



LOS ANGELES SCHOOL POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



TITLE: Records Retention

NUMBER: 16-006

ISSUER: Office of the Chief of Police *[Signature]*

DATE: November 2, 2016

ROUTING

All Department Employees

PURPOSE: With the creation of voluminous records comes the need for adequate physical and electronic storage space. Both are limited; within the police facility and current Department data storage systems.

Not all records have the same useful life. Some vital records must be retained permanently; others may have a useful period of a few years, while other records may be disposed of as soon as their period of immediate usefulness is ended. In determining records retention and / or disposal, the following criteria were considered:

- Operating and historical value
- Rate of activity for reference
- Federal, state and local statutes
- Cost versus value of records volume
- Experience and practices of comparable organizations
- Whether the record is physically duplicated and available elsewhere
- Maintenance is necessary to protect the interests of the District in the event of an investigation or litigation.

INSTRUCTIONS: See APPENDIX "A" for Records Retention Chart

RELATED RESOURCES: LAUSD Record Retention Policy (BUL-5503.1 dated July 1, 2012).

ASSISTANCE: If you have additional questions, contact the Commanding Officer of Administrative Services Division at (213) 202-8645



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APPENDIX "A"



RECORD TYPE	Legal Retention	Staff Recommended Retention	Citation	Description
Accounting	C+2	C+3	5 CCR 16026	Includes accounts receivable and payable, invoices and receipts.
Activity Reports	C+2	C+3	5 CCR 16026	Daily, Weekly, Monthly, Quarterly and Annual activity / statistical reports.
Adult Found Factually Innocent (Sealed)	Mandatory Destruction Upon and Pursuant to Court Order	Same	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record.
Alarm Records	C+2	C+3	5 CCR 16026	Includes SIMS and Alarm Committee meeting minutes.
Applicant Background / Fingerprint Record	T + 2	CL+10	5 CCR 16026	Paperwork authorizing fingerprinting and background checks for employee and volunteer applicants.
Asset Forfeiture Application	CL+2	CL+5	5 CCR 16026	Correspondence with outside agency, case notes and forfeiture application
Asset Forfeiture Notifications	C+2	C+3	5 CCR 16026	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.
Audio, Video, Telephonic Radio Communications Recordings	C+180 days	C+5	GC 34090.6	Exception: Recordings used as evidence for criminal prosecution, filed claim / potential litigation; Preservation required a minimum 100 days after conclusion of the court action.
Background Investigations (Not-Hired)	CL+2	CL+10	5 CCR 16026	Applicants not-hired; whether disqualified, position not offered or not accepted.
Background Investigations (Hired)	P	P	5 CCR 16026	
Citation Duplicates (Adult O.R. / Field Release)	C+2	C+5	5 CCR 16026	Including H&S exceptions; original forwarded to court.
Citation Duplicates (Vehicle Code Violations)	C+90 days	C+5	5 CCR 16026	Original forwarded to court.
Citation Duplicates (Parking Violations)	C+2	C+5	GC 34090.7	Originals are forwarded to court after agency processing.
Citations 11357(e), Juvenile	CL+2	C+5	H&S 11361.5	
Citizen Complaints	CL+5	CL+5	PC 832.5	Complaints made alleging discipline by Department personnel.



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Concealed Weapon(s) Retiree Application	CL+2	S+5	5 CCR 16026	Whether approved or not.
Comment Card	C+1	C+1	PC 832.5	Contractual with bargaining unit.
Correspondence (Incoming / Outgoing)	C+2	C+3	5 CCR 16026	General correspondence not applicable to other section(s).
Court Transmittals	C+2	C+5	5 CCR 16026	Record of citations forwarded to court and filed for reference.
Daily Activity Logs	C+2	C+3	5 CCR 16026	Daily field, division or unit logs.
Department Manual	S	S +5	5 CCR 16026	Changes to manual recorded in General Orders (permanent).
Disciplinary Review	CL+5	CL+5	PC 832.5	Discipline for sustained investigations.
Dispatch Cards	C+2	C+5	5 CCR 16026	Manual Dispatch Cards used in-lieu of the CAD.
Disposition of Arrest/Court Action	CL+2	CL+5	5 CCR 16026	Retention determined by action taken; i.e., Recordable Arrest / Detention (PC 836(b)1 - Release w/out arrest).
Emergency Protective Orders, Temporary Restraining Orders, Restraining and Stay Away Orders, Legal Stipulations and Post Hearing Orders	C See: Description	C+3	Varied	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.
Employee Rights Sworn and Non-Sworn Safety and General Employees	T+5 T+2	T+5 T+5	GC 12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions. Five-year retention for Sworn / Civilian Department employees.
Employee Traffic Collision Review	CL+5	CL+5	PC 832.5	Investigation of employee-involved traffic collisions.
Equipment Communication	T+2	T+3	5 CCR 16026	Retained until termination of equipment use; Manuals, instructions, procedures.
Felony Crimes With or W/O Arrest	See Description	C+5	PC 800 PC 801	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.



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RECORD TYPE (Continued)	Legal Retention	Staff Recommended Retention	Citation	Description
Field Interview Cards	CL+2	CL+3	5 CCR 16026	Maintained within investigative case files
Firearms Database	P	P	5 CCR 16026	Department-owned and / or approved for duty-use; personal, alternate and secondary firearms or weaponry.
Firearms Range Lesson Plans	CL+15	CL+15	5 CCR 16026	Scope, content, time period of course.
Firearms Range Schedules	C+2	C+3	5 CCR 16026	Daily, weekly, monthly schedules of training events at Firearms Range
Grants - Awarded	CL+2	CL+5	5 CCR 16026	Approved / Funded grants.
Grants - Not Awarded	CL+5	CL+5	5 CCR 16026	Unsuccessful grant applications.
Grievance Files	CL+2	CL+5	5 CCR 16026	Grievance filed by employees, supporting documentation.
Informant Files	T+10	T+10	5 CCR 16026	Legal notifications, identification information, payment information, activities information.
Internal Affairs	CL+5	CL+5	PC 832.5	Investigation of alleged employee misconduct. Includes complaint, reports and findings.
Inventory	S+2	S+3	5 CCR 16026	Department equipment; Division and / or employee assigned.
Investigative Case Tracking Record		CL+5	5 CCR 16026	Automated Detective case assignment and status record.
Investigative Case File (Pre-Arrest)		CL+5	5 CCR 16026	Retained by Investigative Unit until cases are suspended and closed.
Investigative Case Files		CL+5	5 CCR 16026	Retained by Investigative Unit until case is suspended / closed; transfer to Records Unit to be filed with associated Daily Report (DR) file.
JDIC Log	CL + 2	CL+3	5 CCR 16026	JDIC inquiry and audit record.
Juvenile Diversion Record	C+2	C+5	5 CCR 16026	Record to include identification and offense information for minors cited to the Juvenile Diversion Program.
Juvenile Diversion Statistics		C+5	5 CCR 16026	Monthly, quarterly and annual statistics for the Juvenile Diversion Program.
Juvenile Hearing Officer Reports	C+2	C+5	5 CCR 16026	
Juvenile Investigative Record	Mandatory Destruction upon and pursuant to court order	Same	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, records within WIC 826(b) may be destroyed as ordered by the court. Includes records involving arrests, detention and/or petitioning juvenile before juvenile court.



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RECORD TYPE (Continued)	Legal Retention	Staff Recommended Retention	Citation	Description
Legal Claims Files	CL+6	CL+10	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department.
Marijuana Evidence Tracking System		CL+5	5 CCR 16026	
Misdemeanor/ Infractions	CL + 2	C+5	5 CCR 16026	No arrests, identifiable property or missing persons.
Mutual Aid, Strategic and Operational Plans		CL+5	PC 832.5	
Officer Involved Shooting Review Board	CL+5	P	5 CCR 16026	Investigation of officer-involved shootings.
Officer Involved Shootings	CL+25	P	5 CCR 16026P C 832.5	Criminal investigative file not part of the Administrative / Personnel file.
Payroll	C+2	C+5	5 CCR 16026	Includes Time Sheets, Absence Certification and Overtime Reports.
Photographs		See: Description	5 CCR 16026	Retain according to practical and functional records association.
Press Releases	C+2	C+3	5 CCR 16026	
Quality Service Audits		C+3	PC 832.5	Citizen response to service received.
Radar Calibration Records	T+2	T+3	5 CCR 16026	Documentation of Radar instruments retained during use/ownership.
Range Inventory	S + 2	S+3	5 CCR 16026	Quarterly reports of inventories of weapons and ammunition held by Department Range.
Request for Proposals	C+2	C+5	5 CCR 16026	Includes formal and non-formal bids for services and equipment.
Research Project Files	CL + 2	CL+3	5 CCR 16026	May include request forms, back-ground materials, staff reports, final project reports and supporting data.
Restitution	C+2	CL+5	5 CCR 16026	May include related investigative case, probation or court documents.
Social Media, Press Releases, and Community Relations	C+2	C+3	5 CCR 16026	Collection of videos of programs and events; outside press coverage of department.
Statistical Record (Crime Analysis)	C+2	C+3	5 CCR 16026	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, citations, crime reports, accident reports and permits; identifying increases and / or decreases in criminal activity; officer workload, deployment, time usage.



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Subpoena Tracking System Records	C+1	C+3	GC 34090.7	
Summary Conference	C+3	C+3	CG 832.5	
Survey Response Files	C+2	C+3	5 CCR 16026	Surveys, responses, correspondence with other agencies requesting statistical data.
Traffic Collision Fatalities	P	P	5 CCR 16026	Record of "Involved" traffic collision fatalities.
Training Bulletins		S+5	5 CCR 16026	Department generated training materials.
Training Records (Personnel by Name)	T + 7	T+10	5 CCR 16026	Paperwork documenting employee internal and external training.
Uniform and Equipment Purchase Vouchers (Personnel by Name)	C+2	C+5	5 CCR 16026	Department authorized equipment purchases; Department and employee owned.
Use of Force Review	C+2	C+5	PC 832.5 5 CCR 16026	Includes review forms, arrest report copies, logs, notes and related records.
Vehicle Assignments	S	S	5 CCR 16026	Record of department-owned vehicle assignments.
Volunteer Card Files	T + 2	T+3	5 CCR 16026	Volunteers' identification, assignment record and contact information.
Warrants Felony	Recall after 10 years.	Same		Recommended by the California Law Enforcement Warrant Officer's Association. Exception: Murder/ Escape.
Warrants Misdemeanor Criminal	Recall after 5 years	Same		Recommended by the California Law Enforcement Warrant Officer's Association.
Warrants (Not-Served)	Until served, recalled or purged	Same	5 CCR 16026	
Warrants Served	C	C+3	5 CCR 16026	Includes Warrant Service Information.



LEGEND

C = Current: Current year of record
CL = Closed: From date of closure / termination
P = Permanent: Must never be destroyed
S = Supersede: Until superseded / updated
T = Termination: Termination of Service / Program / Etc.

CODES

B&P = Business & Professions Code
GC = Government Code
H&S = Health & Safety Code
PC = Penal Code
WIC = Welfare & Institutions Code
CCR = California Code of Regulations