

RETENTION SCHEDULE FOR THE COUNTY OF SONOMA SHERIFF'S OFFICE

DIVISION	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
ALL DIVISIONS	SH	AD	140	CANINE RECORDS	TRAINING RECORDS FOR CANINE AND HANDLER TEAMS. TYPICAL RECORDS INCLUDE: RECORDS OF TRAINING, DEPLOYMENTS, PROFICIENCY TESTING AND CERTIFICATIONS.	OFF		V		LIFE + 2Y	RETAIN FOR LIFE OF DOG PLUS 2Y
ALL DIVISIONS	SH	AD	150	FLEET RECORDS	INFORMATION ON THE VEHICLES AND VESSELS OWNED AND OPERATED BY THE SHERIFF'S OFFICE. TYPICAL RECORDS INCLUDE: PURCHASING, MAINTENANCE AND DISPOSITION RECORDS.	OFF				LIFE	AFTER DISPOSITION, FISCAL RECORDS ARE RETAINED IN ACCORDANCE WITH THE APPROPRIATE CAAR FISCAL RECORDS
ALL DIVISIONS	SH	AD	160	GENERAL PERMITS, LICENSING, REGISTRATION.	RECORDS THAT PERTAIN TO PERMITS, LICENSES OR REGISTRATIONS ISSUED BY THE SONOMA COUNTY SHERIFF'S OFFICE. SUCH ITEMS INCLUDE: PERMITS FOR CONCEALED WEAPONS, TAXICABS, CARD & FIREARM DEALERS, GAMING, ADULT BOOKSTORES, POSSESSION OF LEGAL EXPLOSIVES, BICYCLE REGISTRATIONS. TYPICAL RECORDS INCLUDE: APPLICATIONS, RENEWALS, BACKGROUND MATERIAL, CORRESPONDENCE, COPY OF LICENSE, ETC.	OFF				AE+5Y	EVENT IS EITHER PERMIT DENIAL DATE OR EXPIRATION DATE, REGISTRATION DATE (BICYCLES)
ALL DIVISIONS	SH	AD	170	REPORTS AND STATISTICS	REPORTS AND STATISTICS DEVELOPED TO ESTABLISH STAFFING LEVELS, PATROL AREAS, SPECIAL ENFORCEMENT OR OTHER OPERATIONAL PRACTICES. EXAMPLES INCLUDE: REPORTS ON ACTIVITIES SUCH AS EVENT VOLUME, RESPONSE TIME, WORKLOAD, SUMMARY CRIME STATISTICS, ETC.	OFF				CAL + 5Y	
AD-ADMINISTRATION	SH	AC	010	INVENTORY-PROPERTY	INVENTORY OF VARIOUS ITEMS ISSUED TO ACTIVE DEPARTMENT PERSONNEL. TYPICAL RECORDS INCLUDE: INVENTORY OF GUNS, FLASHLIGHTS, ETC.	OFF		V		AE	AE = SEPARATION OF EMPLOYEE IN ANY FASHION SUCH AS RETIREMENT, TERMINATION, RESIGNATION.
AD-ADMINISTRATION	SH	AD	080	SIGNIFICANT EVENTS	FILES ON ALL NOTABLE EVENTS I.E. MEDIA COVERAGE OR MILESTONES ACHIEVED/MANAGED BY THE SHERIFF'S OFFICE.	OFF			A	FY + 10Y	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO COUNTY ARCHIVES FOR PERMANENT RETENTION.
AD-CIB	SH	IB	160	BICYCLE REGISTRATIONS	INFORMATION ON BICYCLE REGISTRATIONS. INCLUDES: NAME, ADDRESS, DESCRIPTION OF BICYCLE, DATE ISSUED.	OFF				5Y	
AD-CIB	SH	IB	620	BODY CAMERA OR UNMANNED AERIAL SYSTEM FOOTAGE	RECORDINGS OF BODY-WORN CAMERAS WORN BY PEACE OFFICERS OR RECORDINGS OF UNMANNED AERIAL SYSTEMS.	OFF	C			3Y	IF FOOTAGE IS RELEVANT TO CRIMINAL PROSECUTION, IT SHOULD BE RETAINED AS REQUIRED BY LAW FOR OTHER EVIDENCE RELEVANT TO CRIMINAL PROSECUTION PER PC 832.18
AD-CIB	SH	IB	170	CONTACTS WITHOUT INCIDENT REPORTS	CALLS FOR SERVICE WHERE NO INCIDENT REPORTS ARE FILED, RECORDS OF OFFICERS' FIELD CONTACTS WITH CITIZENS, CRIMINAL AND TRAFFIC CITATIONS.	OFF	C			5Y	SOME RECORDS CONFIDENTIAL PER GC 6254(c), (f) AND (k), 6255, AND/OR EVIDENCE CODE 1040
AD-CIB	SH	IB	180	CITATIONS	CRIMINAL AND TRAFFIC CITATIONS.	OFF				5Y	JUVENILE RECORDS ARE CONFIDENTIAL IN ACCORDANCE WITH WELFARE AND INSTITUTIONS CODE 827.
AD-CIB	SH	IB	630	REGISTRANTS	RECORDS OF INDIVIDUALS THAT ARE REQUIRED TO REGISTER THEIR WHEREABOUTS WITH LAW ENFORCEMENT AGENCIES.	OFF	C	V		75Y	SOME RECORDS CONFIDENTIAL IN ACCORDANCE WITH PC 13300(C), 11105 AND/OR WIC 827

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AD-CIB	SH	IB	270	REPORTS - ABANDONED/ STORED/ IMPOUNDED/ TOWED VEHICLES	VARIOUS REPORTS OF ABANDONED/ STORED/ IMPOUNDED AND/OR TOWED VEHICLES. <u>TYPICAL RECORDS INCLUDE:</u> DETAILED REPORTS.	OFF	C			5Y	
AD-CIB	SH	IB	640	REPORTS - OFFICER INVOLVED SHOOTINGS	CRIME REPORT RECORDS DOCUMENTING CRIMINAL ACTIVITY BY INDIVIDUALS WHICH RESULTED IN AN OFFICER INVOLVED SHOOTING	OFF	C	V		100Y	
AD-CIB	SH	IB	650	REPORTS - PRIOR MICROFILM	PREVIOUSLY MICROFILMED RECORDS DATING FROM 1960-2003. INCLUDES MISDEMEANORS, FELONIES, INFRACTIONS, CITATIONS AND INFORMATIONAL REPORTS. <u>TYPICAL RECORDS INCLUDE:</u> REPORTS	OFF	C	V		CAL + 75Y	HOMICIDE FILES HAVE BEEN RETAINED IN PAPER FORM AND ARE ADRESSED UNDER THE FELONIES- EXCEPTIONAL RECORD SERIES.
AD-CIB	SH	IB	031	REPORTS - MISDEMEANORS	REPORTS FOR ANY MISDEMEANORS. INCLUDES ATTEMPTED SUICIDES. <u>TYPICAL RECORDS INCLUDE:</u> REPORTS, PROPERTY SHEETS.	OFF	C	V		5Y	A PENDING WARRANT WOULD SUSPEND RETENTION. FACTUALLY INNOCENT REPORTS MUST BE RETAINED AS PRESCRIBED BY COURT ORDER.
AD-CIB	SH	IB	012	REPORTS - FELONY EXCEPTIONAL	REPORTS FOR ANY OFFENSE PUNISHABLE BY DEATH OR BY IMPRISONMENT IN STATE PRISON FOR LIFE OR LIFE WITHOUT THE POSSIBILITY OF PAROLE, OR THOSE OFFENSES FOR WHICH PROSECUTION CAN COMMENCE AT ANY TIME. <u>TYPICAL RECORDS INCLUDE:</u> REPORTS, PROPERTY SHEETS.	OFF	C	V		100Y	
AD-CIB	SH	IB	660	REPORTS - FELONY	REPORTS FOR FELONIES OTHER THAN THOSE THAT MEET "EXCEPTIONAL" CRITERIA. <u>TYPICAL RECORDS INCLUDE:</u> REPORTS, PROPERTY SHEETS.	OFF	C	V		5Y	A PENDING WARRANT WOULD SUSPEND RETENTION. FACTUALLY INNOCENT REPORTS MUST BE RETAINED AS PRESCRIBED BY COURT ORDER.
AD-CIB	SH	IB	670	REPORTS - INFORMATIONAL ONLY	REPORTS COMPLETED WHEN NO CRIME HAS OCCURRED.	OFF	C	V		2Y	INCLUDES DEATH INVESTIGATIONS
AD-CIB	SH	IB	680	REPORTS - TRAFFIC	REPORTS OF TRAFFIC ACCIDENTS INVOLVING DEATH OR PROPERTY DAMAGE. <u>TYPICAL RECORDS INCLUDE:</u> REPORTS, PROPERTY SHEETS.	OFF	C	V		5Y	
AD-CIB	SH	IB	470	REPORTS - SUICIDES	REPORTS OF DEATH BY SUICIDE. <u>TYPICAL RECORDS INCLUDE:</u> REPORTS, PROPERTY SHEETS.	OFF	C	V		75Y	
AD-IS	SH	IS	10	ROUTINE VIDEO MONITORING	CLOSED-CIRCUIT TELEVISION AND OTHER RECORDINGS USED FOR SECURITY AND SURVEILLANCE. INCLUDES VIDEO OR ELECTRONIC IMAGING SYSTEMS.	OFF				CR+1Y	GOVERNED BY GC 26202.6 RECORDINGS USED AS EVIDENCE IN A CRIMINAL OR CIVIL REPORT ARE TO BE HELD UNDER THE APPROPRIATE RECORD SERIES.
AD-CIB	SH	IB	110	SEALED RECORDS	RECORDS WHICH HAVE BEEN SEALED BY COURT ORDER. <u>TYPICAL RECORDS INCLUDE:</u> REPORTS, BOOKING SHEETS AND PHOTOGRAPHS	OFF	C	V		AE	FOLLOW THE ORDER OF THE COURT FOR SEALING AND DESTRUCTION. IF NO DESTRUCTION MANDATE USE DATE OF COURT ORDER + 5Y FOR JUVENILE, 3Y FOR ADULTS. GOVERNED BY PC 851.8, 851. 91, 851.92WIC 826(A), 826(B), 781(A)
AD-CIB	SH	IB	150	SIGN-IN SHEETS	FORMS FILLED OUT BY VISITORS TO THE MAIN SHERIFF'S BUILDING. INCLUDES: NAME, AGENCY OR BUSINESS, TIME IN, AND TIME OUT.	OFF				2Y	REQUIRED TO BE RETAINED BY THE DEPARTMENT OF JUSTICE

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DIVISION	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
AD-CIB	SH	IB	120	STATISTICS - STATE REPORTS	REPORT OF COUNTY CRIMINAL STATISTICS TO THE STATE OF CALIFORNIA DEPARTMENT OF JUSTICE. TYPICAL RECORDS INCLUDE: REPORT OF CRIMINAL ACTIVITY LISTED BY TYPE OF CRIME (BCS AND MACR).	OFF				2Y	
AD-CIVIL	SH	CV	030	CIVIL CASE FILES	FILES REPRESENTING EACH ACTION TAKEN BY THE CIVIL BUREAU SUCH AS LEVYS, SEIZURES AND SERVICES. TYPICAL RECORDS INCLUDE: WRITS, LEGAL ACTIONS, SUPPORTING DOCUMENTATION, CORRESPONDENCE, ETC.	OFF	C	V		FY + 3Y	
AD-PERSONNEL	SH	AP	120	BACKGROUND INVESTIGATIONS - MINI	INVESTIGATIONS TO DETERMINE AN INDIVIDUAL'S FITNESS TO RECEIVE A JAIL PASS OR TO WORK AS A VOLUNTEER OR INTERN. TYPICAL RECORDS INCLUDE: PHOTOGRAPHS, FINGER PRINTS, PERSONAL HISTORY, BACKGROUND INFORMATION, WARRANT AND DMV CHECKS, DRUG QUESTIONNAIRE, ETC.	OFF	C	V		TERM + 3Y	DESTROY 3 YEARS AFTER THE INDIVIDUAL IS NO LONGER ASSOCIATED WITH THE Sheriff's Office.
AD-PERSONNEL	SH	AP	160	INVESTIGATION REVIEWS	PATROL CAPTAIN'S REVIEW OF THE USE OF FIREARMS OR PURSUITS BY SHERIFF'S PERSONNEL. TYPICAL RECORDS INCLUDE: REPORTS.	OFF	C			AE + 5Y	DESTROY 5 YEARS AFTER THE DATE THE REQUEST FOR INVESTIGATION/REVIEW WAS RECEIVED BY THE PROFESSIONAL STANDARDS BUREAU
AD-PERSONNEL	SH	AP	130	TRAINING - PLANS AND MATERIALS	PLANS AND MATERIALS USED TO TRAIN ALL SHERIFF'S OFFICE STAFF. TYPICAL RECORDS INCLUDE: TRAINING PLANS AND MATERIALS.	OFF	C	V		FY + 5Y	
AD-SPECIAL INVESTIGATIONS	SH	AN	010	SPECIAL INVESTIGATIONS	RECORDS OF ADMINISTRATIVE AND INTERNAL INVESTIGATIONS.	OFF	C			AE + 5Y	DESTROY 5 YEARS AFTER THE DATE THE REQUEST FOR INVESTIGATION/REVIEW WAS RECEIVED BY THE PROFESSIONAL STANDARDS BUREAU.
COMMUNICATION S	SH	CM	010	RADIO LICENSES	RECORDS OF LICENSES FOR RADIO AND COMMUNICATION EQUIPMENT OPERATING IN THE COUNTY. INCLUDES RELATED ORGANIZATION DETAILS SUCH AS CONTACTS. TYPICAL RECORDS INCLUDE: LICENSES, TRANSFERS OF OWNERSHIP, CORRESPONDENCE	OFF		V		EXPIRATION	
COMMUNICATION S	SH	CM	020	SERVICE REPORTS	RECORD OF REPAIR ACTIVITIES ON COUNTY COMMUNICATIONS EQUIPMENT.	OFF				FY + 2Y	RECORDS KEPT IN ACCORDANCE WITH 47 CFR 90.443, 90.445 AND 90.447 FOR AT LEAST ONE YEAR.
DETENTION	SH	DA	450	BOOKING PHOTOGRAPHS	PHOTOGRAPHIC IDENTIFICATION OF SUSPECTS AT THE TIME OF THE ARREST.	OFF	C	V		50Y	CONSIDERED PART OF JAIL SECURITY FILES. DEPARTMENT POLICY IS TO MAINTAIN ALL BOOKING PHOTOGRAPHS IN A CONFIDENTIAL MANNER PER GC 6254(F) AND PRIVELEGE OF EVIDENCE CODE 1040.
DETENTION	SH	DA	010	CLASSIFICATION FILES - GREEN DOT	UNCLASSIFIED INMATE RECORDS. TYPICAL RECORDS INCLUDE: BOOKING SHEET, MANAGEMENT CARD.					AE + 5Y	
DETENTION	SH	DA	020	CLASSIFICATION FILES - RED DOT	HISTORY OF INMATE WHILE HOUSED AT JAIL. TYPICAL RECORDS INCLUDE: CLASS. CARD, PHOTO, ASSESSMENT FORMS, PROTECTIVE CUSTODY (PC) FORM, BOOKING SHEETS, CHRONOLOGICAL HOUSING LOG, RAP SHEET, MEDICAL & DETOX CELL CLEARANCE, DISCIPLINARY INFO. INMATE REQUEST FORMS.	OFF	C			AE +15	DESTROY 15 YEARS AFTER RELEASE OF INMATE.

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DIVISION	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
DETENTION	SH	DA	490	CLASSIFICATION FILES - CAPITAL CASES, DEATHS IN CUSTODY	CLASSIFICATION FILES FOR SPECIAL CUSTODY CASES, CAPITAL CASES. <u>TYPICAL RECORDS INCLUDE:</u> CLASSIFICATION FILE AND NOTES.	OFF	C			CAL + 100Y	
DETENTION	SH	DA	380	CLINIC RECORDS	CLINICAL LOGS AND LISTS PERTAINING TO INVENTORIES AND ACTIVITIES, RESULTS OF TESTS. <u>TYPICAL RECORDS INCLUDE:</u> BOOKING TRIAGE LOGS, OTC LOGS, MEDICATIONS ORDERED, XRAY LOG, METHADONE SLIPS, ETC.	OFF	C			CAL + 10Y	
DETENTION	SH	DA	060	D FILES	RECORDS OF INDIVIDUALS ARRESTED IN SONOMA COUNTY. <u>TYPICAL RECORDS INCLUDE:</u> BOOKING SHEETS, ARREST PHOTO, INMATE REQUESTS, COURT MINUTES, ORDERS, PROBATION ORDERS, REGISTRANT INFORMATION, OUTSIDE AGENCY CONTACT RECORDS, ETC.	OFF	C			AE + 15	EVENT = RELEASE
DETENTION	SH	DA	460	D FILES - CAPITAL CASES, DEATHS IN CUSTODY	RECORDS OF PERSONS CONVICTED OF CAPITAL CASES, OR INDIVIDUALS WHO DIE WHILE IN CUSTODY OF SHERIFF'S OFFICE. <u>TYPICAL RECORDS INCLUDE:</u> CLASSIFICATION FILE, BOOKING SHEETS, FINGER PRINTS, ARREST PHOTO, INMATE REQUESTS, COURT MINUTES, ORDERS, PROBATION ORDERS, REGISTRANT INFORMATION, OUTSIDE AGENCY CONTACT RECORDS, ETC.	OFF	C			CAL + 100Y	
DETENTION	SH	DA	070	INCIDENT REPORTS	RECORD OF ALL INCIDENTS OCCURRING WITHIN THE JAIL. <u>TYPICAL RECORDS INCLUDE:</u> INCIDENT REPORTS WITH SIGNATURES.	OFF	C			AC + 3Y	DESTROY 3 YEARS AFTER THE CLOSE OF ANY INVESTIGATION. TRANSFER INCIDENTS WHICH REQUIRE A CRIME REPORT TO THE SHERIFF'S ADMIN CIB TO BECOME PART OF VARIOUS CRIME FILE.
DETENTION	SH	DA	090	INMATE GRIEVANCES & DISCIPLINARY ACTIONS	INMATE GRIEVANCES AGAINST SHERIFF'S PERSONNEL OR JAIL CONDITIONS AND REPORTS OF DISCIPLINARY ACTIONS TAKEN AGAINST INMATES. <u>TYPICAL RECORDS INCLUDE:</u> GRIEVANCE REPORTS WITH RESPONSES AND DISCIPLINARY REPORTS.	OFF	C			AC + 3Y	DESTROY 3 YEARS AFTER CLOSE OF ALL INVESTIGATIONS.
DETENTION	SH	DA	130	INSPECTIONS	JAIL INSPECTIONS BY THE STATE BOARD OF CORRECTIONS, HEALTH AND FIRE AGENCIES. <u>TYPICAL RECORDS INCLUDE:</u> INSPECTION REPORTS, STATISTICS, AND FIRE, SAFETY AND LIFE BACKUP.	OFF				CAL+5Y	
DETENTION	SH	DA	440	JAIL INDUSTRIES - INMATE CLASSES	ATTENDANCE SHEETS FOR EACH INMATE CLASS. INCLUDES: CLASS, NAMES, DATES.	OFF				FY + 3Y	
DETENTION	SH	DA	470	LOGS	LOGS THAT REFLECT JAIL OPERATIONS SUCH AS: RADIO/LOCKER ASSIGNMENTS, OUT OF CELL ACTIVITY, VISITORS, LEGAL MAIL SERVICES, ACCESS LIST, ROUNDS	OFF				CAL + 3Y	
DETENTION	SH	DA	210	MEDICAL CASE FILES	MEDICAL RECORDS ON THE PHYSICAL AND MENTAL HEALTH OF INMATES DURING THEIR INCARCERATION. <u>TYPICAL RECORDS INCLUDE:</u> MED. CLEARANCE SHEETS, DOCTOR'S ORDERS, TRANSFER OF INFO, CONSULTATIONS, PROGRESS NOTES, PHYSICAL, LAB AND X- RAY RPTS, CLASS. AND COURT RPTS.	OFF	C			AE+10Y	EVENT = DISCHARGE OF PATIENT FROM DETENTION FACILITY.

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DIVISION	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
DETENTION	SH	DA	480	MEDICAL CASE FILES - OB	OBSTETRIC MEDICAL RECORDS OF INMATES DURING THEIR INCARCERATION. TYPICAL RECORDS INCLUDE: MED. CLEARANCE SHEETS, DOCTOR'S ORDERS, TRANSFER OF INFO, CONSULTATIONS, PROGRESS NOTES, PHYSICAL, LAB AND X- RAY RPTS, CLASS. AND COURT RPTS.	OFF	C			AE+25Y	EVENT = DISCHARGE OF PATIENT FROM DETENTION FACILITY.
LE-CORONER	SH	CN	010	ANNUAL REPORT	CORONER'S ANNUAL REPORT OF ACTIVITIES.	OFF			A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO COUNTY ARCHIVES FOR PERMANENT RETENTION.
LE-CORONER	SH	CN	070	CORONER'S CASE FILES	CASE FILES RELATED TO DEATH INVESTIGATIONS. TYPICAL RECORDS INCLUDE: AUTOPSY, INVESTIGATION, MEDICAL, POLICE, AND LAB REPORTS, DNA CARDS, X-RAYS, DENTAL IMAGING, FINAL DECLARATION, DEATH CERTIFICATE, AMENDMENTS, FINGER PRINTS, COPY OF BURIAL PERMIT, PHOTOS AND NEGATIVES, ETC.	OFF	C	V	A	PERMANENT	IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO COUNTY ARCHIVES FOR PERMANENT RETENTION.
LE-CORONER	SH	CN	110	CORONER'S CASE FILES - MASTER LOG	ALL CASES REPORTED TO THE CORONER'S OFFICE ARE LOGGED IN ON THIS FORM, REFLECTING NAME, CASE NUMBER AND DATE OF DEATH.	OFF		V	A	PERMANENT	SERVES AS A CHRONOLOGICAL AND CASE NUMBER INDEX TO CORONER'S CASE FILES (SHCN-070). MANDATED BY THE STATE OF CA. IF DEPARTMENT NO LONGER WANTS TO RETAIN RECORDS, SEND TO COUNTY ARCHIVES FOR PERMANENT RETENTION.
LE-CORONER	SH	CN	100	CORONER'S CASE FILES - NO CASES	ROUTINE DEATHS WHICH MUST BE REPORTED BY LAW TO THE CORONER FOR REVIEW, BUT DEATH CERTIFICATE CAN BE SIGNED BY A DOCTOR. TYPICAL RECORDS INCLUDE: INVESTIGATION REPORT, COPY OF DEATH CERTIFICATE, AMENDMENTS, BACKUP AND COPY OF CRIME REPORTS.	OFF				CAL + 2Y	
LE-COURT SECURITY	SH	LC	010	JUDICIAL PROTECTION PACKET	SUPERIOR COURT JUDGES' PERSONAL INFORMATION TO BE USED IN CASE OF EMERGENCY. TYPICAL RECORDS INCLUDE: PERSONAL INFORMATION.	OFF	C	V		OBSOLETE	RECORDS ARE OBSOLETE WHEN THE JUDGE LEAVES OFFICE.
LE-CRIME ANALYSIS & PREV	SH	FC	020	DAILY CRIME BULLETIN	BE ON THE LOOKOUT' INFORMATION. INCLUDES: DAILY, WEEKLY, AND BIWEEKLY SUMMARIES DESCRIBING NAMED PERSONS WANTED FOR CRIMES AND MISSING VEHICLES WITH LICENSE NUMBERS.	OFF	C			1Y	
LE-CRIME ANALYSIS & PREV	SH	FC	090	SECURITY SURVEYS	GENERAL SECURITY RECOMMENDATIONS AND PRACTICES PROVIDED TO SCHOOLS AND BUSINESSES	OFF	C			CAL + 1Y	
LE-DETECTIVES	SH	ID	060	FINGER PRINT RECORDS	RECORDS OF AN INDIVIDUAL'S FINGER PRINTS TAKEN DURING THE BOOKING PROCESS. TYPICAL RECORDS INCLUDE: INDIVIDUAL'S NAME, DESCRIPTION, ARREST INFORMATION, SOCIAL SECURITY NUMBER, D FILE NUMBER, FINGER PRINTS ETC.	OFF	C	V		75 YR	
LE- HELICOPTER/ MARINE	SH	FH	030	FLIGHT LOGS	FORM COMPLETED EACH TIME THE HELICOPTER IS FLOWN. USED AS A BASIS FOR STATISTICS AND BILLING. TYPICAL RECORDS INCLUDE: TIME, CREW, FLIGHT TIME, TYPE OF CALL, WHAT ACTUALLY HAPPENED.	OFF				FY+5Y	

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LE- HELICOPTER/ MARINE	SH	FH	040	HELICOPTER LANDING AUTHORIZATION PERMITS	PERMITS TO LAND ON SCHOOL PROPERTY FOR PUBLIC RELATIONS VISITS OR EMERGENCIES.	OFF				SUP/OBS	
LE- HELICOPTER/ MARINE	SH	FH	050	HELICOPTER PRE- FLIGHT INVENTORY	DAILY INVENTORY OF MEDICAL AND RESCUE EQUIPMENT ON BOARD THE HELICOPTER. TYPICAL RECORDS INCLUDE: CHECK LIST.	OFF				FY	
LE- HELICOPTER/ MARINE	SH	FH	090	SEARCH AND RESCUE DETAILS	PACKET FOR EACH SEARCH AND RESCUE OPERATION WITH DETAILS NOT FOUND IN THE ASSOCIATED CRIME OR INCIDENT REPORT. TYPICAL RECORDS INCLUDE: SIGN IN SHEETS, DETAILED MAPS OF THE SEARCH AREA, ASSIGNMENTS, DUPLICATE COPIES OF REPORTS.	OFF				FY + 3Y	
LE- HELICOPTER/ MARINE	SH	FH	120	TRAINING RECORDS	RECORDS OF STAFF TRAINING ON HELICOPTER RESCUE PRACTICES. TYPICAL RECORDS INCLUDE: ATTENDANCE ROSTERS, TRAINING PLANS, AND MATERIALS.	OFF	C	V		FY+5Y	
LE- INVESTIGATIONS- ADMIN	SH	IA	030	INTELLIGENCE FILES - NO SUSPECT IDENTIFIED	GENERAL BACKGROUND INFORMATION ON A VARIETY OF TOPICS WHERE NO SUSPECT IS IDENTIFIED.	OFF	C	V		2Y	
LE- INVESTIGATIONS- ADMIN	SH	IA	040	INTELLIGENCE FILES - SUSPECT IDENTIFIED	BACKGROUND INFORMATION ON A VARIETY OF TOPICS WHERE A SUSPECT IS IDENTIFIED.	OFF	C	V		5Y	
LE-PATROL	SH	FP	080	EOD DATABASE	INVENTORY OF EXPLOSIVES OWNED BY, OR IN THE CUSTODY OF THE SHERIFF'S OFFICE. MAINTAINED BY THE EXPLOSIVE ORDINANCE DISPOSAL (EOD) UNIT. TYPICAL RECORDS INCLUDE: TYPE OF EXPLOSIVE, WHERE IT IS STORED, THE MANUFACTURER, AND VOLUME.	OFF	C	V		PERMANENT	
LE-PATROL	SH	FP	110	GOVERNMENT SURPLUS EQUIPMENT	MILITARY AND NON-MILITARY EQUIPMENT ACQUIRED THROUGH THE GOVERNMENT 1033 AND OFFICE OF CRIMINAL JUSTICE PLANNING PROGRAMS. TYPICAL RECORDS INCLUDE: RECORDS OF ACQUISITION, USE, AND DISPOSAL OF EQUIPMENT.	OFF		V		AE+5Y	DESTROY 5 YEARS AFTER THE SHERIFF'S OFFICE DISPOSES OF THE EQUIPMENT. NOT PART OF THE COUNTY FIXED ASSET SYSTEM.
LE-PATROL	SH	FP	140	SCHOOL MAPS	MAPS PROVIDED BY COUNTY SCHOOLS FOR RESPONSE TO EMERGENCIES.	OFF		V		SUPERSEDED	
LE-PATROL	SH	FP	130	OPERATIONS - EXPLOSIVES	OPERATIONAL RECORDS OF THE EXPLOSIVE ORDINANCE DISPOSAL UNIT. TYPICAL RECORDS INCLUDE: AFTER INCIDENT REPORTS, MAPS, PHOTOS, VIDEO, ETC.	OFF	C	V		10Y	
LE-PATROL	SH	FP	200	SPECIAL OPERATIONS UNIT/TACTICAL	OPERATIONAL RECORDS OF THE SPECIAL OPERATIONS UNIT (SOU) AND TACTICAL TEAM. TYPICAL RECORDS INCLUDE: OPERATION ORDER, AFTER ACTION REPORTS, DOCUMENTED TRAININGS, ETC.	OFF	C	V		CAL + 2Y	
LE-PATROL	SH	FP	150	SUBSTATIONS - BRIEFING LOGS	DAILY BRIEFING LOGS FOR SUBSTATIONS, TO INFORM NEXT SHIFT OF INCIDENT ACTIVITY. INCLUDES: DATE, TIME, INCIDENT, CRIME NUMBER, DEPUTY, NOTES, ETC.	OFF				SUP/OBS	DESTROY WHEN SUPERSEDED OR OBSOLETE, NOT TO EXCEED 1 YEAR.
LE- TRANSPORTATIO N	SH	LT	070	VEHICLES - DAILY SAFETY INSPECTION	DAILY VEHICLE SAFETY INSPECTION REPORT ON TRANSPORTATION UNIT VEHICLES. TYPICAL RECORDS INCLUDE: WRITTEN REPORT FOR EACH VEHICLE.	OFF				3 MONTHS	DESTROY AFTER 3 MONTHS IN ACCORDANCE WITH 13 CCR 1234(e).

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LE-WINDSOR PD	SH	LW	020	ACTIVITY LOGS	DAILY BRIEFING LOG OF EVERYTHING THAT HAPPENS ON A SHIFT SUCH AS TAKING REPORTS, GENERAL INFORMATION, ETC. INCLUDES: DATE, TIME, INCIDENT, DEPUTY, ETC.	OFF				CAL	
LE-WINDSOR PD	SH	LW	040	BUDGET RECORDS - TOWN OF WINDSOR	RECORDS USED TO PREPARE AND SUPPORT THE BUDGET FOR THE TOWN OF WINDSOR. <u>TYPICAL RECORDS INCLUDE:</u> WORK PAPERS, BUDGET REPORTS, AND BACKUP.	OFF				ADOPT	DESTROY AFTER ADOPTION OF THE TOWN OF WINDSOR BUDGET BY THE TOWN COUNCIL.
LE-WINDSOR PD	SH	LW	130	FEDERAL FIREARMS LICENSE	COPIES OF FEDERAL FIREARMS LICENSES ISSUED TO WINDSOR RESIDENTS GRANTING AUTHORITY TO REPAIR OR SELL GUNS. <u>TYPICAL RECORDS INCLUDE:</u> COPY OF FEDERAL LICENSE, DOJ CERTIFICATE OF ELIGIBILITY.	OFF	C			EXP + 3Y	
LE-WINDSOR PD	SH	LW	080	PERMITS FOR DOOR TO DOOR SALES	PERMITS FOR SOLICITORS AND PEDDLERS SELLING ITEMS DOOR TO DOOR. <u>TYPICAL RECORDS INCLUDE:</u> APPLICATION, SUMMARY LIST, COPIES OF APPROVAL LETTERS.	OFF				CAL	PERMITS ARE VALID FOR 1 CALENDAR YEAR.
LE-WINDSOR PD	SH	LW	120	VEHICLE IMPOUND RECORDS	HEARINGS FOR INDIVIDUALS WITH IMPOUNDED VEHICLES TO PLEAD THEIR CASES. INCLUDES: A SUMMARY OF FINDINGS IN A POST HEARING STORAGE REPORT.	OFF				AC + 1Y	DESTROY 1 YEAR AFTER CLOSE OR COMPLETION OF THE HEARING.