Control Division	Typewriter repair log				2 years after last entry			
	Administration Bureau – Property Control Division	Unclaimed funds receipts & records Treasurer				15 years			
	Technical Services Division – Warrant Section	Criminal warrant entry log				5 years after last entry			
	Technical Services Division – Warrant Section	Daily warrant check log				3 years			
	Technical Services Division – Warrant Section	Notification of warrant served				2 years			
	Technical Services Division – Warrant Section	Prisoner pick-up report				2 years			
	Technical Services Division – Warrant Section *	Served superior court bench warrant file				2 years			
	Technical Services Division – Warrant Section	State teletype message log				2 years			
	Technical Services Division – Warrant Section	Traffic recall court calendar				2 years			
	Technical Services Division – Warrant Section	Warrant of arrest (Felony, Misdemeanor, & Traffic)				Until revoked by court, but			

Technical Services Division – Warrant Section	Warrants deleted from P.I.N. print-out				not less than 5 years				
Technical Services Division – Warrant Section	Warrant recall list				3 years				
Technical Services Division – Warrant Section	Warrant service card				5 years				
Technical Services Division – Warrant Section	Foreign Warrant index				2 years				
Technical Services Division – Identification Section	Applicant Fingerprint Cards				2 years				
Technical Services Division – Identification Section	Applicant Print Form				10 years after separation				
Technical Services Division – Identification Section	Criminal History Jacket (Adult)				2 years				
Technical Services Division – Identification Section	Criminal History Jacket (Deceased)				3 years after death (or state purge criteria)				
Technical Services Division – Identification Section	Criminal History Jacket (Homicide Vict.)				1 year after death (or state purge criteria)				
Technical Services Division – Identification Section	Criminal Information Request				3 years after death				
Technical Services Division – Identification Section	Information Request				5 years after Court Order				
Technical Services Division – Identification Section	Master Fingerprint Card				2 years				
Technical Services Division – Identification Section	Misdemeanor Citation				3 years after death (or state purge criteria)				
Technical Services Division – Identification Section	Change Numbers				5 years				
Technical Services Division – Identification Section					2 years				

Technical Services Division – Identification Section	Photo-Lab Work Order		2 years			
Technical Services Division – Identification Section	Prisoner Processing Record		2 years			
Technical Services Division – Record Section	Citizen's Arrest Form		5 years			
Technical Services Division – Record Section	Incident Report		7 years			
Technical Services Division – Record Section	Vehicle Collision Reports		7 years			
Fiscal Section – Payroll	Annual Attendance Record		7 years			
Fiscal Section – Payroll	Compensation Request Cards		3 years			
Fiscal Section – Payroll	Controller's pay rolls		5 years			
Fiscal Section – Payroll	Controller's Time Rolls		5 years			
Fiscal Section – Payroll	Like Work/Like Pay Compensation Request Cards		7 years			
Fiscal Section – Payroll	Offsetting Overtime Request Cards		7 years			
Fiscal Section – Payroll	Watch Report (Sworn Anticipated)		7 years			
Fiscal Section – Payroll	Watch Report (Sworn corrected)		7 years			
Fiscal Section – Payroll	Watch Report (Sworn Overtime)		7 years			
Fiscal Section – Payroll	Watch Report (Civilian Anticipated)		7 years			
Fiscal Section – Payroll	Watch Report (Civilian Corrected)		7 years			
Fiscal Section – Accounting	Accounts Receivable File		3 years			
Fiscal Section – Accounting	Accounting Vouchers		2 years			
Fiscal Section – Accounting	Bank Reconciliations		5 years			
Fiscal Section – Accounting	Appropriation & Subsidiary Ledgers		10 years			
Fiscal Section – Accounting	Appropriation Statements		5 years			
Fiscal Section – Accounting	Cancelled checks and stubs		5 years			

Fiscal Section – Accounting	Controller's Financial Reports		2 years		
Fiscal Section – Accounting	Controller's General Warrants		2 years		
Fiscal Section – Accounting	Contingency & Narcotic Fund Files		10 years		
Fiscal Section – Accounting	Dept. Of Justice Fingerprinting Processing Form		2 years		
Fiscal Section – Accounting	Encumbrance Requests		2 years		
Fiscal Section – Accounting	Equipment Inventory		Until equipment replaced, but not less than 2 years		
Fiscal Section – Accounting	Grant records		10 years		
Fiscal Section – Accounting	Interdepartmental work orders		5 years		
Fiscal Section – Accounting	Police Commission Resolutions		2 years		
Fiscal Section – Accounting	Police Department Budget		7 years		
Fiscal Section – Accounting	Purchase Orders		2 years		
Fiscal Section – Accounting	Purchase Order Requisitions		2 years		
Fiscal Section – Accounting	Star and Badge Accounts Receipts		5 years after separation		
Fiscal Section – Accounting	Subsidiary Journal Entries		5 years		
Fiscal Section – Accounting	Subsidiary Operation Ledgers		10 years		
Fiscal Section – Budget	Budget requests		3 years		
Fiscal Section – Budget	Operating Budget – Phase D		4 years		
Fiscal Section – Budget	Line Item Explanations		4 years		
Fiscal Section – Budget	Incremental Narratives		4 years		
Personnel Division – Personnel	Residence Certification		Until replaced but not less than 2 years		
Personnel Division – Personnel	Civilian Evaluation forms		2 years		
Personnel Division – Personnel	Civil Service Requisition		3 years		

Personnel Division – Personnel	Civil Service Eligibility Lists	2 years			
Personnel Division – Personnel	Daily Assignment Reports (original)	2 years			
Personnel Division – Personnel	Daily Assignment Reports (Copy)	1 year			
Personnel Division – Personnel	Employee tax deduction card	Until replaced, but not less than 2 years			
Personnel Division – Personnel	EWV watch reports	1 year			
Personnel Division – Personnel	Monthly vacancy report (civilian)	10 years			
Personnel Division – Personnel	Personnel folders	5 years after member's death			
Personnel Division – Personnel	Personnel folder index cards	50 years after member's death			
Personnel Division – Personnel	Personnel roster print-out	½ year			
Personnel Division – Personnel	Position control cards	Until revoked, replaced, or deleted, but not less than 2 years			
Personnel Division – Personnel	Request for transfer	Until acted upon or withdrawn, but not less than 2 years			
Personnel Division – Personnel	Request for transfer	¼ year			
Personnel Division – Personnel	Secondary employment request	Until revoked, replaced, or deleted, but not less than 2 years			
Personnel Division – Personnel	Seniority Roster Print-out	½ year			
Personnel Division – Personnel	Trainee Agreement (State of CA.)	1 year after exp. Of agreement			
Personnel Division – Personnel	Weekly vacancy report (sworn)	10 years			
Personnel Division – Background & Medical Liaison Units	Administrative Transfer Request	2 years			

	Personnel Division – Background & Medical Liaison Units	Applicant Background files		Until released by court, but not less than 2 years		
	Personnel Division – Background & Medical Liaison Units	Biweekly report of sick and disabled members		2 years		
	Personnel Division – Background & Medical Liaison Units	Employer's report of occupational injury		Until separation then to Personnel folder		
	Personnel Division – Background & Medical Liaison Units	First aid report		Until separation then to Personnel folder		
	Personnel Division – Background & Medical Liaison Units	I.D. Cards		Until separation then to Personnel folder		
	Personnel Division – Background & Medical Liaison Units	Member's disability Record		Until separation then to Personnel folder		
	Personnel Division – Background & Medical Liaison Units	Member's medical file (Active)		Until separation then to Personnel folder		
	Personnel Division – Background & Medical Liaison Units	Member's medical file (Inactive)		Until separation then to Personnel folder		
	Personnel Division – Background & Medical Liaison Units	Occupational Injury/Illness Report Cal-OSHA		5 years		
	Personnel Division – Background & Medical Liaison Units	Occupational Injury/Illness Log		5 years		
	Personnel Division – Background & Medical Liaison Units	Report of contact/Contagious Disease		Until separation then to Personnel folder		
	Personnel Division – Background & Medical	Working records of disabled members		3 years		

	Liaison Units								
	Training Division – Range	Daily Revolver Trng. Registration			1 year				
	Training Division – Range	Liability release			2 years				
	Training Division – Range	Name index (Hand Guns)			Until return of gun, but not less than 2 years				
	Training Division – Range	Range Monthly Registration Record			2 years				
	Training Division – Range	Range Qualification Index Card			5 years after separation				
	Training Division – Range	Hand Gun History Card			10 years after weapon disposed of				
	Training Division – Academy	Advanced Officer Class Files			Until released by court, but not less than 2 years				
	Training Division – Academy	Driver training class files			Until released by court, but not less than 2 years				
	Training Division – Academy	F.T.O. Course files			Until released by court, but not less than 2 years				
	Training Division – Academy	Failed requalification rules			Until released by court, but not less than 2 years				
	Training Division – Academy	General training subject files			4 years				
	Training Division – Academy	Individual driver training files			Until released by court, but not less than 2 years				
	Training Division – Academy	Individual Physical Qualifications Records			Until released by court, but not less than 2 years				
	Training Division –	Individual Recruit Training			Until released				

Academy	Files			by court, but not less than 2 years		
Training Division – Academy	Individual Patrol Special files			15 years after separation		
Training Division – Academy	Individual Police Reserve Files			10 years after separation		
Training Division – Academy	Individual Trng. & Education Inventory Files			Until separation, but not less than 2 years		
Training Division – Academy	Notice of Physical Fitness Re-qualification			Until released by court, but not less than 2 years		
Training Division – Academy	Physical Task Performance Evaluation Form			Until released by court, but not less than 2 years		
Training Division – Academy	P.O.S.T. Course Rosters			5 years		
Training Division – Academy	P.O.S.T. Course Reimbursement Claim Files			5 years		
Training Division – Academy	P.O.S.T. Basic Course Question Files			5 years		
Training Division – Academy	Recruit Class Files			Until released by court, but not less than 2 years		
Training Division – Academy	Recruit Class Scholastic Records Books			Until released by court, but not less than 2 years		
Training Division – Academy	832 P.C. Course Files			10 years		
Training Division – Headquarters	FTO Class files			Until released by court, but not less than 2 years		
Training Division – FTO Headquarters	FTO Personnel Folders			Until released by court, but not less than 2 years		



	Training Division – FTO Headquarters	FTO Personnel Recommendation Folders				years Until released by court, but not less than 2 years			
	Training Division – FTO Headquarters	FTO Instructor files				2 years			
	Legal Division	Assaults Against Officers files				5 years from filing			
	Legal Division	Assaults against officer files cares				5 years from filing			
	Legal Division	Chronological Files				4 years			
	Legal Division	Claim files				7 years after settlement			
	Legal Division	Claim File Cards				7 years after settlement			
	Legal Division	Consular Corps file Cards				2 years			
	Legal Division	Copies of Writs				2 years			
	Legal Division	Department Roster Cards				Until member's separation, but not less than 2 years			
	Legal Division	Grievance Files				5 years			
	Legal Division	I.A.B. Case Files				7 years			
	Legal Division	Complainant Cards				7 years			
	Legal Division	Order to Show Cause Files				2 years			
	Legal Division	Personnel Disciplinary Files				5 years			
	Legal Division	Personnel Disciplinary Files Cards				5 years			
	Legal Division	Personnel Discovery Motion Files				5 years			
	Legal Division	Police Commission Taxicab Hearing Transcripts				5 years			
	Legal Division	Rehabilitation & Pardon Files				5 years			
	Legal Division	State Legislature Files				2 years			
	Legal Division	Suite files				7 years after settlement			
	Legal Division	Suit file Cards				7 years after settlement			
	Legal Division	Weapons Review Board				5 years			

		Files						
	Legal Division – Court Liaison Section	Court Appearance Sign-in Log			2 years after last entry			
	Legal Division – Court Liaison Section	D.A. Court Notification Form			2 years			
	Legal Division – Court Liaison Section	Notice of Juvenile Court Appearance			2 years			
	Legal Division – Court Liaison Section	Order of Court Appearance			2 years			
	Legal Division – Court Liaison Section	Returned Subpoena File			2 years			
	Planning Division	Accident report, monthly			5 years			
	Planning Division	Accident report, annual			5 years			
	Planning Division	Annual reports			30 years			
	Planning Division	Auto theft and recovery report			5 years			
	Planning Division	Bureau Orders			Until revoked, but not less than 2 years			
	Planning Division	Capital Improvement Budget (work request)			10 years			
	Planning Division	Chief's news letters			3 years			
	Planning Division	Compensation request cards			3 years			
	Planning Division	Crime Information Bulletins			2 years			
	Planning Division	Crime Statistical Reports for Specific Analytical Projects			5 years			
	Planning Division	Division General Orders			2 years after revocation			
	Planning Division	Division Special Orders			2 years			
	Planning Division	General Orders			3 years after revocation			
	Planning Division	Grant records			5 years after grant expires			
	Planning Division	Incident Activity/Arrest Reports			30 years			
	Planning Division	Information Bulletins			3 years			
	Planning Division	Major Offense Report, monthly			5 years			
	Planning Division	Major offense report, quarterly			10 years			
	Planning Division	Monthly Statistical Reports			10 years			

	Planning Division	to B.C.I. Sacramento							
	Planning Division	Muni Crime				2 years			
	Planning Division	POMO032J				2 years			
	Planning Division	POL0100B, homicides only				5 years			
	Planning Division	page							
	Planning Division	POL0100E				5 years			
	Planning Division	POL0100J				2 years			
	Planning Division	POL0206J				2 years			
	Planning Division	Permanent Orders				3 years after revocation			
	Planning Division	Personnel Orders				2 years			
	Planning Division	Printed Form Index Cards				Until replaced, but not less than 2 years			
	Planning Division	Print Shoo Work Log				2 years after least entry			
	Planning Division	Special Orders				2 years after expiration			
	Planning Division	Staff Project Files				4 years			
	Planning Division	Telephone Bulletins				2 years			
	Planning Division	Unit Assignment File				2 years			
	Planning Division	Victimization by Age (PCA0203J)				5 years			
	Planning Division	Wang Discs				3 years after revocation			
	Planning Division	Wanted Bulletins				2 years			
	Planning Division	Writer's Activity Files				4 years			
	Management Control Division	Complaint Cards				7 years			
	Management Control Division	IAB Case Files				7 years			
	Management Control Division	IAB Case Tape Recordings				7 years			
	Management Control Division	Numerical Complaint Card				7 years			
	Management Control Division	Polygraph files				7 years			
	Management Control Division	Use of Force Log				7 years			
	Consent Decree Division	Applicant Flow Data Print-out				Until released by Court, but not less than 2 years			

	Consent Decree Division	Consent Decree Files		Until released by Court, but not less than 2 years		
	Consent Decree Division	EEO Print-outs		Until released by Court, but not less than 2 years		
	Consent Decree Division	Job Specifications & Announcements		Until released by Court, but not less than 2 years		
	Consent Decree Division	Job Applications		Until released by Court, but not less than 2 years		
	Consent Decree Division	Job Pre-application cards		Until released by Court, but not less than 2 years		
	Consent Decree Division	Job Analysis Files		Until released by Court, but not less than 2 years		
	Consent Decree Division	Protest Files		Until released by Court, but not less than 2 years		
	Consent Decree Division	Training Files		Until released by Court, but not less than 2 years		
	Consent Decree Division	Validation Files		Until released by Court, but not less than 2 years		

NOTES on using this table:

1. You may add rows to the table as necessary but do NOT add any columns.
2. Make sure that each data item is contained within one cell. You may enter returns or allow the data to wrap.
3. Do not enter page breaks and new tables. All data should be in one table only.
4. Whatever you enter into each cell will appear on the website exactly as you've written on the table.

