Records Retention Schedule: Sheriff

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ADMINISTRATION / ALL DIVISIONS & BUREAUS										
Sheriff / Admin.	SH-001	AGREEMENTS & CONTRACTS Agreement or Contract includes all contractual obligations Examples: Consultants, Personnel, Professional Services, etc.	Expiration	10 years	Expiration + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §26202
Sheriff / Admin.	SH-002	COPIES or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §26201
Sheriff / Admin.	SH-003	CORRESPONDENCE - **ROUTINE** (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §26202

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Sheriff / Admin.	SH-004	CORRESPONDENCE - **TRANSITORY / PRELIMINARY DRAFTS,** not retained in the ordinary course of business **NOT made or retained for the purpose of preserving the informational content for future reference** (e.g. e-mail, calendars, checklists, logs, computer sign-ups, mailing lists, supply inventories, telephone messages, transmittal letters, thank yous, meeting room registrations, requests from other cities, social media, undeliverable envelopes, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			E-mails that **WERE made or retained for the purpose of preserving the informational content for future reference** are saved outside the e-mail system; If not mentioned here, consult County Counsel to determine if a record is considered transitory / preliminary drafts. GC §26202, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
Sheriff / Admin.	SH-005	CORRESPONDENCE / PRESS RELEASES	2 years		2 years		Mag, Ppr			GC §26202
Sheriff / Admin.	SH-006	CRIME STATISTICS: ANNUAL	2 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Historical Value; GC §26202
Sheriff / Admin.	SH-007	DRAFTS & NOTES: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the County Counsel to determine if a record is considered a draft. GC §26202, GC §6252

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Sheriff / Admin.	SH-008	GENERAL ORDERS / POLICIES & PROCEDURES / BUREAU ORDERS / SPECIAL ORDERS / OPERATIONS ORDERS	When Superseded - **Minimum 10 years**		When Superseded **Minimum 10 years**	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After Superseded	Department preference; GC §26202, 60201
Sheriff / Admin.	SH-009	INVOICES / ACCOUNTS PAYABLE / CLAIMS FOR PAYMENT / PAYMENT VOUCHERS / REQUESTS FOR WARRANTS - **Detail Backup that is NOT sent to the Controller's Office**	2 years	3 years	5 years		Mag, Ppr			If the detail backup is not sent to Accounts Payable, the department maintains the backup in their department for auditing purposes; Consistent with Controller's retention and County Accounting Committee recommendations; GC §§26202, 26907
Sheriff / Admin.	SH-010	MUTUAL AID AGREEMENTS / MOUs (Memoranda of Understanding) - e.g. Pilot Rock	Completion + 10 years		Completion + 10 years	Yes	Mag, Ppr			Department Preference; Statute of Limitations: Errors & Omissions=10 years, Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et seq., GC §26202
Sheriff / Admin.	SH-011	PERMITS - APPROVED - CONCEALED WEAPONS PERMITS (CCW), EXPLOSIVE	Expiration + 2 years		Expiration + 2 years	Yes	Ppr			Department Preference (2 year permit); DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §26202, PC §12070 et seq.
Sheriff / Admin.	SH-012	PERMITS - DENIED / REVOKED - CONCEALED WEAPONS PERMITS (CCW), EXPLOSIVE	2 years		2 years		Ppr			Department preference; GC §26202, PC §12070 et seq.

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Sheriff / Admin. / Prof. Standards & Ops	SH-013	PERSONNEL FILES / K-9 FILES - **DIVISION / BUREAU FILES**	Send to Professional Standards & Ops Upon Separation		Send to Professional Standards & Ops Upon Separation	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Originals are transferred to Training (Standards & Ops); GC §26202
Sheriff / Admin.	SH-014	PROJECTS / PROGRAMS / MISCELLANEOUS FILES	When No Longer Required - **Minimum 2 years**		when No Longer Required - **Minimum 2 years**		Mag, Ppr			Department preference; GC §26202
Sheriff / Admin.	SH-015	SCHEDULES / STAFFING / ROSTERS	When No Longer Required - **Minimum 2 years**		when No Longer Required - **Minimum 2 years**		Mag, Ppr			Department preference; GC §26202
Sheriff / Admin.	SH-016	SUGGESTIONS Not Adopted	2 years		2 years		Mag, Ppr			GC §26202

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ADMINISTRATION / PROFESSIONAL STANDARDS AND OPERATIONS										
Sheriff / Admin. / Prof. Standards & Ops	SH-017	ACCIDENT INVESTIGATIONS - **OTHER THAN FATALITIES**	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr			GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-018	ACCIDENT INVESTIGATIONS - **FATALITIES**	Indefinite		Indefinite	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-019	BACKGROUND FILES - **SUCCESSFUL APPLICANTS**	Separation + 15 years		Separation + 15 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years;29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq , GC §§12946, 26202;
Sheriff / Admin. / Prof. Standards & Ops	SH-020	BACKGROUND FILES - **UNSUCCESSFUL APPLICANTS**	Hiring Decision + 3 years		Hiring Decision + 3 years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years;29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq , GC §§12946, 26202

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Sheriff / Admin. / Prof. Standards & Ops	SH-021	BOMB SQUAD / FTO (Field Training Officer) / JTO (Jail Training Officer) / K9 / SWAT Training Files **SEND TO TRAINING AFTER 1 YEAR**	Separation + 3 years		Separation + 3 years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113
Sheriff / Admin. / Prof. Standards & Ops	SH-022	COMPLAINTS: **FORMAL** COMPLAINTS FROM CITIZENS, INTERNALLY-GENERATED COMPLAINTS	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr			State requires for at least 5 years; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045, GC §§12946, 26202, PC §§801.5, 803(c), 832.5, VC §2547
Sheriff / Admin. / Prof. Standards & Ops	SH-023	COMPLAINTS: **INFORMAL** COMPLAINTS FROM CITIZENS	2 years		2 years	Yes: Before Disposition	Mag, Ppr			GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-143	DMV PULL NOTICES	When Superseded or Separated		When Superseded or Separated		Mag, Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records, GC §§12946, 26202

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Sheriff / Admin. / Prof. Standards & Ops	SH-024	EMPLOYEES OR VOLUNTEERS - INVESTIGATIONS / BACKGROUND FILES - **Unsuccessful Applicants**	3 years		3 years		Mag, Ppr			EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113
Sheriff / Admin. / Prof. Standards & Ops	SH-025	EMPLOYMENT / PERSONNEL FILE: Employment Verification, Evaluations, Flat Badge, Name and Address Changes, Orders, Performance Appraisals, Lost or Stolen ID, DMV Confidentiality, Waiver to View	Separation + 3 years		Separation + 3 years	Yes: Before Separation	Mag, Mfr, OD, Ppr	S / M / I	Yes: After QC	Department Preference; Statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113
Sheriff / Admin. / Prof. Standards & Ops	SH-026	INTERNAL AFFAIRS INVESTIGATIONS: Critical Incidents Resulting in Death	P		P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	For others, see Internal Affairs; Department Preference; Statewide guidelines propose 25 years; GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-027	INTERNAL AFFAIRS INVESTIGATIONS: **Other than** Critical Incidents Resulting in Death	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Complaints & Findings must be retained for 5 years; all laws require retention until final disposition of formal complaint; Statute of Limitations is 4 years for misconduct; EVC §1045, GC §§12946, 26202, PC §§801.5, 803(c), 832.5, VC §2547

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Sheriff / Admin. / Prof. Standards & Ops	SH-028	PERSONNEL FILES / K-9 FILES	Separation + 10 years		Separation + 10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; Claims can be made for 30 years for toxic substance exposure (Risk Management and/or Personnel maintain medical files); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202
Sheriff / Admin. / Prof. Standards & Ops	SH-029	PURSUITS **- OTHER THAN FATALITIES**	When No Longer Required - **Minimum 5 years**		When No Longer Required - **Minimum 5 years**	Yes: Before Disposition	Mag, Ppr			Department preference; GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-030	PURSUITS **- FATALITIES**	Indefinite		Indefinite	Yes: Before Disposition	Mag, Ppr			Department preference; GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-031	USE OF FORCE - **OTHER THAN FATALITIES**	When No Longer Required - **Minimum 5 years**		When No Longer Required - **Minimum 5 years**	Yes: Before Disposition	Mag, Ppr			Department preference; GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-032	USE OF FORCE - **FATALITIES**	Indefinite		Indefinite	Yes: Before Disposition	Mag, Ppr			Department preference; GC §26202

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COURTS, DETENTION, CUSTODY & SECURITY (Includes Maguire Correctional Facility / MCF)										
Sheriff / Courts, Detention, Custody & Security	SH-033	ANNUAL REPORTS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-034	CLASSIFICATION FILES / REPORTS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-035	COMICS (COMMISSARY SYSTEM)	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-036	COUNT SHEETS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-037	COURT FILES	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-038	COURT SERVICES	3 years		3 years		Mag, Ppr			Department preference; GC §26202

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Sheriff / Courts, Detention, Custody & Security	SH-039	CRIME REPORTS	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Records keeps original reports; GC §26201
Sheriff / Courts, Detention, Custody & Security	SH-040	DETENTION LOGS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-041	DISCIPLINARY BOARD HEARING REPORTS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-042	ERT ACTIVATIONS, TRAINING & INSPECTION FILES	When No Longer Required - **Minimum 3 years**		When No Longer Required - **Minimum 3 years**		Mag, Ppr			Department preference; GC §26202
Sheriff / Admin. / Prof. Standards & Ops	SH-043	FTO (Field Training Officer) / JTO (Jail Training Officer)	Send to Professional Standards & Ops		Send to Professional Standards & Ops		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113

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Sheriff / Ops / Emergency Services & Courts, Detention, Custody & Security	SH-044	GANG INTELLIGENCE FILES	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §26202
Grand Jury	SH-045	GRAND JURY REPORTS & RESPONSES	3 years		3 years		Mag, Ppr			The Grand Jury is required to maintain their records for 5 years; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-046	GRIEVANCE FORMS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-047	IDENTEX (Mug Shot System)	Indefinite		Indefinite		Mag			Data is interrelated (sealing & expungements must be performed according to court orders); GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-048	IN CUSTODY DEATH - Adults / Emancipated Minors, Juveniles / UNEMANCIPATED Minors	3 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; GC §26202

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Sheriff / Courts, Detention, Custody & Security	SH-049	INCIDENT REPORTS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-050	INMATE ACTION REPORTS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-051	INMATE REQUEST FORMS	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-052	INMATE TELEPHONE RECORDINGS	5 years		5 years		Mag, Ppr			Department preference; Considered transitory / preliminary drafts. GC §26202, GC §6252
Sheriff / Courts, Detention, Custody & Security	SH-053	INMATE TRANSPORTATION	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-054	INMATE WELFARE FUND (IWF)	5 years		5 years		Mag, Ppr			Meets municipal government auditing standards; GC §26202

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Sheriff / Courts, Detention, Custody & Security	SH-055	INSPECTION REPORTS & RESPONSES Fire, health, medical (IMQ), Title 15, 24 CSA, etc.	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-056	JAIL ADMINISTRATION	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-057	LOGS Visitor, Attorney, AD/SEG 3 West Recreation, etc.	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-058	ORCS (RELEASE ON OWN RECOGNIZANCE)	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-059	PRISONER DEATH - Adults / Emancipated Minors, Juveniles / UNEMANCIPATED Minors	3 years		3 years		Mag, Ppr			Department preference; GC §26202
Sheriff / Courts, Detention, Custody & Security	SH-060	RED LOG BOOKS (Activity Logs, Security Check Logs)	3 years		3 years		Mag, Ppr			Department preference; GC §26202

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Sheriff / Courts, Detention, Custody & Security	SH-061	SECURITY CAMERA RECORDINGS (VIDEO)	1 year		1 year		Mag			Records regular and ongoing operations as well as public activities; GC §§34090.6, 60201 et seq.
Sheriff / Courts, Detention, Custody & Security	SH-062	SECURITY SYSTEM ACCESS RECORDS	When No Longer Required		When No Longer Required		Mag			Preliminary drafts / transitory records; GC § 26202 et seq.
Sheriff / Courts, Detention, Custody & Security	SH-063	WORK PROGRAM	3 years		3 years		Mag, Ppr			Department preference; GC §26202

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MULTI-JURISDICTIONAL SERVICES										
Sheriff / Multi-Jurisdic. Services	SH-064	ADVISORY BOARD MEETINGS **Agendas, Bylaws, Notices, Affidavits of Postings, Proof of Publications**, etc.	When No Longer Required **- Minimum 2 years**		When No Longer Required **- Minimum 2 years**		Mag, Ppr			GC §26202
Sheriff / Multi-Jurisdic. Services	SH-065	ADVISORY BOARD MEETINGS **Minutes and Resolutions**	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §26202
Sheriff / Multi-Jurisdic. Services	SH-066	ADVISORY BOARD MEETINGS: **Audio Recordings / Tapes** of Meetings	30 days or after Minutes are approved (whichever is longer)		30 days or after Minutes are approved (whichever is longer)		Tape (Mag)			County preference; State law only requires for 30 days; GC §54953.5(b)
Sheriff / Multi-Jurisdic. Services	SH-067	COURT ORDERS / DESTRUCTION ORDERS	3 years		3 years		Mag, Ppr			Department preference; GC §26202

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Sheriff / Multi-Jurisdic. Services	SH-068	GRANT MANAGEMENT	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 2 CFR 200.33; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §26202, 60201
Sheriff / Multi-Jurisdic. Services	SH-069	HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) PROGRAM FILES	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			Department preference; GC §26202
Sheriff / Multi-Jurisdic. Services	SH-070	INFORMANT FILES / NARCOTICS FILES	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §26202
Sheriff / Multi-Jurisdic. Services	SH-071	LOGS Case #s, on-call, office visitors, etc.	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			Considered transitory / preliminary drafts; GC §26202, GC §6252

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Sheriff / Multi-Jurisdic. Services	SH-072	NARCOTICS TASK FORCE (NTF) PROGRAM FILES	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			Department preference; GC §26202
Sheriff / Multi-Jurisdic. Services	SH-073	OPERATIONAL INSPECTIONS	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			GC §26202
Sheriff / Multi-Jurisdic. Services	SH-074	OPERATIONS PLANS (Removed from Case Files)	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			GC §26202
Sheriff / Multi-Jurisdic. Services	SH-075	PRESS RELEASES	2 years		2 years		Mag, Ppr			GC §26202
Sheriff / Multi-Jurisdic. Services	SH-076	RAPID ENFORCEMENT ALLIED COMPUTER TEAM (REACT) PROGRAM FILES	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			Department preference; GC §26202
Sheriff / Multi-Jurisdic. Services	SH-077	SPECIAL WEAPONS & TACTICS TEAM (SWAT) PROGRAM FILES	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			Department preference; GC §26202

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Sheriff / Multi-Jurisdic. Services	SH-078	TIP SHEETS (No action taken)	When No Longer Required		When No Longer Required		Mag, Ppr			Considered transitory / preliminary drafts; GC §26202, GC §6252
Sheriff / Multi-Jurisdic. Services	SH-079	VEHICLE MAINTENANCE FILES	Sale / Disposal + 5 years		Sale / Disposal + 5 years		Mag, Ppr			Department preference; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq., GC §26202
Sheriff / Multi-Jurisdic. Services	SH-080	VEHICLE THEFT TASK FORCE (VTTF) PROGRAM FILES	When No Longer Required - **Minimum 5 years**		when No Longer Required - **Minimum 5 years**		Mag, Ppr			Department preference; GC §26202

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OPERATIONS / EMERGENCY SERVICES / HOMELAND SECURITY										
Sheriff / Ops / Emergency Services	SH-081	ANNUAL REPORTS	P		P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; GC §26202
Sheriff / Ops / Emergency Services	SH-082	EMERGENCY OPERATIONS CENTER ACTIVATIONS OR INCIDENTS	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §26202, 60201
Sheriff / Ops / Emergency Services	SH-083	EMERGENCY SERVICES COUNCIL **Agendas and Agenda Packets**	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**		Mag, Mfr, OD, Ppr	S/I	No	Department preference; ESC is a JPA, with Sheriff serving as the Lead Agency; GC §26202, 60201
Sheriff / Ops / Emergency Services	SH-084	EMERGENCY SERVICES COUNCIL **Minutes & Resolutions**	P		P		Mag, Mfr, OD, Ppr	S/I	No	ESC is a JPA, with Sheriff serving as the Lead Agency; GC §26202, 60201
Sheriff / Ops / Emergency Services	SH-085	GRANT MANAGEMENT	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §26202, 60201

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Sheriff / Ops / Emergency Services	SH-086	INTELLIGENCE FILES	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity; Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §26202,
Sheriff / Ops / Emergency Services	SH-087	OES PROGRAM FILES	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42; GC §26202, 60201
Sheriff / Ops / Emergency Services	SH-088	PLANS, PROCEDURES & REFERENCES: County Emergency Plan, Communications, Emergency Operations, Multi-Hazard, Oils Spill Contingency, Schools, etc.	When Superseded - **Minimum 2 years**		When Superseded **Minimum 2 years**	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After Superseded	GC §26202, 60201

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Sheriff / Ops / Emergency Services	SH-089	VOLUNTEERS & RESERVES: "PERSONNEL FILES" FOR VOLUNTEERS OR UNPAID INTERNS (includes applications/intake interviews, harassment policy acknowledgments, fingerprints, oaths, Juvenile Hall Applications, etc.)	Inactive + 3 years		Inactive + 3 years					Courts may treat volunteers as employees; EEOC/FLSA/ADEA (Age Discrimination) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202; 29 USC 1113
Sheriff / Ops / Emergency Services	SH-090	VOLUNTEERS & RESERVES: TIMESHEETS FOR VOLUNTEERS OR UNPAID INTERNS	3 years		3 years					See County-Wide for Employee Time-cards; These are not used for any financial purpose; GC §26202

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OPERATIONS / INVESTIGATIONS										
Sheriff / Ops / Investig.	SH-091	DETECTIVE INVESTIGATION FILES (Notes and Official Reports)	Transferred into Case Records		Transferred into Case Records	Yes				Transfer all Official Reports to Records to be placed in the Day Files.
Sheriff / Ops / Investig.	SH-092	FIREARMS DEALERS	5 years		5 years	Yes	Ppr			May include some criminal Intelligence information (Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years); DOJ manages the sale and transfer of firearms; Non-records (State is OFR); GC §26202, PC §12070 et seq.; 28 CFR 23.20(h);
Sheriff / Ops / Investig.	SH-093	GANG FILES	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h)
Sheriff / Investig.	SH-094	GUNS: DEALERS RECORD OF SALES	6 years		6 years		Mag, Ppr			PC §12070

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Sheriff / Ops / Investig.	SH-095A	INTELLIGENCE FILES	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §26202,
Sheriff / Ops / Investig.	SH-095B	INFORMANT FILES / NARCOTICS FILES	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §26202

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OPERATIONS / PATROL / STATIONS										
Superior Court	SH-096	COURT PETITIONS: Emergency Medical Petitions (HIV testing)	2 years		2 years		Mag, Ppr			Superior Court maintains originals; GC §26201
Sheriff / Ops / Patrol	SH-097	FIELD INVESTIGATION CARDS (FIs)	3 years		3 years					Department preference to cover accreditation cycles; GC §26202 et seq.
Sheriff / Ops / Patrol	SH-098	INVESTIGATIONS	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h)
Sheriff / Ops / Patrol	SH-099	NEIGHBORHOOD WATCH PROGRAMS	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**		Mag, Ppr			GC §26202
Sheriff / Ops / Patrol	SH-100	PATROL REQUESTS	2 years		2 years		Mag, Mfr, OD, Ppr			GC §26202
Sheriff / Ops / Patrol	SH-101	PAWN SLIPS	2 years		2 years		Ppr			Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §26202
Sheriff / Ops / Patrol	SH-102	RECORDINGS: In-Car Video Recordings / Mobile Audio/Video Recordings that are **not evidence**	1 ~~2~~ year~~s~~		1 ~~2~~ year~~s~~		Mag			Department preference (consistent with Lexipol Section 422); Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings; GC §26202.6(a)

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Sheriff / Ops / Patrol	SH-103	RIDE-ALONG APPLICATIONS	2 years		2 years		Mag, Ppr			GC §26202
Sheriff / Ops / Patrol	SH-104	SUBPOENAS	2 years		2 years		Mag, Ppr			GC §26202
Sheriff / Ops / Patrol	SH-105	WATCH REPORTS	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Documents (originals kept in electronic database); GC §26202

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SUPPORT SERVICES / CRIMINAL RECORDS & DISPATCH										
Sheriff / Support / Criminal Records	SH-106	CRIME REPORTS: **All, Unless otherwise Specified** (Felonies and Misdemeanors) - Except those with outstanding stolen property, including firearms, or lost firearms	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference to facilitate Three Strikes law and ease of document imaging administration; GC §26202, PC §§802, PC §§187, 800 et seq., W&I §389(a), 781(d)
Sheriff / Support / Criminal Records	SH-107	RMS DATABASE	Indefinite		Indefinite		Mag			Data is interrelated (sealing & expungements must be performed according to court orders); GC §26202
Sheriff / Support / Criminal Records	SH-108	CRIME REPORTS: **Adult Marijuana Misdemeanor** - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	("Shall" Destroy); GC §68152(e)(8)
Sheriff / Support / Criminal Records	SH-109	CRIME REPORTS: **Juvenile Marijuana Misdemeanor** - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old		2 years or Juvenile 18 years old	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	If no subsequent conviction ("Shall" Destroy); H&S §11361.5

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Sheriff / Support / Criminal Records	SH-147	CRIME REPORTS: **Juvenile Child Abuse or Severe Neglect**	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	PC §§11169(i); 11170(a); GC §26202
Sheriff / Support / Criminal Records	SH-110	CRIME REPORTS: **Sealed Juvenile and Ward Cases** - **Except** Child Abuse or Severe Neglect, (Substantiated), those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §26202; W&I §§389(a), 781(d)
Sheriff / Support / Criminal Records	SH-111	CRIME REPORTS: **Factually Innocent Petition Accepted Records** Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Arrest Date + 3 years		Arrest Date + 3 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §26202; PC §851.8(a)
Sheriff / Support / Criminal Records	SH-112	CRIME REPORTS: **Major Crimes / Sex Crimes** - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §290), Confirmed Child and Elder Abuse	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799

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Sheriff / Support / Criminal Records	SH-113	CRIME STATISTICS: PERIODIC (Monthly, Bi-monthly, etc.)	2 years		2 years		Mag, Ppr			GC §26202
Sheriff / Support / Criminal Records	SH-114	DAILY LOGS	3 years		3 years		Mag, Ppr			Department Preference; GC §26202
Sheriff / Support / Criminal Records	SH-115	DEPARTMENT OF JUSTICE (DOJ) PURGE NOTIFICATIONS	Copies - When No Longer Needed		Copies - When No Longer Needed		Ppr			Non-records; GC §26202
Sheriff / Support / Criminal Records	SH-116	DEPARTMENT OF JUSTICE (DOJ) VALIDATION LISTS	2 years		2 years		Mag, Ppr			Information received by DOJ; GC §26202
Sheriff / Support / Criminal Records	SH-117	INMATE BOOKING JACKETS	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference (original crime reports are maintained in the crime report file); GC §26201
Sheriff / Support / Criminal Records	SH-118	MEGAN'S LAW (APPLICATIONS TO VIEW DATABASE)	5 years		5 years		Ppr			Department Preference; 5 years is required for information not available on the Internet (pursuant to PC 290.46), and only for requests to view information from members of a “campus community”; PC 290(4)(a); GC §26202
Sheriff / Support / Criminal Records	SH-119	MUG SHOTS	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §26202

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Sheriff / Support / Criminal Records	SH-120	NATIONAL CRIMINAL INFORMATION CENTER (NCIC) REPORTS	When No Longer Needed		When No Longer Needed		Mag, Ppr			Transitory records not retained in the ordinary course of business; § 26202 et seq.
Sheriff / Support / Criminal Records	SH-121	REGISTRANT FILES - ARSON REGISTRANTS: **Adults**	10 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §26201
Sheriff / Support / Criminal Records	SH-122	REGISTRANT FILES - ARSON REGISTRANTS: **Juveniles** released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §26201
Sheriff / Support / Criminal Records	SH-123	REGISTRANT FILES - NARCOTICS / DRUG	5 years		5 years		Mag, Ppr			Non-records used for investigations; originals retained by DOJ; GC §26202, H&S §11590
Sheriff / Support / Criminal Records	SH-124	REGISTRANT FILES - SEX OFFENDERS: Discharged or paroled from California Youth Authority	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	PC §290, W&I §781
Sheriff / Support / Criminal Records	SH-125	REGISTRANT FILES - SEX OFFENDERS: **Not** discharged or paroled from California Youth Authority	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	PC §290 et seq.
Sheriff / Support / Criminal Records	SH-126	RESTRAINING ORDERS / ORDER AFTER HEARING	Expiration or Termination + 3 years		Expiration or Termination + 3 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; GC §26201

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Records Retention Schedule: Sheriff

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Sheriff / Support / Criminal Records	SH-127	ROSTER OF CRIMINAL OFFENDER RECORD INFORMATION REQUESTS	3 years		3 years		Mag, Ppr			Department Preference; Attorney General determined 3 years; PC §11078; CCR 707(c)
Sheriff / Support / Criminal Records	SH-128	SEARCH & SEIZURE ORDERS	Expiration or Termination + 3 years		Expiration or Termination + 3 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; GC §26201
Sheriff / Support / Criminal Records	SH-129	UNIFORM CRIME REPORTS (UCR) MONTHLY REPORTS / BCS	When No Longer Required		When No Longer Required		Mag, Ppr			Filed on line with the State; Department preference; GC §26202
Sheriff / Support / Criminal Records	SH-130	VENDOR PERMITS / REGULATED LICENSES Fees for DOJ, etc.	Expiration of License + 2 years		Expiration of License + 2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	GC §26202
Sheriff / Support / Criminal Records	SH-131	VENDOR PERMITS / REGULATED LICENSES (backgrounds for massage therapists, etc.)	Expiration of License + 2 years		Expiration of License + 2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	GC §26202
Superior Court	SH-132	WARRANTS	Served or Recalled + 3 years		Served or Recalled + 3 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; GC §26201

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SUPPORT SERVICES / FISCAL SERVICES										
Sheriff / Support / Fiscal	SH-133	ACCOUNTS PAYABLE / CLAIMS FOR PAYMENT / INVOICES / ACCOUNTS PAYABLE / PAYMENT VOUCHERS / REQUESTS FOR WARRANTS	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/M/I	Yes: When Inactive	Warrants are required for 5 years; Consistent with County Accounting Committee recommendations; Calif. Dept of Fairs requires 2 years; Published articles show 3 - 7 years; (Interfacing Agencies such as Child Support and Health & Human Services maintain their own); GC §§26202, 25501.5, 26907
Sheriff / Support / Fiscal	SH-134	ACCOUNTS RECEIVABLE / BILLING	2 years	3 years	5 years		Mag, Ppr			Originating department maintains receipt with all backup information for 2 years to maintain an audit trail; Auditor is required to maintain for 5 years; Published articles show 3 - 6 years; GC §§26202, 24356

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SUPPORT SERVICES / PROPERTY & EVIDENCE										
Sheriff / Support / Property & Evidence	SH-135	LOST & FOUND ITEMS (Disposed)	2 years		2 years		Mag, Ppr			GC §26202
Sheriff / Support / Property & Evidence	SH-136	PROPERTY / EVIDENCE SHEETS	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §26202
Sheriff / Support / Property & Evidence	SH-137	PROPERTY DISPOSITIONS	P		P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §26202

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SUPPORT SERVICES / TECHNICAL SERVICES (CRIME LAB)										
Sheriff / Support / Technical Services (Crime Lab)	SH-138	EQUIPMENT MAINTENANCE HISTORY	Life of Equipment		Life of Equipment		Mag, Ppr			Department Preference; GC §26202
Sheriff / Support / Technical Services (Crime Lab)	SH-139	FINGERPRINTS & PALM PRINTS (Legacy / Not in LiveScan)	P		P		Ppr			Department Preference; GC §26202
Sheriff / Support / Technical Services (Crime Lab)	SH-148	LAB TESTS AND RESULTS - **OTHER THAN PC 187 (Homicide)** (Reports & notes)	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; GC §26202
Sheriff / Support / Technical Services (Crime Lab)	SH-140	LAB TESTS AND RESULTS - **PC 187 (Homicide)** (Reports & notes)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; CCP §340(4); GC §26202
Sheriff / Support / Technical Services (Crime Lab)	SH-141	TECHNICAL RECORDS / ROUTINE MAINTENANCE RECORDS Relating to Blood & Urine Samples, Instruments, etc. (23152's)	2 years	5 years	7 years		Mag, Ppr			Department Preference; GC §26202

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SUPPORT SERVICES / TRAINING										
Sheriff / Support / Training	SH-142	TRAINING RECORDS (ALL)	Separation + 10 years		Separation + 10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference; Claims can be made for 30 years for toxic substance exposure (Risk Management and/or Personnel maintain medical files); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 26202

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CIVIL BUREAU										
Sheriff / Civil Bureau	SH-149	CASE FILES: Writ of Execution, Evictions, Temporary Restraining Orders, Keepers / Till Taps, Bench Warrants, Writ of Possession	2 years	3 years	5 years		Mag, Ppr			Department Preference; Consistent with County Accounting Committee recommendations and municipal government auditing standards; GC §§26202
Sheriff / Commissar y	SH-150	COMMISSARY: Inmate Commissary Order Forms, COMICS receipt, Inmate's Medical Charges Receipt	1 year		1 year		Mag, Ppr			Department Preference; Preliminary drafts not retained in the ordinary course of business; Commissary orders must be disputed within 5 days; GC §§26202
Sheriff / Fiscal Bureau	SH-151	MISCELLANEOUS FISCAL RECORDS: Jail Shift Envelopes, Jail Commissary Records, Contracts, Bails, Daily Deposits, Receipts, Petty Cash Records, Reconciliations, Trust Fund Account Records, Booking Fees, Training/Travel Files, Turbo Data, Depart Budget Files	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/M/I	Yes: When Inactive	Department Preference; Consistent with County Accounting Committee recommendations and municipal government auditing standards; GC §§26202
Sheriff / Civil Bureau	SH-152	PROPERTY FILES (Real and Personal)	10 years	10 years	20 years		Mag, Ppr			Department Preference; GC §§26202
Sheriff / Civil Bureau	SH-153	WRIT OF ATTACHMENTS	3 years	2 years	5 years		Mag, Ppr			Department Preference; GC §§26202

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