



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** May 26, 2016  
**Board Meeting Date:** July 12, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** 4/5ths

**To:** Honorable Board of Supervisors

**From:** Greg Munks, Sheriff

**Subject:** Amendment to the Records Retention Schedule

**RECOMMENDATION:**

Adopt a resolution approving modifications to the Sheriff's record retention schedule.

**BACKGROUND:**

Government Code Section 26200 et seq. authorizes the Board of Supervisors to adopt a records retention schedule. The Board adopted a retention schedule on February 6, 2007. Since then, there have been legal and technological developments that require modification of the schedule. To complete this modification, the Sheriff's Office contracted with Diane Gladwell, who is a leading specialist in the area of California local government records retention. The revised records retention schedule that is the subject of this resolution was developed with Ms. Gladwell's assistance. The retention schedule for each type of record meets or exceeds the requirements of the law.

**DISCUSSION:**

The retention schedule is a "living document" that from time to time requires updating. Upon reviewing the 2007 retention schedule, it became evident that updates were needed to reflect legal and technological developments including but not limited to the proliferation of the use of video recording tools.

Accordingly, attached is a red-lined document that shows the Sheriff's Record Retention Schedule and changes that would be made to it through adoption of this resolution. In summary, the following changes are proposed:

SHF - Administration/Professional Standards  
SH-004: Correspondence: amended description and comments;  
SH-019: Background Files: amended legal citations;  
SH-020: Background Files: amended legal citations;

SH-143: DMV Pull Notices (New)

SHF- Operations/Emergency Services/ Courts, Detention, Custody & Security  
SH-044: Gang Intelligence Files: amended comments;

SHF- Courts, Detention, Custody & Security  
SH-061: Security Camera Recordings (Video): change retention from 3 years to 1 year;

SHF- Multi-Jurisdictional Services  
SH-068: Grant Management: amended legal citations;  
SH-070: Informant/Narcotics Files: amended comments;

SHF- Operations/Emergency Services  
SH-086: Intelligence Files: amended comments;

SHF- Operations/Investigations  
SH-095A: Intelligence Files: amended comments  
SH-095B: Informant Files/Narcotics Files: amended comments

SHF- Operations/Patrol  
SH-102: Recordings: In Car Video Recordings - Not Evidence: change retention from 3 years to 1 year

SHF- Criminal Records  
SH-147: Juvenile Child Abuse/Severe Neglect Reports (New): 10 years;  
SH-110: Sealed Juvenile Cases: amended definition;  
SH-124: Registrant Files – Sex Offenders Discharged from CYA- change retention to Permanent or Sealing Date + 5 years;  
SH-129: UCR reports: change retention from 2 years to “when no longer required”;

SHF- Property & Evidence  
SH-137: Property Dispositions: changed retention from 2 years to permanent and added ability to destroy paper after imaged & quality controlled;

SHF- Crime Lab  
SH-138: Equipment Maintenance History: removed inactive equipment from schedule and changed retention to “life of equipment”;  
SH-148: Lab Tests & Results (New): 10 years  
SH-140: Lab Tests - Homicide: Permanent

SHF- Civil Bureau  
SH-149: Case Files (New): 5 years  
SH-152: Property Files (New): 20 years  
SH-153: Writ of Attachments (New): 5 years

SHF- Commissary

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SHF- Commissary

SH-150: Commissary Documents (New):1 year

SHF- Fiscal

SH-151: Miscellaneous Fiscal Records (New): 5 years

Documents covered in the retention schedule are official records of the County. A four-fifths vote of the Board is required to take this action. In addition to staff and administrative review and approval, County Counsel has reviewed the modifications and approves the resolution and retention schedule as to form.

The records retention schedule and its modification advances Vision 2025, Collaborative Community in that it ensures the appropriate retention of County records

**FISCAL IMPACT:**

Any reductions in retention time may result in cost savings related to physical storage, media storage, and staff time.