




RECORDS RETENTION SCHEDULES

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	DEPARTMENT-WIDE	All	All	12/16/2014	11/17/2020, 3/11/2025, 4/14/2026	368C	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	BOLOS (BE ON THE LOOKOUT BULLETINS) - Bulletins are created and disseminated to local LE agencies. (Networking/Information Sharing).		Retain 5 years.	Destroy after 5 years.	ESI	MS Word, PDF	CIA Share Drive, BGB	Government Code §26202
2	BRIEFING MATERIAL - Includes correspondence, reports and other records used to brief staff.		Retain 2 years.	Destroy after 2 years				Government Code §26202
3	DISCOVERY REQUESTS - Requests received from the department, police department and District Attorney's office requesting specific information on an inmate or arrestee.		Retain 2 years.	Destroy after 2 years.				Government Code §26202
4	ELECTRONIC MAIL (E-MAIL) - A system for sending and receiving messages electronically over a computer network, as between personal computers.		Retain per applicable county-wide or Sheriff-Coroner Division schedule according to content of email.	Destroy per applicable county-wide or Sheriff-Coroner Division schedule according to content of email.				
5	EMPLOYEE PERFORMANCE FILE (DROP FILE) - Performance Notes, Non-Sworn Evaluation PIP-Goals, other materials intended to serve as a foundation for an employee's timely performance evaluation.		Retain until employee has signed their next performance evaluation.	Destroy after employee has signed their next performance evaluation				Government Code §26205.1
6	GRANT AWARDS AND GRANT REPORTING UPDATES - Any grant related documents including procurement exhibits, reimbursements, etc.		Retain 3 years after formal close of grant.	Destroy 3 years after formal close of grant.				Government Code §26202
7	RIDE-ALONG FORMS - Includes participant's ride-along application, release of liability waiver, etc.		Retain 2 years.	Destroy after 2 years				Government Code §26202
8	SUBPOENAS - A. Appearance: Process by which the attendance of a witness is required in Court or other legal proceeding. B. Duces Tecum: A court summons ordering the production of records to the court or in another legal proceeding. Retain the subpoena; the custodian's declaration, if applicable, or the response to subpoena such as an objection letter; an unredacted copy of the records that are responsive to the subpoena; and a redacted version of the records, if redactions were made. A subpoena may compel the appearance of a witness AND the production of records.		A. Retain 4 years B. Retain 4 years	A. Destroy after 4 years B. Destroy after 4 years	ESI and Paper	PDF, Hard Copy	Office files	Government Code §26202 and Government Code §26205.
9	AUDITS - Internal audits conducted on a regular basis to ensure compliance with laws and regulations, and external audits performed as requested by external regulatory agencies.		Retain 5 years.	Destroy after 5 years.	ESI and Paper			Government Code §26202
10	FACILITY INSPECTION CHECKLISTS – Fire Inspections Checklist, Facility Fire/ Earthquake Drill Records, Fire Department Inspections, and Chemical Inventory/ MSDS.		Retain 7 years	Destroy after 7 years	ESI and Paper	PDF, Word	Share Drive, Office Files	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 3/11/2025	REVISION DATES:		SCHEDULE NO. 387
	SHERIFF-CORONER	ADMINISTRATION	All	All	APPROVAL Board Minute Order	PAGE 1 of 1		
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	GRAND JURY RESPONSES - These are records sent to the Grand Jury by our agency in response to requests for information and/ or records.		Retain ESI 10 years. Retain paper copy 2 years from scan date.	Destroy ESI after 10 years. Destroy paper copy after 2 years from scan date.	ESI and Paper	PDF, Word, and Hard copy	Imaging Server, BGB. Office Files.	Government Code §26202 and Government Code §26205.


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	CJD, TLF, JAMF, IRC & TRANSPORTATION, and ISD	All	All	10/09/1979; Resolution 79-1493	12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	56F	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	24 HOUR LOG - Electronic log of reportable and notable incidents throughout the facility.		Retain 3 years.	Destroy after 3 years.	ESI	SQL Database	Brad Gates Server Room	Government Code §26202
2	ATTORNEY / OFFICIAL AGENCY VISITATION LOG - Database of visiting attorneys and outside agencies, and the inmate they are visiting.		Retain 3 years.	Destroy after 3 years.	ESI	Database	Brad Gates Server Room	Government Code §26202
3	BOARD OF STATE AND COMMUNITY CORRECTIONS - Facility inspection report generated by the Board of State and Community Corrections.		Retain 5 years.	Destroy after 5 years.	ESI and Paper	Hard Copy, and digital files	CMJ; CWJ; IRC; TLF; JAMF	Government Code §26202
4	BOOKING REGISTER - Ledgers maintained on the male and female booking loops that tracks the arrestees name, booking number, and time of arrest.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Ledger	IRC	Government Code §26202
5	BRIEFING LOGS - Briefing items announced during the pre-shift briefings.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Hard Copy, and digital files	CMJ, CWJ, IRC, TLF, ISD	Government Code §26202
6	BUSINESS LICENSE - California State Board of Equalization issued Sellers Permit for the sale of Commissary items.		Retain permanently.	Permanent retention	Paper	Document issued by State Board of Equalization	ISD North Office	Government Code §26202
7	CHEMICAL CONTROL LOGS - Monthly logs used to account for chemicals used in the facility.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	JAMF, CJX Warehouse, TLF, ISD	Government Code §26202
8	CHOW HALL TIME LOG REGISTER - Ledger that tracks time allotted for inmates dining in the Central Men's Jail chow hall.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	CMJ	Government Code §26202
9	CHECKLIST FORM (J-112; BOTTOM PORTION) - Inmates with mobility impairments must be physically accommodated during the booking process. These accommodations are tracked on the J-112 form.		Scan document and retain 3 years.	Destroy after 3 years.	ESI	Paper documents scanned to PDF files for archiving.	CJX; TLF ADA Deputy Office	Government Code §26202
10	COMMUNITY FEEDBACK REPORTS - Cards filled out by the public rating their experience of visiting the facility.		Retain 1 year.	Destroy after 1 year.	Paper	Hard Copy	CJX; TLF	Government Code §26205.1
11	COMMUNITY WORK PROGRAM ROSTERS - Daily list of inmates on the Community Work Program.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	CJX; TLF-stored in CWP office	Government Code §26202
12	COUNT SHEET (MASTER) - Listing of facility population broken down by housing areas.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	CMJ; CWJ; IRC; TLF; JAMF	Government Code §26202
13	COURT DRESS-OUT LIST - List of inmates allowed to dress in civilian attire for court and signatures of those inmates declining the clothing change.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	IRC; TLF	Government Code §26202


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	SHERIFF-CORONER	CJD, TLF, JAMF, IRC & TRANSPORTATION, and ISD	All	All	10/09/1979; Resolution 79-1493	12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	56F	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
14	ELECTRONIC MONITORING PROGRAM COUNT - Daily roster of inmates starting on and getting off Electronic Monitoring status.		Retain 5 years.	Destroy after 5 years.	ESI		TLF	Government Code §26202
15	ELECTRONIC MONITORING PROGRAM ROSTER - Daily roster of inmates assigned to the Electronic Monitoring Program.		Retain 5 years.	Destroy after 5 years.	ESI		TLF	Government Code §26202
16	FIRE / LIFE SAFETY INSPECTION REPORTS - Scheduled safety equipment inspection reports.		Retain 7 years.	Destroy after 7 years.	ESI and Paper	Hard copy, and digital files	CJX; TLF; JAMF hard copies stored in fire/ life safety office	Government Code §26202
17	FOOD SERVICES - a) Menu Certification b) Nutritional Analysis c) Medical Diet Manual d) Religious Diet Documentation e) Food Safety Documentation (temperature logs)		Retain 2 years.	Destroy after 2 years.	ESI	Excel Spreadsheets, Word, Scanned Copies	ISD Server at BGB	Government Code §26202
18	GRAND JURY INSPECTION REPORT - Grand Jury generated inspection report of the facility.		Retain 5 years.	Destroy after 5 years.	Paper	Hard Copy	CMJ; CWJ; IRC; TLF; JAMF	Government Code §26202
19	GRIEVANCE FILE - Database of inmate grievances and their resolution.		Retain until all administrative actions are complete.	Transfer to Inmate Records for long-term retention and disposition.	ESI or Paper	PDF, Hard Copy (Inmate Copies), and CRM Database	CJX; TLF	Government Code §26202
20	HANDHELD CAMERA FOOTAGE - Footage captured by handheld cameras on miscellaneous Jail incidents or events.		Retain 2 years.	Destroy after 2 years.	ESI	Various digital formats.	Brad Gates Server Room	Government Code §26202 and Government Code §26202.6
21	HEALTH CARE AGENCY INSPECTION REPORT - Health Care Agency generated inspection report of the facility medical areas.		Retain 5 years.	Destroy after 5 years.	ESI and Paper	Hard Copy, and digital files	CMJ; CWJ; IRC; TLF, ISD.	Government Code §26202
22	HOSPITAL WATCH LIST - Roster of Deputies on hospital duties, areas working, activity log, and inmates being supervised.		Retain 3 years.	Destroy after 3 years.	Paper or ESI	PDF, Hard Copy	CMJ; CWJ; IRC; TLF; JAMF	Government Code §26202
23	HOUSING / FLOOR LOGS (GUARD STATION) - Log of activities and security checks in various housing and holding areas.		Retain 3 years.	Destroy after 3 years.	ESI	Excel Template	Brad Gates Server Room	Government Code §26202


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	SHERIFF-CORONER	CJD, TLF, JAMF, IRC & TRANSPORTATION, and ISD	All	All	10/09/1979; Resolution 79-1493	12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	56F	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
24	IN-CUSTODY DOCUMENTS - Commissary: a) Commissary order signed receipts b) Commissary order slips c) Commissary complaints/inmate message slips d) Commissary CWP Rosters e) Reversal of orders f) Inventories g) Stamp distribution sheets Programs: a) Religious artifact requests Law Library: a) Law library message slip log		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Excel Spreadsheets, Word, Scanned Copies, hard copy, and Resource Tracking System.	ISD Server - BGB, Each Facility	
25	INMATE JAIL RULES AND PROGRAMS BROCHURE ACKNOWLEDGEMENT FORM - ADA inmates are given a copy of the OCSJ jail rules, a description of their rights, and a Program's brochure. The inmate signs an acknowledgment form and is given a receipt.		Retain 3 years after release.	Destroy 3 years after release.	Paper	Hard Copy	CJD; TLF ADA Deputy Office	Government Code §26202
26	JAIL INCIDENT REPORTS - Reports of jail incidents throughout the facility.		Retain until all administrative actions are complete.	Transfer to Inmate Records for long-term retention and disposition.	ESI and Paper	Hard Copy, and digital files	CMJ, CWJ, TLF; JAMF; IRC	Government Code §26202
27	KEY CONTROL INVENTORY -		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Hard Copy, and digital files	JAMF, CMJ, CWJ, IRC, TLF	Government Code §26202
28	OVERTIME LOGS AND STATISTICS - List of overtime usage and statistics.		Retain 2 years.	Destroy after 2 years.	ESI	Excel	Brad Gates Server Room	Government Code §26202
29	PERSONNEL WORK SCHEDULES / WATCH LISTS - List of facility personnel sorted by work areas.		Retain 3 years.	Destroy after 3 years.	ESI	Database	In-Time System: Cloud Storage provided by Vendor.	Government Code §26202
30	ADA / FUNCTIONAL NEEDS LIST - Weekly updated list of inmates identified by CHS.		Retain 3 years.	Destroy after 3 years.	ESI	Excel	CMJ, TLF ADA Deputy Office	Government Code §26202
31	CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) - Medical grievances.		Retain 3 years.	Destroy after 3 years.	ESI	Grievance Database	Brad Gates Server Room	Armstrong vs. Brown, Government Code §26202
32	ADA INMATE TRACKING LOG - Staff will track inmate "activities" which includes programs, visits, shower, dayroom and recreation. These logs are to be submitted monthly.		Retain 3 years.	Destroy after 3 years.	Paper	Hard Copy	CMJ, TLF ADA Deputy Office	Government Code §26202
33	ADA INTERVIEW ACTIVITY LOG - The ADA Compliance Deputy will interview ADA inmates upon notification by CHS. The Deputy will also conduct monthly follow-up interviews. Information is typed and saved.		Retain 3 years.	Destroy after 3 years.	ESI	Word	CJX; TLF ADA Deputy Digital Files	Government Code §26202


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	SHERIFF-CORONER	CJD, TLF, JAMF, IRC & TRANSPORTATION, and ISD	All	All	10/09/1979; Resolution 79-1493	12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	56F	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
34	ADA TRANSPORTATION SLIPS - Transportation is responsible for tracking the times ADA inmates leave / return to / from each facility.		Retain 3 years.	Destroy after 3 years.	Paper	Hard Copy	ADA Office	Government Code §26202
35	RECREATION / ROOF LOG - Log of housing areas sent to outdoor recreation and the number of inmates participating.		Retain 3 years.	Destroy after 3 years.	ESI and Paper	Hard Copy, and digital files	TLF, CMJ, CWJ	Government Code §26202
36	SAFETY CELL LOGS - Log that documents completed welfare checks for inmates in Safety Cells.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Hard Copy, and digital files	IRC	Government Code §26202
37	SEARCH LOG - Report of housing areas searched, what contraband was found, and the disposition of the contraband.		Retain 3 years.	Destroy after 3 years.	ESI and Paper	Hard Copy and PDF	TLF, JAMF, CMJ, CWJ, IRC	Government Code §26202
38	SECURITY CLEARANCE APPLICATION - Application generated by non-departmental people wishing to work in or enter the facility in various capacities.		Retain 3 years.	Destroy after 3 years.	ESI and Paper	Hard Copy and PDF	CJX; TLF; JAMF, ISD	Government Code §26202
39	SERGEANT'S ACTIVITY LOG - Log of Sergeant's activities and security checks throughout the facility.		Retain 2 years.	Destroy after 2 years.	ESI	Database	TLF, CMJ, CWJ, IRC	Government Code §26202
40	MENTAL HEALTH OBSERVATION LOG - Log documenting completed welfare checks for inmates placed in observation cells.		Retain 1 year.	Destroy after 1 year.	Paper	Hard Copy	IRC	Government Code § 26205.1
41	TASER DOWNLOAD LOG - Electronic file of recorded Taser usage information.		Retain 2 years.	Destroy after 2 years.	ESI	Excel	Brad Gates Server Room	Government Code §26202
42	TOOL CONTROL LOGS - Monthly logs used to account for tools used in security areas.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Hard Copy, and digital files	TLF, JAMF, CMJ, IRC	Government Code §26202
43	VEHICLE LOG - Database of facility assigned vehicles and their usage.		Retain 1 year.	Destroy after 1 year.	Paper	Hard Copy	TLF, JAMF, CMJ, ISD Warehouse and Transportation	Government Code § 26205.1
44	VIDEO SURVEILLANCE TAPES - Digital security video from fixed camera locations throughout the facility.		Retain 1 year.	Destroy after 1 year.	ESI	Various Digital Formats	TLF and CMJ Video Rooms, Brad Gates Server Room	Government Code §26202.6
45	VISITOR LOG - Database of public visitors and the inmates they visited.		Retain 2 years.	Destroy after 2 years.	ESI	Database	Brad Gates Server Room	Government Code §26202
46	VOLUNTEER RECORDS - Volunteer and instructor background clearances, and security training acknowledgements.		Retain for 5 years after termination of service.	Destroy 5 years after termination of service.	ESI and Paper	Photos, Excel Spreadsheets, Word, scanned copies.	ISD	Government Code §26202
47	WATCH COMMANDER LOGS - Electronic based logs authored by the Watch Commander that document noteworthy events each shift.		Retain 2 years.	Destroy after 2 years.	Paper and ESI	Scanned to PDF	Brad Gates Server Room	Government Code §26202

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	SHERIFF-CORONER	CJD, TLF, JAMF, IRC & TRANSPORTATION, and ISD	All	All	10/09/1979; Resolution 79-1493	12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	56F	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
48	WORK ROSTERS (SCREENING) - Roster of inmates cleared to become workers.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	TLF, JAMF, CMJ, CWJ, IRC	Government Code §26202
49	MAILROOM LOGS- Record of all packages, stamps, glasses/contacts, and money orders received by the mailroom addressed/sent to inmates.		Retain 1 year.	Destroy after 1 year.	Paper	Hard Copy	Mailroom	Government Code §26205.1
50	J-159 MAIL DISPOSITION / RETURNS - Record of all mail received by the mailroom that was addressed to an inmate but returned to sender and the reason for the return.		Retain 1 year.	Destroy after 1 year.	Paper	Hard Copy	Mailroom	Government Code §26205.1
51	LGBTQI+ INMATE INTERVIEW WORKSHEET AND ASSOCIATED LOGS - New arrival orientation form completed on all new inmates entering any LGBTQI+ - specific housing location, as well as associated logs documenting related requests, accommodations, or issued items.		Retain 3 years after release.	Destroy 3 years after release.	ESI	Scanned PDF copies	ISD Programs Share Drive	
52	PROBABLE CAUSE HEARING LOG - A receipt from court services documenting which Probable Cause Declarations were received.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Records	Government Code §26202

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	SHERIFF-CORONER	CORONER	All	All	07/07/1981; Resolution 81-1034	01/29/2008, 12/16/2014, 3/11/2025, 4/14/2026	104D	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	<p>CORONER'S INVESTIGATIONS - Case files for determining manner, cause and circumstances of sudden, violent and unexplained deaths. Includes investigator's work record and reports, copy of death certificate, toxicology report, preliminary autopsy report, autopsy record, facility history, order for release, case amendment review form and criminal history.</p> <p>A. Homicide, Officer Involved and In-Custody Death Files B. Non-homicide Files</p>		<p>A. Retain ESI and paper copy permanently.</p> <p>B. Retain ESI permanently.</p>	<p>A. Permanent retention.</p> <p>B. Destroy paper copy 3 years after case closed.</p>	ESI and Paper	PDF, Hard Copy, Word, TIFF	Share drive, PCs, emails, Office files, Database, Document Management System.	Government Codes §§27491.4, 27463.5, 26202, and 26205.

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 10/09/1979; Resolution 79-1493	REVISION DATES: 3/11/2025, 4/14/2026	SCHEDULE NO. 57B	
	SHERIFF-CORONER	COURT OPERATIONS	All	All	APPROVAL Board Minute Order	PAGE 1 of 1		
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	COURT OPERATIONS LOG - Electronic log of notable incidents throughout the justice centers within the division, excluding JPU and Civil Bureau.		Retain 2 years.	Destroy after 2 years.	ESI		Courts	Government Code §26202
2	DAILY DETENTION FILE - Contains Inmate Court List, Inmate Arrival Verification check-off list, and Attorney Visitation Log.		Retain 2 years.	Destroy after 2 years.	ESI		Courts	Government Code §26202
3	JUDICIAL PROTECTION UNIT (JPU) CASE MANAGEMENT - Investigator's individual case files.		Retain until Final Adjudication and all appeals are exhausted + 2 years.	Destroy after final adjudication and all appeals are exhausted + 2 years.	ESI		Courts	Government Code §26202
4	JUDICIAL PROTECTION UNIT (JPU) LOG - Electronic log of notable incidents or activity concerning JPU.		Retain 3 years.	Destroy after 3 years.	ESI		Courts	Government Code §26202
5	SHERIFF'S CIVIL ACTION FILES (REAL ESTATE CASES) - Forms, correspondence and legal documents pertaining to Civil actions turned over to the Sheriff for service. Includes instructions to Sheriff, Writs, Sheriff's trip tickets, and various civil generated forms such as Notices of Sale, Notices to Judgment Debtor, and Certificates of Sale of Real or Personal Property.		Retain 7 years after case is closed.	Destroy 7 years after case is closed.	ESI		Courts	Government Code §26202
6	SHERIFF'S CIVIL ACTION FILES (SINGLE PROCESS CASES) - Forms, correspondence and legal documents pertaining to Civil actions turned over to the Sheriff for service. Includes instructions to Sheriff, Writs, Sheriff's trip tickets, and various civil generated forms such as Notices of Garnishments, and Notices to Judgment Debtor.		Retain 5 years.	Destroy after 5 years.	ESI		Courts	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 01/29/2008 Resolution 14-113	REVISION DATES: 12/16/2014, 11/17/2020, 3/11/2025.	SCHEDULE NO. 369B	
	SHERIFF-CORONER	EMERGENCY MANAGEMENT	All	All	APPROVAL Board Minute Order	PAGE 1 of 2		
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	IPAWs - Wireless Emergency Alerts - AlertOC - EAS - Tapes, audio, email script		Retain for 100 days, or 3 years and 1 day after formal close letter from CalOES for events with associated CDAA or Federal PA or IA funding or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	Destroy after 100 days or 3 years and 1 day after formal close letter from CalOES for events with associated CDAA or Federal PA or IA funding or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	ESI	Email, Excel, PDF	County EOC	Government Code §26205.1 and Government Code §26202.6
2	ALERT & WARNING SYSTEM DATA - Phone data sets obtained from phone carriers, contracted utility providers, public opt-ins, and other government agencies.		Retain until new data is obtained from source (typically on a monthly or quarterly basis)	Delete through uploading/over-writing new data	ESI	Excel, CSV, Text	County EOC	CPUC §2872(e); CPUC §2891.1(f)(2)(A) Government Code §26205.1
3	DATABASE REGISTRATION FORMS - Records used only as data input sources for a computer system.		Retain until revised and administrative value ends or 2 years whichever is longer.	Destroy after revised and administrative value ends or 2 years whichever is longer.	Paper	Hard Copy	County EOC	Government Code §26202
4	DISASTER COUNCIL ACTIVITIES - Emergency Management Council and Operational Area Executive Board meetings and activities, including agendas, attendance rosters, meeting minutes.		Retain until administrative value ends.	Destroy after administrative value ends.	ESI and Paper	Hard Copy, Email, PDF	County EOC	Government Code §26205.1
5	EMERGENCY MANAGEMENT DIVISION AND EOC SIGN-IN SHEETS - NORMAL OPERATIONS		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Hard Copy, Excel, PDF	County EOC	Government Code §26202
6	EMERGENCY OPERATIONS CENTER (EOC) ACTIVATIONS (Non-proclaimed or State and/or Federal Disaster Assistance is not granted) - Contains documents of all activities pertaining to each incident, including activity logs, proclamations, situation reports, incident action plan, staffing lists, petty cash and purchase order expenditures, email correspondence, WebEOC entries, resources utilized, mutual aid requests and deployments, after action reports and documentation pertaining to correspondence with the State.		Retain for 3 years following de-activation of the EOC, or termination of the emergency, whichever is later.	Destroy after 3 years following de-activation of the EOC, or termination of the emergency, whichever is later.	ESI and Paper	Hard Copy, Email, Word, Excel, PDF, Expediter, WebEOC	County EOC	Government Code §26202 and Government Code §26202.6
7	EMERGENCY OPERATIONS CENTER (EOC) ACTIVATIONS (State and/or Federal Disaster Assistance is Granted) - Contains documents of all activities pertaining to each incident, including activity logs, proclamations, situation reports, incident action plan, staffing lists, petty cash and purchase order expenditures, email correspondence, WebEOC entries, resources utilized, mutual aid requests and deployments, after action reports and documentation pertaining to correspondence within the State.		Retain 3 years after formal close letter from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	Destroy 3 years and 1 day after formal close letter from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	ESI and Paper	Hard Copy, Email, Word, Excel, PDF, Expediter, WebEOC	County EOC	Government Code §26202 and Government Code §26202.6
8	EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION HOTLINE RECORDINGS - Audio recordings from a unique hotline phone line at the EOC used for law enforcement sensitive incidents.		Retain for 2 years.	Destroy after 2 years.	ESI	WebEOC, PDF, Audio recordings	County EOC	Government Code §26202 and Government Code §26202.6


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	SHERIFF-CORONER	EMERGENCY MANAGEMENT	All	All	01/29/2008 Resolution 14-113	12/16/2014, 11/17/2020, 3/11/2025.	369B	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
9	EOC TRAINING RECORDS - Curriculum and materials developed. Class Rosters.		Retain until revised and administrative value ends or 2 years whichever is longer.	Destroy after revised and administrative value ends or 2 years whichever is longer.	ESI and Paper	Hard Copy, Excel, PowerPoint, PDF	County EOC	Government Code §26202
10	MAPS, DRAWINGS, EXHIBITS AND PHOTOS -		Retain until superseded by updated record.	Destroy after superseded by updated record.	ESI and Paper	Hard Copy, GIS files, PDF	County EOC	Government Code §26205.1
11	EMERGENCY OPERATIONS PLANS & ANNEXES, MUTUAL AID PLANS, STRATEGIC PLANS AND STANDARD OPERATING PROCEDURES - a. Final versions only, not to include drafts, comments, or feedback. b. Drafts, comments, feedback and working versions		a) Retain until revised in accordance with federal guidelines and administrative value ends or 2 years whichever is longer. b) Retain until Final version is adopted	a) Destroy 2 years after the plan is retired or superseded. b) Destroy upon adoption of final version	ESI and Paper	Hard Copy, Word, PDF, Visio	County EOC	Government Codes §26202 and § 26202.6; Federal Comprehensive Planning Guidance CPG101 v2; Hazard Specific Planning Guidance
12	ORANGE COUNTY EMERGENCY MANAGEMENT ORGANIZATION AND SUBCOMMITTEES (OCEMO) - Meeting and activities, including agendas, attendance rosters, meeting minutes.		Retain 3 years after formal close of yearly EMPG grant.	Destroy 3 years after formal close of yearly EMPG grant.	ESI and Paper	Hard Copy, Word, PDF, PowerPoint	County EOC	Government Code §26202
13	PHOTOGRAPHS - Not case related (Public relations, promotions, events, ceremonies, staff photos)		Retain until administrative value ends.	Destroy after administrative value ends.	ESI and Paper	Hard Copy, Word, PDF, PowerPoint, JPG, MP4, PNG, GIF	County EOC	Government Code §26205.1
14	PUBLIC EDUCATION MATERIALS -		Retain until superseded by updated record.	Destroy after superseded by updated record.	ESI and Paper	Hard Copy, Word, PDF, PowerPoint, JPG, MP4, PNG, GIF	County EOC	Government Code §26205.1
15	VOLUNTEER / INTERN FILES - May include, but is not limited to, application / registration (DSWV), placement records, background screening verification, monitoring / reporting/ training/ service records.		Retain records for duration of Volunteer/ Intern placement + minimum of 2 years.	Destroy records 2 years after separation of service from organization.	ESI and Paper	Hard Copy, Word, PDF	County EOC	Government Code §26202
16	AFTER ACTION REPORTS - Reports written following all Emergency Operations Center activations and exercises. Reports document the incident timeline and critical objectives, and provide an overview of performance highlighting strengths and areas for improvement.		Retain until administrative value ends.	Destroy after administrative value ends.	ESI and Paper	Hard Copy, Word, PDF	County EOC	Government Code §26205.1
17	RESEARCH - Questionnaires, surveys, and similar records used to gather data for reports and studies.		Retain until administrative value ends and end product is completed.	Destroy after administrative value ends and end product is completed.	ESI and Paper	Hard Copy, Survey System, Google Forms, Excel, Word, PDF, PowerPoint	County EOC	64 Cal Op. Attorney General 317 (1981)
18	EMERGENCY MANAGEMENT PERFORMANCE GRANT - Contains documents relating to each FY grant (grant guidance, application, Board of Supervisors resolutions, fiscal reports, transfer agreements, correspondence and work papers that support grant activities).		Retain 3 years after formal close of grant letters from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	Destroy 3 years after formal close of grant letters from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	ESI and Paper	Hard Copy, Email, Word, Excel, PDF	County EOC	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	FIELD TRAINING BUREAU	All	All	12/16/2014 Resolution 14-113	11/17/2020, 3/11/2025.	370B	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	MENTORING PROGRAM - Includes program week breakdown, checklist, tests, and end of cycle form.		Retain 7 years.	Destroy after 7 years.	ESI and Paper		FTB Office - Plans room, Share drive, PC's, email Office files	Government Code §26202
2	AUTOMATED OBSERVATION REPORTS AND EVALUATIONS (ADORE) Software used to track performance and progress of deputies on patrol training. This consists of Daily Observation Reports, Call Task Logs, Field Training Officer End of Phase Reports, Sergeant end of Phase Reports, Remedial Training Assignments, and Field Training Program Completion and Competency Reports.		Retain 5 years after employee terminates / separates from OCSD.	Destroy 5 years after employee terminates / separates from OCSD.	ESI			Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	FINANCIAL / ADMINISTRATIVE	All	All	07/07/1987; Resolution 87-959	01/29/2008; 12/16/2014; 11/17/2020, 3/11/2025, 4/14/2026.	164E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	COST APPLIED AND CONTRACT COST STUDIES - Record of cost studies, cost estimates, statistical data and supporting documents.		Retain current fiscal year + 5 years	Destroy after current fiscal year + 5 years.	ESI and Paper	PDF, Word, Excel	Cost/Audit	Government Code §26202
2	FEES - Fee schedules for non-contracted services.		Retain current fiscal year + 5 years	Destroy after current fiscal year + 5 years.	ESI and Paper	PDF, and MS Office	Cost/Audit	Government Code §26202
3	AUDIT REPORTS - Documents regarding Federal, State, local, or private audit reviews should be maintained.		Retain 3 years after close of the audit.	Destroy 3 years after formal close of the audit.	ESI and Paper	PDF, Word, Excel	Cost/Audit	
4	MONEY LOG - Log of money inventoried from new bookings and sent to the cashier's office.		Retain 2 years	Destroy after 2 years	Paper	Hard copy	Payroll and Jail Cashiering	Government Code §26202
5	BAIL BOND RECEIPTS - Bail bond receipts from the Orange County Jail. Includes date, time, bonding company, bond number, inmate name, booking charge and other data.		Retain 5 years.	Destroy after 5 years.	ESI and Paper	Database/ Hard Copy	Jail Cashiering	Government Code §26202
6	CASH BAIL RECEIPTS - Bail receipts from the Orange County Jail. Includes booking and release dates, inmate name, booking charge and other data.		Retain 5 years.	Destroy after 5 years.	ESI and Paper	Database/ Hard Copy	Jail Cashiering	Government Code §26202
7	FINGERPRINT BILLING RECORDS - For fingerprint services performed by California Department of Justice. Services performed for non-certified school personnel. Persons seeking business licenses or permits and others. Includes billing from Department of Justice, Orange County receipts and request for trust fund warrant.		Retain 5 years.	Destroy after 5 years.	ESI and Paper	Database/ Hard Copy	Financial Services	Government Code §26202
8	FALSE ALARM BILLING RECORDS - An invoice is generated and mailed to the address of where the alarm is located after the fourth False Alarm Call. Financial Services is responsible for the retention of the invoices through the FIS System.		Retain 2 years.	Destroy after 2 years.	ESI	Database	Financial Services	Government Code §26202
9	HOMELAND SECURITY GRANT - Contains documents relating to each FY grant (grant guidance, application, Board of Supervisors resolutions, fiscal reports, transfer agreements, correspondence and work papers that support grant activities).		Retain 3 years after formal close of grant letters from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	Destroy 3 years after formal close of grant letters from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	ESI and Paper	Excel, Word, PDF, Database, Hard Copy	Financial Operations	Government Code §26202
10	CALIFORNIA HIGHWAY PATROL CANNABIS GRANT – Contains documents relating to each grant (grant guidance, application, Board of Supervisors resolutions, fiscal reports, correspondence and work papers that support grant activities).		Retain 5 years after the final reimbursement payment is received.	Destroy 5 years after the final reimbursement payment is received.	ESI and Paper	Excel, Word, PDF, Database, Hard Copy	Financial Operations	Government Code §26202. CHP Cannabis Tax Fund Grant Program Grant Agreement, Section D – Financial Records.


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 12/16/2014 Resolution 14-113	REVISION DATES: 11/17/2020, 3/11/2025, 4/14/2026.	SCHEDULE NO. 367C
	SHERIFF-CORONER	INVESTIGATIONS	All	All	APPROVAL Board Minute Order	PAGE 1 of 1	
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	ASSET FORFEITURE FILES - Includes documentation relating to the seizure of assets in any particular case, revenue generated as a result of equitable sharing, & annual reporting of expenditures.	Retain until file is closed + 5 years	Destroy after file is closed + 5 years.	Paper	Hard Copy	Headquarters/ Narcotics Office	Joint Guide to Equitable Sharing for State & Local Law Enforcement Agencies, March 2024: page 26.
2	CASE MANAGEMENT - Investigator's individual case files. Specific details i.e. Family Protection, Economic Crimes, and Special Victims.	Retain until Final Adjudication and all appeals are exhausted + 2 years.	Destroy after final adjudication and all appeals are exhausted + 2 years.	ESI and Paper		Headquarters	Government Code §26202
3	CONFIDENTIAL INFORMANT FILES - Includes documentation relating to identity of confidential informant, information provided by informant, considerations provided, case information involving the informant, and payment documentation. Informant files are maintained under active and inactive status.	Retain active informant files indefinitely. Retain inactive informant files for 99 years from the date the informant is inactive.	Destroy after 99 years from the date the informant is inactive.	Paper	Hard Copy	Headquarters	Government Code §26202. OCSD Policy 608.7.
4	HIDTA Grant Related Files - Includes documentation related to claims for reimbursement of HIDTA related expenditures.	Retain until final expenditure or audit, whichever is later, + 3 years.	Destroy after final expenditure or audit, whichever is later, + 3 years.				HIDTA Program Policy & Budget Guidelines 2021: page 52
5	IN-CUSTODY OPERATION AGREEMENT AND FILE - Written agreement between the OCSD and another law enforcement agency requesting to place an informant in a jail facility.	Retain for length of operation agreement + 3 years.	Destroy 3 years after termination of operation agreement.	Paper	Hard Copy	CIU	Government Code §26202
6	SOURCE OF INFORMATION (SOI) - File documenting information received from an inmate.	Retain active SOI files indefinitely. Retain inactive SOI files for 99 years from date the SOI is inactive.	Destroy after 99 years from the date the informant is inactive.	Paper	Hard Copy	CIU	Government Code §26202. OCSD Policy 608.11.
7	CITIZEN REPORTS - Reports submitted online such as lost property.	Retain permanently.	Permanent retention.	ESI	PDF	Imaging Server, BGB	
8	RECORDS MANAGEMENT SYSTEM (RMS) - Database containing information gleaned from Sheriff crime and incident reports.	Retain permanently.	Permanent retention.	ESI	SQL	BGB Servers	
9	COMMUNICATION COVER AND INMATE COMMUNICATION COVER RELEASE FORM - Authorization form approved by the Criminal Investigations Bureau Captain allowing a specific inmate's incoming and outgoing non-legal mail, non-official visits, and non-official telephone calls to be recorded, copied, or monitored by Department Members. The release form is signed by the outside agency's designee as proof of receipt of the materials.	Retain for 3 years.	Destroy after 3 years.	ESI and Paper	PDF and Hard Copy	CIU	Government Code §26202.


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	NORTH OPERATIONS	EMERGENCY COMMUNICATIONS BUREAU & CONTROL ONE	All	04/13/1982; Resolution 82-548	01/18/1983; 07/07/1983; 01/29/2008; 12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026.	125E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	911 AND SHERIFF BUSINESS LINE TELEPHONE AUDIO FILES - Audio files of telephone communications to and from the Sheriff's Call Taking Center. These are audio files that are saved on a Voice logger system. The system utilizes computer hard drives and DVDs to save these files.		Retain 2 years.	Destroy after 2 years.	ESI			Government Code §26202 and Government Code §26202.6
2	COMMUNICATIONS DIVISION RADIO AUDIO FILES - This division provides operational coordination of radio communication within the County for most county, city and state agencies. These are audio files that are saved on a Voice logger system. The system utilizes computer hard drives and DVDs to save these files of law enforcement radio communications between the Sheriff, police departments and dispatchers. Paramedics, Animal Control, Flood Control and various County communications networks are also recorded.		Retain 2 years.	Destroy after 2 years.	ESI			Government Code §26202 and Government Code §26202.6
3	COMMUNICATIONS LOG - This log is a summary of radio traffic between the Communications Division, Control One and mobile units in the coordinated communications systems, a record of all general broadcasts by time and a general broadcast number.		Retain current FY year + 2 years.	Destroy after 3 years.				Government Code §26202
4	COMPUTER-AIDED DISPATCH (CAD) SYSTEM - Tracks the dispatching and handling of emergency and non-emergency calls for service. Displays include all details on all open calls and the status of all units. Responses are expedited by validating the location and identifying appropriate units.		Retain permanently.	Permanent retention	ESI			
5	MASTER CONTROL LOG - This log is a log kept by date and shift. Shift personnel by position are listed, any pertinent information of value to succeeding shifts and general information not recorded by any other method.		Retain current FY year + 2 years.	Destroy after 3 years.				Government Code §26202
6	ECB RADIO DISPATCHER TRAINING FOLDERS - The file contains employee training checkoff sheets, guidelines for training and employee weekly training evaluations. This is not a peace officer personnel record.		Retain 5 years after separation date of employee.	Destroy 5 years after separation date of employee.	ESI or Paper	Hardcopy or PDF		Government Code §26202
7	SEATING CHARTS - This chart indicates what radio or desk position a dispatcher is assigned to work during the shift.		Retain 2 years.	Destroy after 2 years.	ESI	PDF		Government Code §26202
8	STAFF ASSIGNED WORK SCHEDULES - This is the paper shift schedule for employees, including overtime sign-up sheets.		Retain 1 year plus current year.	Destroy 1 year plus current year.	ESI	PDF		Government Code §26205.1
9	REPORT OF ABSENCES, COMP SLIPS, SHIFT SWAP SLIPS - Copies of signed requests for time off slips for employees.		Retain 1 year plus current year.	Destroy 1 year plus current year.	ESI	PDF		Government Code §26205.1
10	SUPERVISOR LOG - Summary of days events, including newsworthy calls, service requests, call outs, and on duty supervisors.		Retain 1 year plus current year.	Destroy 1 year plus current year.	ESI	Word		Government Code §26205.1


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		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.
		SHERIFF-CORONER	NORTH, SOUTHEAST, AND SOUTHWEST OPERATIONS	All	All	04/13/1982; Resolution 82-548	01/18/1983; 07/07/1983; 01/29/2008; 12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	124G
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	CITATION LOGS - Includes citation number, type, date issued and disposition.		Retain current FY year + 2 years.	Destroy after 3 years.	ESI	Word	Patrol Stations	Government Code §26202
2	FIELD INTERROGATION CARDS - Completed in field by deputy investigating suspicious circumstances.		Retain current FY year + 2 years.	Destroy after 3 years.	ESI		Reporting System/Hard Drive	Government Code §26202
3	NOTICE OF CORRECTION - Copy of notice sent to citizens regarding corrections to previously issued citations. Original copy forwarded to court.		Retain current FY year +2 years.	Destroy after 3 years.	Paper	Word	Patrol Stations	Government Code §26202
4	OFFICER'S DAILY ACTIVITY REPORT - Chronological record of each deputy's activities. One log sheet is completed by deputy for each shift worked.		Retain current FY year + 2 years.	Destroy after 3 years.	Paper	Word		Government Code §26202
5	PATROL SCHEDULES - Schedule of hours assigned for each deputy.		Retain current FY year + 2 years.	Destroy after 3 years.	Paper	Time Keeping System	Time Keeping System	Government Code §26202
6	PATROL SERGEANT'S ACTIVITY REPORT - Daily report of sergeant's activity.		Retain 3 years.	Destroy after 3 years.	ESI	Word	Share Drive	Government Code §26202
7	SPECIAL EVENTS BILLING RECORDS - Includes event operation plans, schedules and billing records.		Retain current FY + 5 years.	Destroy after 6 years.	Paper	Hard Copy	Admin. Mgr.'s Office	Government Code §26202
8	TRAFFIC CITATIONS - Includes notices to appear for traffic offenses. Original copy forwarded to court. If Traffic citation is required to be filed with the DA, refer to item 12 of this schedule for retention.		Retain current FY + 2 years.	Destroy after 3 years.	Paper and ESI	Hard Copy and eCitation	Assigned Patrol Stations and eCitation database	Government Code §26202
9	VEHICLE ABATEMENT RECORDS - Contains Vehicle Abatement Reimbursement Form for abandoned vehicles. Includes amount of owner reimbursement received.		Retain 2 years.	Destroy after 2 years.	Paper	Word	Admin. Sgt.'s Office at each Patrol Station.	Government Code §26202
10	CASE MANAGEMENT - Investigator's individual case files.		Retain until final adjudication and all appeals are exhausted + 2 years.	Destroy after final adjudication and all appeals are exhausted + 2 years.	ESI and Paper		Investigations-ESI (Report System and EDC)	Government Code §26202
11	CITATIONS - PATROL - Parking and moving citations issued. If citation is required to be filed with the DA, refer to item 12 of this schedule for retention.		Retain until the end of the calendar year in which the citation was issued +2 years.	Destroy after the end of the calendar year in which the citation was issued + 2 years.	Paper	Hard Copy	Patrol Stations	Government Code §26202
12	DISTRICT ATTORNEY'S ELECTRONIC FILES - Citations referenced in Item 8 and 11 above, that are required to be filed with the D.A.		Retain 10 years.	Destroy after 10 years.	ESI		EDC System	Government Code §26202
13	INCIDENT AND EVENT ACTION PLANS - Operational plans for both planned and spontaneous events that encompass the Incident Management System (IMS).		Retain 5 years	Destroy after 5 years.	ESI		Hard Drive/ Admin. Sgt. Office	Government Code §26202
14	PAWN SLIPS - Received from pawn/ secondhand dealers for items pawned or sold.		Retain until end of calendar year from date of pawn slip +2 years.	Destroy 2 years after the end of calendar year from date of pawn slip.	Paper	Hard Copy		Government Code §26202


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		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.
		SHERIFF-CORONER	NORTH, SOUTHEAST, AND SOUTHWEST OPERATIONS	All	All	04/13/1982; Resolution 82-548	01/18/1983; 07/07/1983; 01/29/2008; 12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	124G
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
15	TOW HEARINGS - Record of Sergeant hearing provided to public to request release of vehicle prior to 30 days.		Retain 90 days from date hearing is held.	Destroy 90 days after hearing is held.	Paper	Hard Copy	Patrol Stations/ Admin. Sgt.'s Office	Government Code §26205.1
16	VEHICLE PURSUITS REPORTS - Includes CHP 180 and Captain's pursuit critique.		Retain ESI indefinitely	Keep ESI permanently	ESI		CRM	
17	SHERIFF'S BLOTTER RECORDS - Computer Aided Dispatch (CAD) information, which is posted on public website.		Retain 30 days.	Destroy after 30 days.	ESI	SQL	BGB Data Center	Government Code §7920.000-7931.000 and Government Code §26205.1
18	AUTOMATED LICENSE PLATE READER (ALPR) - Data created by license plate readers in patrol units.		Retain 2 years.	Destroy after 2 years.	ESI		Cloud/ Hard Drive	Government Code §26202
19	CITIZEN REPORTS - Reports submitted online such as lost property.		Retain permanently.	Permanent retention	ESI	PDF	Imaging Server, BGB	
20	MOBILE DATA LOGS - Used by dispatchers and field personnel to communicate.		Retain 2 years.	Destroy after 2 years.	ESI	SQL	BGB Data Center	Government Code §26202
21	911 CALL RECORDINGS - Digital audio recordings created by department personnel and callers.		Retain 2 years.	Destroy after 2 years.	ESI		BGB Servers	Government Code §26202
22	RECORDS MANAGEMENT SYSTEM (RMS) - Database containing information gleaned from Sheriff crime and incident reports.		Retain permanently.	Permanent retention	ESI	SQL	BGB Servers	
23	RADIO TRANSMISSION RECORDINGS - Digital audio recordings created by department personnel.		Retain 2 years.	Destroy after 2 years.	ESI		DEMS	Government Code §26202.6
24	JUVENILE CITATIONS & CASE REPORTS - True copies of original reports are retained permanently by Records Division; copies of citations do not always accompany reports. Original citations are forwarded to Juvenile Court, diversion programs or Probation.		Retain current year + 2 years.	Destroy after 3 years.	Paper	Hard Copy	Patrol Stations	Government Code §26202
25	LOST AND STOLEN LICENSE PLATE RECORDS - Includes report and related records.		Retain current year + 2 years.	Destroy after 3 years.	Paper	Word	Patrol Stations.	Government Code §26202
26	MAJOR ACCIDENT INVESTIGATION TEAM (MAIT) - This includes MAIT reports, diagrams and investigator notes. True copies of original MAIT reports are retained permanently by the Records Division.		Retain until final adjudication and all appeals are exhausted + 2 years.	Destroy after final adjudication and all appeals are exhausted + 2 years.	Paper	Word, PDF	AV Station	Government Code §26202
27	RECOVERED STOLEN VEHICLES RECORDS - Contains Stolen Vehicle Report and other documents related to recovered vehicles reported stolen.		Retain current year +2 years.	Destroy after 3 years.	Paper	Word	AV Station	Government Code §26202
28	DUI STEP GRANT - Documents include application, quarterly progress reports, enforcement statistics, press releases.		Retain current FY + 3 years after submission of final expenditure report.	Destroy 4 years after submission of final expenditure report.	Paper	Hard Copy		Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	NORTH, SOUTHEAST, AND SOUTHWEST OPERATIONS	All	All	04/13/1982; Resolution 82-548	01/18/1983; 07/07/1983; 01/29/2008; 12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	124G	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
29	TOW CONTRACT DOCUMENTATION - Includes record of tow hearing provided to public when they request release of vehicle prior to 30 days, tow company inspections, and financial reports of administrative fees collected by tow companies.		Retain current FY + 2 years.	Destroy after 3 years.	ESI	Digital Recordings	AV Station	Government Code §26202 Government Code §26202.6
30	NOTICE - RESPONSE - DISTURBANCE IN RESIDENTIAL AREA - Notice of Municipal Code enforcement issued to resident, property manager, or owner.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy		Government Code §26202 Government Code §26205.1
31	INCIDENT COMMAND SYSTEM (ICS) FORMS - Forms used to record status and location information on resources, transportation, and support vehicles and personnel. Includes Incident Check-in List (ICS 211), Activity Log (ICS 214), and Resource Status Card (ICS 219-T-card)		Retain 3 years	Destroy after 3 years	Paper	Hard Copy		Government Code §26202 Government Code § 26205.1
32	AUTOMATED VEHICLE LOCATING INFORMATION – Tracks speed and location of patrol vehicles.		Retain 2 years.	Destroy after 2 years	ESI	SQL	BGB Data Center	Government Code §26202
33	PATROL VIDEO SYSTEM RECORDINGS – Video and audio recordings captured by in-car patrol cameras documenting incidents, citizen contacts, and official law enforcement responses.		Retain 2 years.	Destroy after 2 years	ESI	Digital recordings	Cloud Server	Government Code §26202 and Government Code §26202.6


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.
	SHERIFF-CORONER	OC CRIME LABORATORY	All	All	01/29/2008	12/16/2014, 3/11/2025	354B
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	ANTEMORTEM TOXICOLOGY ENVELOPES - Envelopes designed to contain blood samples withdrawn from suspects in driving and non-driving violations and designed to provide information as to suspect, arrest, arresting officer, time of withdrawal and chain of custody.	Retain ESI permanently. Retain paper for 3 years if kept in-house, otherwise return to agency.	Retain ESI permanently. Destroy paper after 3 years.	ESI and Paper	LIMS 2000, PDF.	Server, 5 th Fl.	17 CCR §1222.1 (this Regulation applies to alcohol testing, but it is used as guidance for baseline retention regardless of type of testing).
2	ANTEMORTEM TOXICOLOGY REPORTS - Reports, data and related documentation on analytical information relative to the examination for drugs and alcohol in driving and non-driving violations.	Retain ESI permanently. Retain paper copy for 3 years.	Retain ESI permanently. Destroy paper after 3 years.	ESI and Paper	LIMS 2000	Server, 5 th Fl.	17 CCR §1222.1 (this Regulation applies to alcohol testing, but it is used as guidance for baseline retention regardless of type of testing).
3	DEATH CASES - Includes administrative and examination documentation.	Retain ESI and paper permanently.	Permanent retention	ESI and Paper	LIMS 2000, Cal-ID Services	Server, 5 th Fl. Basement.	
4	FINGERPRINT AND PALM CARDS -	Retain ESI permanently. Retain paper copy until subject attains an age of 100 years.	Retain ESI permanently. Destroy paper copy at subject age of 100 years.	ESI and Paper	Identification System	Server, 5 th Fl. Basement.	
5	FINGERPRINT EVIDENCE - Electronic images of unsolved latent finger and palm images in Automated Biometric Identification System.	Retain until expiration date established in OCCL policy dated 8/23/16.	Destroy after expiration date established in OCCL policy dated 8/23/16.	ESI and Paper	LIMS 2000	Server, 5 th Fl. Basement.	OCCL Policy: ABI System Unsolved Latent Expiration Date. Government Code §26202
6	FORENSIC ALCOHOL - Breath tests, maintenance and calibration records for breath instruments, breath test operation certification, breath test accuracy check and calibration standards, blood alcohol run sheets, gas chromatography data, blood alcohol logs.	Retain ESI permanently. Retain paper for 3 years.	Retain ESI permanently. Destroy paper after 3 years.	ESI and Paper	LIMS 2000	Server, 5 th Fl.	17 CCR §1222.1
7	NON-DEATH CASES - Includes administrative and examination documentation.	Retain ESI and microfilm permanently.	Retain ESI and microfilm permanently.	ESI, Microfilm, Paper			Government Code §26202
8	OFFICER INVOLVED CASES - Includes administrative and examination documentation.	Retain ESI and paper permanently.	Permanent retention	ESI and Paper	LIMS 2000, PDF.	Server, 5 th Fl.	
9	POSTMORTEM TOXICOLOGY REPORTS - Homicide	Retain ESI and paper permanently.	Permanent retention	ESI and Paper	LIMS 2000	Server, 5 th Fl.	Government Code §27463.5, PC 799
10	POSTMORTEM TOXICOLOGY REPORTS - Non-Homicide	Retain ESI permanently. Retain paper for 3 years.	Retain ESI permanently. Destroy paper after 3 years.	ESI and Paper	LIMS 2000	Server, 5 th Fl.	Government Code §27463.5, and PC 799


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	OC CRIME LABORATORY	All	All	01/29/2008	12/16/2014, 3/11/2025	354B	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
11	QUALITY ASSURANCE DOCUMENTS - Including but not limited to: Instrumentation records, calibration, reagent, weighing balances and maintenance logs, proficiency tests, testimony review records, corrective action reports; ethics reviews; audit reports and documents; management review documents; assessment and surveillance records; validation records; employee training records; document change records; customer agreements.		Retain ESI permanently. Retain paper for two accreditation cycles and until made into ESI. Each accreditation cycle is 4 years.	Retain ESI permanently. Destroy paper after two accreditation cycles or after being made electronic.	ESI and Paper	LIMS 2000	Server, 5 th Fl.	H&S Code sections 100700 and 100703. 17 CCR §1222.1
12	SEALED RECORDS – ADULT AND JUVENILE - Records sealed by petition or court order and required sealings pursuant to statute that do not need court order. Includes reports, fingerprint cards and/or digitized fingerprints. Booking photographs, jail records, palm card, property card and petitions or court orders. Sealings contain all Sheriff-Coroner records pertaining to the individual case.		Retain in accordance with the statute that is the basis for sealing.	Destroy in accordance with the statute that is the basis for sealing and/or pursuant to Court Order. Not all Sealed records are subject to destruction.	ESI and Paper	Excel, Hard Copy	BGB	Government Codes §26202 and 26205.1.


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	PROFESSIONAL STANDARDS	All	All	04/06/1982; Resolution 82-500	12/16/2014, 3/11/2025, 4/14/2026	123E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	BUSINESS LICENSES AND PERMITS - Record of business licenses issued by this department. Includes application, receipts for money, fingerprint cards and correspondence. Closed file includes licenses/permits revoked, cancelled, denied and expired.		Retain all licenses for 2 years after expiration or denial.	Destroy 2 years after expiration or denial.	Paper	Hard Copy	Business Licensing Unit	Government Code §26202
2	CONCEALED WEAPON PERMIT FILE - Includes application, fingerprint card, copy of permit, receipt for fee, gun registration card, and permit restriction agreement. Closed file also includes records of permits denied. A. Approved permits B. Denied permits		A. Retain permanently B. Retain 2 years after denial	A. Permanent retention B. Destroy 2 years after denial	ESI		Permitium Website/ Database	Government Code §26202
3	INMATE LABOR SUPERVISORS, KEEPER CUSTODIANS, GRAND JURY AND SECURITY CLEARANCE PERSONNEL FILE - Various personnel records, including fingerprint cards, photographs, prior ID cards, correspondence, certificate of appointment. Closed files also include records on persons denied employment.		Retain until file is closed + 5 years.	Destroy 5 years after file is closed.	Paper	Hard Copy	Employee Services Unit Room #422	Government Code §26202
4	PERSONNEL FILES, SHERIFF-CORONER - Personnel records for all Sheriff-Coroner employees. Includes: background files, performance evaluations, commendations, copies of college credits and transcripts, POST certificates (Police Officer Standards and Training), etc.		Retain file until 5 years after employee terminates / separates from OCSD.	Destroy 5 years after employee terminates/ separates from OCSD.	ESI and Paper	ESI and Hard Copy	Employee Services Unit Room #422, and Ticketing System Database	Government Code §26202
5	PERSONNEL FOLDER, SHERIFF-CORONER NON-SELECTS - Files on persons who applied for employment with Sheriff-Coroner. Includes background investigation, criminal record, original employment application, credit report and summary of findings.		Retain until closed (non-select or complaint finally adjudicated) + 4 years.	Destroy 4 years after file is closed.	Paper	Hard Copy	Employee Services Unit Room #422	Government Code §12946
6	TEMPORARY CLASSIFICATION REQUESTS - Record of positions temporarily filled at a different level than allotted/ budgeted.		Retain permanently.	Permanent retention	ESI		Countywide Database Personnel System	


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.
	SHERIFF-CORONER	PUBLIC AFFAIRS AND COMMUNITY ENGAGEMENT	All	All	9/15/2020	3/11/2025, 4/14/2026	386C
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	SOCIAL MEDIA POSTS - All social media content, comments, posts, and messages.	Retain permanently.	Permanent Retention	ESI	Word, and Web Content	PACE	Government Code §26202. Refer to Policy 1055 for retention and disposition instructions.
2	VIDEO PRODUCTION FOOTAGE - Raw video footage and final delivery on projects that do not need preservation for historical purposes.	Retain 2 years.	Destroy after 2 years.	ESI	Video	Video Production Unit	


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	RECORDS	All	All	07/07/1981; Resolution 81-1034	1/29/2008, 12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	113E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	828 JUVENILE PETITION - Petition to Juvenile Court for juvenile records.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Government Code §26202
2	WARRANTS: ACTIVE WARRANTS IN WARRANT RECORDS SYSTEM - Active warrants of arrest, bench and civil warrants, Ramey (Probable Cause), Third Party, and Juvenile Warrants.		Return hard copy warrant to court of issue when served or recalled. Retain ESI 2 years after served or recalled.	Return hard copy warrant to court of issue when served or recalled. Retain ESI 2 years after served or recalled.	ESI and Paper	Hard Copy	BGB, 5th Floor, CWR	Government Code §26202
3	WARRANTS: SERVED WARRANT FILES - Includes: a) Served as holds: File of warrants CWR placed as holds with out-of-county agencies. b) Served Prison Holds: Files of warrants CWR placed as holds on subjects that are in-custody at State Correctional Facilities. c) Served Fugitive: Files of Fugitive warrants served by out-of-state agency on OCSD fugitive warrant subjects.		Retain until warrant has been recalled by the court. Retain ESI 2 years after served or recalled.	Destroy 2 years after the warrant has been recalled by the court. Retain ESI 2 years after served or recalled.	ESI and Paper	Hard Copy	BGB, 5th Floor, CWR	Government Code §26202
4	SEALED RECORDS – ADULT AND JUVENILE - Records sealed by petition or court order and required sealings pursuant to statute that do not need court order. Includes reports, fingerprint cards and/or digitized fingerprints. Booking photographs, jail records, palm card, property card and petitions or court orders. Sealings contain all Sheriff-Coroner records pertaining to the individual case.		Retain in accordance with the statute that is the basis for sealing.	Destroy in accordance with the statute that is the basis for sealing and/or pursuant to Court Order. Not all Sealed records are subject to destruction.	ESI and Paper	Excel, Hard Copy	BGB	Government Codes §26202 and 26205.1.
5	CLEARANCE LETTER REQUEST - Issued for: Mexican hunting licenses, VISAs, and Adoption Petitioners.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Excel, Hard Copy	Sub/Admin Unit	Government Code §26202
6	OFFICERS' REPORTS - Officers' reports of incidents including initial crime reports, and supplemental reports. Includes criminal, non-criminal, and civil DR (Division of Records) number issued for each report taken. Does not include reports ordered sealed or destroyed or required to be sealed or destroyed by statute. For sealed records retention see category 4 above.		Retain paper or media for 2 years from scanned date. Retain ESI permanently.	Destroy paper or media 2 years from scanned date. Retain ESI permanently.	ESI and Paper	PDF and Hard Copy	Imaging Server, BGB	Government Codes 26202, 26202.6, and 26205.
7	INFORMAL DISCOVERY REQUESTS - Requests for records related to a citation.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Excel, Hard Copy	Sub/Admin Unit	Government Code §26202
8	LOCAL ARREST RECORDS REQUESTS - Requests by individuals for their local summary criminal history, verified by their fingerprints, for the purpose of checking record for any inaccuracies.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Excel and Hard Copy	Sub/Admin Unit	Government Code §26202
9	LOCAL ARREST RECORDS - Booking ID record. Supplemental booking record. Court ordered booking and registration forms.		Retain ESI permanently. Retain paper copy 2 years from scan date.	Retain ESI permanently. Destroy paper copy 2 years from scan date.	ESI and Paper	PDF and Hard Copy	Imaging Server, BGB	Government Code §26202
10	PUBLIC SIGN-IN SHEETS – Public Counter Sign-in Sheets.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	BGB and Public Counter	Government Code §26202
11	LIVE SCAN APPLICATIONS – Live scan applicant forms.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	PDF and Hard copy	Server, BGB and Public Counter	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 07/07/1981; Resolution 81-1034	REVISION DATES: 1/29/2008; 12/16/2014; 11/17/2020, 3/11/2025, 4/14/2026	SCHEDULE NO. 113E	
	SHERIFF-CORONER	RECORDS	All	All	APPROVAL Board Minute Order	PAGE 2 of 6		
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
12	MONTHLY STATISTICAL INFORMATION - These records show the amount of work performed on specific assignments in each of the units.		Retain 5 years.	Destroy after 5 years.	ESI	Excel spreadsheet	Shared Drive (ORG 9421)	Government Code §26202
13	OTHER AGENCY REQUESTS FOR UPDATES - Outside law enforcement agencies' requests for CLETS updates, such as: a. Probation Department's lost badge reports b. District attorney's child abduction reports c. District Attorney Refusal Pending Cases List		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	TT File drawer	Government Code §26202
14	PITCHES MOTION - Request made by the defense in a California criminal case, to access a law enforcement officer's personnel information.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Government Code §26202
15	LEGAL HOLDS LOG- Tracks legal holds that suspend the routine disposition of records to ensure the preservation of information relevant to litigation, investigation, or audit.		Retain 2 years after release of the last legal hold entry listed in the log.	Destroy 2 years after release of the last legal hold entry listed in the log.	ESI	Database	Server	Government Code §26202
16	PRIVATE PARTY IMPOUND VEHICLE ENTRIES - File contains SHF26 form, DMV Vehicle Registration (aka "28"), and CLETS SVS Confirmation / FCN.		Retain for 60 days.	Destroy after 60 days.	ESI		Server	CLETS CJIS Manual Stolen Vehicle System Terminal Operators Guide 1.2.4. Government Code §26205.1
17	QUESTION OF IDENTITY LETTER - Requested by an individual to have a fingerprint comparison done, to prove he/she is not the same individual listed on an arrest record.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Government Code §26202
18	REQUESTS FROM OUTSIDE LAW ENFORCEMENT AGENCIES AND FROM OCSD PERSONNEL FOR THE PURPOSE OF PC 13300. Outside law enforcement agencies' requests for records, internal requests for local summary criminal history information, internal stats requests (Crime stats reported to the DOJ), restitution case requests, and Clery Act requests.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Email, PDF, Hard Copy	Sub/Admin Unit, Stats Unit	Government Code §26202
19	RESTRAINING ORDERS (TELETYPE UNIT) - Restraining orders received in Teletype for in-county cases, including Emergency Protective Orders (EPO), and Emergency Gun Violence Orders (EGVO)		Retain paper until expiration date on Order. Retain ESI permanently.	Destroy paper after expiration date on Order. Retain ESI permanently.	ESI and Paper	Hard copy and Digital	BGB, 5th Floor, CWR. Imaging Server, BGB.	Government Code §26202
20	RETENTION SCHEDULES - Obsolete schedules that are no longer up-to-date or in use.		Retain 2 years after Board-approval of updated schedules.	Destroy 2 years after Board- approval of updated schedules.	ESI	PDF	BGB	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	RECORDS	All	All	07/07/1981; Resolution 81-1034	1/29/2008; 12/16/2014; 11/17/2020, 3/11/2025, 4/14/2026	113E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
21	STATISTICAL UNIFORM CRIME REPORTS (UCR) – <ul style="list-style-type: none"> National Incident Based Reporting System (NIBRS) Flat Files effective June 2021: Group A, Group B, Homicide Reports, Arson Reports, Law Enforcement Officers Killed or Assaulted, Domestic Violence Related Calls for Assistance; Violent Crimes Committed Against Senior Citizens, Anti - Reproductive Rights Crimes, Cargo Theft and the Monthly Arrest and Citation Register. Domestic Violence (DV) manual tally log used to submit DVs to DOJ 		Retain 5 years.	Destroy after 5 years.	ESI	Digital Flat File	BGB, Server, NIBRS folder	Government Code §26202
22	SUMMONS - Document issued by the court and served on a person involved in a legal proceeding.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Sub/Admin Unit	Government Code §26202
23	CERTIFIED LETTER LOG – Log of correspondence sent via USPS Certified Mail that provides proof of mailing.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Teletype Unit	Government Code §26202
24	REGISTRANTS - Arson and sex registrants' documentation.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Document Management System, and Hard Copy	Quality Assurance Unit	Government Code §26202
25	AUDIT TRAILS - Records that show the date, time, and who requested a copy of a report and the employee that released it.		Retain ESI permanently. Retain paper copy 2 years from scan date.	Retain ESI permanently. Destroy paper copy 2 years from scan date.	ESI and Paper	PDF	Imaging Server, BGB	Government Code §26202
26	CLETS CERTIFICATION DOCUMENTS - Documents certifying the completion of training by employees.		Retain for term of employment plus 5 years.	Destroy 5 years after termination of employment.	Paper and ESI		Department Intranet	Government Code §26202. CLETS PPP.
27	CITIZEN REPORTS - Reports submitted online such as lost property.		Retain permanently.	Permanent retention	ESI	PDF	Imaging Server, BGB	
28	OCATS JOURNALS - All CLETS transactions that pass through the County Message Switcher, including journal search logs.		Retain 37 months.	Files automatically overwritten at 37 months.	ESI	Raw data with SQL database pointers. Admin can export data to PDF.	BGB Servers.	Government Code §26202 and CLETS PPP Section 1.7.1-A.
29	RECORDS MANAGEMENT SYSTEM (RMS) - Database containing information gleaned from Sheriff crime and incident reports.		Retain permanently.	Permanent retention	ESI	SQL	BGB Servers.	
30	ALL AGENCY GENERATED PROPERTY DOCUMENTS - Covers all documents that record the case disposition information from the DA Automated Case Tracking System and ELETE, disposition authorization from the Property/ Evidence supervisor, and release information documenting who took possession of the property at time of release (owner, finder, officer, etc.), old file cards and logbooks.		Retain ESI permanently.	Permanent retention of ESI. Destroy paper copy within 2 years from scan date.	ESI and Paper		Systems Server	Government Code §26202
31	AUCTIONED ITEMS - Lists of items sent to auction, ledgers of items sale prices, records of revenue deposited to Financial.		Retain 3 years from date of auction.	Destroy after 3 years from date of auction.	Paper	PDF, Excel	P&E	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	RECORDS	All	All	07/07/1981; Resolution 81-1034	1/29/2008; 12/16/2014; 11/17/2020, 3/11/2025, 4/14/2026	113E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
32	CONTROLLED SUBSTANCE BURNED FILES - Forms, Court Orders and Case Items Reports related to the destruction of narcotics.		Retain 10 years.	Destroy after 10 years.	Paper	PDF, Word, Excel	P&E	Government Code §26202
33	FINANCIAL RELEASE FILES - Ledgers and Case Items Reports related to unclaimed funds transferred to Financial for deposit to the General Fund.		Retain permanently.	Permanent retention	Paper	PDF, Word, Excel	P&E	
34	FIREARMS CONVERTED TO DEPARTMENT USE - Forms related to firearms that have been retained for Department use. These weapons are required to be returned to Property & Evidence for disposal when the Department deems them to be no longer needed.		Retain for 10 years after destruction date.	Destroy 10 years from destruction date.	Paper	PDF, Word	P&E	Government Code §26202
35	FIREARMS DESTRUCTION FILES - Forms, Court orders, case items reports and documentation related to the destruction of firearms.		Retain permanently.	Permanent retention	Paper	PDF, Word, Excel	P&E	
36	LAB REQUEST LEDGERS - Handwritten ledgers documenting items that have been transferred to OCCL and when they are returned.		Retain permanently.	Permanent retention	Paper	Handwritten	P&E	
37	NON-OCSD DOCUMENTS - Covers any documents outside of OCSD documents, such as court orders, appeals, certified letters, or outside agency reports that can be filed with an OCSD DR in the DR Records File.		Retain ESI permanently.	Permanent retention of ESI. Destroy paper copy within 2 years from scan date.	ESI and Paper		Systems Server	Government Code §26202
38	NON-WEAPON ITEMS CONVERTED TO DEPARTMENT USE - Forms related to items retained for department use, Case Items Reports.		Retain for 3 years.	Destroy after 3 years.	Paper	PDF, Word, Excel	P&E	
39	OUTSIDE AGENCY REPORTS - Covers outside agency reports not correlated to an OCSD case report. Example: District Attorney cases not involving an OCSD DR. NOTE: Coroner cases not correlated to an OCSD case report are immediately forwarded to the Coroner's Office for filing, and should be retained pursuant to their document retention policy.		Retain permanently.	Permanent retention	ESI and Paper		Systems Server	
40	PAWN HEARING FILES - Forms, letters, Case Items Reports, Police Reports, related to Pawn Hearings and the return of property with disputed ownership.		Retain 3 years.	Destroy after 3 years.	Paper	PDF, Word, Excel	P&E	Government Code §26202
41	SERVICE MANAGEMENT SYSTEM - Tracking software for all items and their location history in Property & Evidence.		Retain permanently.	Permanent retention	ESI		Systems Server	
42	WEAPONS RELEASED TO OUTSIDE AGENCIES - Court orders, case items reports and other documents related to releasing weapons to outside agencies.		Retain 10 years.	Destroy after 10 years.	Paper	PDF, Word, Excel	P&E	Government Code §26202
43	DIGITAL MEDIA RELATED TO USE OF FORCE INCIDENTS - PVS Video, audio recordings by deputies, audio/ video DVDs from IA, etc.		Retain in evidence 5 years if not sustained; OR, retain 15 years if sustained.	Destroy after 5 years if not sustained; OR, destroy after 15 years if sustained.	ESI	Video/Audio	P&E	Government Code §26202; Penal Code 832.5


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	RECORDS	All	All	07/07/1981; Resolution 81-1034	1/29/2008; 12/16/2014; 11/17/2020, 3/11/2025, 4/14/2026	113E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
44	DIGITAL MEDIA RELATED TO USE OF FORCE INCIDENTS - PVS Video, audio recordings by deputies, audio/ video DVDs from IA, etc.		Retain in evidence 5 years if not sustained; OR, retain 15 years if sustained.	Destroy after 5 years if not sustained; OR, destroy after 15 years if sustained.	ESI	Video/Audio	P&E	Government Code §26202; Penal Code 832.5
45	BODY WORN CAMERA FOOTAGE - EVIDENTIARY - Recordings that have value to aid in an investigation or prosecution, of an incident that leads to detention or arrest of an individual. Recordings related to: A) Capital crimes punishable with death or life imprisonment B) Serious felonies punishable with up to 10 years C) Misdemeanors punishable with up to 6 years D) Recording reflecting: 1) an incident involving a use of force by an officer or an officer involved shooting; 2) An incident that is the subject of a formal or informal complaint against the officer or OCSD		A) Retain permanently B) Retain 10 years C) Retain 5 years D) Retain 5 years if not sustained; OR, retain 15 years if sustained.	A) Retain permanently B) Destroy after 10 years C) Destroy after 5 years D) Destroy after 5 years if not sustained; OR, destroy after 15 years if sustained.	ESI	Video/Audio	Cloud Server	CPC §832.18 and 832.5. Government codes §26202, 26202.6, 26205
46	BODY WORN CAMERA FOOTAGE - NON-EVIDENTIARY - Recordings that do not necessarily have value to aid in an investigation or prosecution such as data of an incident that does not lead to an arrest or citation. Includes Calls for Service (No Action), Citizen Contact (No detention or Arrest), Detention/Traffic Stop (No enforcement), Accidental, Training. A) Accidental activations per OCSD policy 447.4.10		Retain 2 years A) Retain 60 days	Destroy after 2 years A) Destroy after 60 days	ESI	Video/Audio	Cloud Server	CPC §832.18 and 832.5. Government codes §26202, 26202.6, 26205
47	IN CAR VIDEO FOOTAGE - EVIDENTIARY - Recordings that have value to aid in an investigation or prosecution, of an incident that leads to detention or arrest of an individual. Recordings related to: A) Capital crimes punishable with death or life imprisonment B) Serious felonies punishable with up to 10 years C) Misdemeanors punishable with up to 6 years D) Recording reflecting: 1) an incident involving a use of force by an officer or an officer involved shooting; 2) An incident that is the subject of a formal or informal complaint against the officer or OCSD		A) Retain permanently B) Retain 10 years C) Retain 5 years D) Retain 5 years if not sustained; OR, retain 15 years if sustained.	A) Retain permanently B) Destroy after 10 years C) Destroy after 5 years D) Destroy after 5 years if not sustained; OR, destroy after 15 years if sustained.	ESI	Video/Audio	Cloud Server	CPC §832.5. Government codes §26202.26202.6, 26205
48	IN CAR VIDEO FOOTAGE - NON-EVIDENTIARY - Recordings that do not necessarily have value to aid in an investigation or prosecution such as data of an incident that does not lead to an arrest or citation. Includes Calls for Service (No Action), Citizen Contact (No detention or Arrest), Detention/Traffic Stop (No enforcement), Accidental, Training. A) Accidental activations per OCSD policy 447.4.10		Retain 2 years A) Retain 60 days	Destroy after 2 years A) Destroy after 60 days	ESI	Video/Audio	Cloud Server	CPC §832.5. Government codes §26202, 26202.6, 26205
49	DIGITAL EVIDENCE AUDIT TRAILS – Records or logs of access and deletion of data from the digital evidence management system.		Retain permanently	Retain permanently	ESI	PDF	Cloud Server	CPC §832.18 and 832.5. Government codes §26202.6, 26205
50	ACTIVITY ROSTER / IN-CUSTODY LIST - List of inmates scheduled to be released to another city, state, agency or institution. Also known as an Activity Roster.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records Warehouse	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	RECORDS	All	All	07/07/1981; Resolution 81-1034	1/29/2008; 12/16/2014; 11/17/2020, 3/11/2025, 4/14/2026	113E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
51	COURT ACTIVITY ROSTER/COURT LIST - List of inmates scheduled for court appearances Monday - Friday.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records Warehouse	Government Code §26202
52	COURT ORDER LOGS - Manual log maintained by Inmate Records to track the Court Orders requiring the facilities Watch commander's signature.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records Warehouse	Government Code §26202
53	IN-CUSTODY DEATH LETTERS - Any case in which an inmate dies while in the custody of the Sheriff. Also, death of a person released from custody within 24 hours. Form sent to DOJ and letter to Commander.		Retain permanently.	Permanent retention	Paper	Hard Copy	Inmate Records Warehouse	
54	INMATE FILES / US MARSHALS - Inmate files are filed by booking number. Contents include pre-booking, supplemental booking forms, history card, fund ledger, court orders and other miscellaneous documents related to the inmate's period of custody.		Retain 3 years after release.	Scanned for permanent retention. Paper records destroyed 3 years after release.	ESI and Paper	Hard Copy and PDF.	Hard copy at Inmate Records Warehouse. Digital copy at Brad Gates Server Room.	
55	INMATE TRANSFER ROSTER - List of inmates scheduled to be transferred between facilities.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records Warehouse	Government Code §26202
56	"NO-SHOW" LETTER - Forms completed by the jail staff that notifies the court that the defendant did not show up to begin serving a sentence.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records Warehouse	Government Code §26202
57	SENTENCE ENDING ROSTER (S/E ROSTER) - List of inmates scheduled to be released from custody. Processed on a daily basis.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records Warehouse	Government Code §26202
58	STATE PRISON LOG - Tracks all State Prison Packets received from court on inmates who are sentenced to state prison.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records	Government Code §26202
59	STAY LIST - List of inmates scheduled to report to the jail on a specific date.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records	Government Code §26202
60	SUPERVISOR / COMMITMENT SUPERVISOR LOG - Daily 24-hour log for Inmate Records.		Retain 2 years.	Destroy after 2 years.	ESI	Word	Brad Gates Server Room	Government Code §26202
61	TROUBLE LOG BOOK - A daily memo book used to list inmate names and booking numbers that require clarification from the court on questionable paperwork.		Retain 2 years.	Destroy after 2 years.	Paper	Hard Copy	Inmate Records	Government Code §26202
62	INMATE BOOKING RECORD - Custody information directly associated to inmate booking number while in custody.		Retain permanently.	Permanent retention	ESI	SQL/Files	BGB Servers	
63	STORED / IMPOUNDED VEHICLE NOTIFICATION – Notifications sent to registered owners and lessees of vehicles stored or impounded under the California Vehicle Code, including log, certified mail receipts and undelivered letters.		Retain 2 years.	Destroy after 2 years.	ESI and Paper	Excel, PDF, Hard Copy.	CLETS Compliance	Government Code §26202; Vehicle codes 14602.7, 14602.9, and 22852
64	CONTEMPORANEOUS BOOKING INFORMATION – Contemporaneous Booking Information from Jail System (Who's in Jail?)		Retain 30 days after arrestee is released from Jail.	Destroy 30 days after arrestee is released from Jail.	ESI	Mainframe	BGB Servers	Government Code §26205.1


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.
	SHERIFF-CORONER	RESEARCH & DEVELOPMENT	All	All	01/29/2008	12/16/2014, 3/11/2025, 4/14/2026	356C
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	PERMITS, PERMIT RENEWALS - UST tanks, emergency generators, back-flow devices, air compressors, boilers, elevators, and all related information.	Retain 3 years.	Destroy after 3 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files	Government Code §26202
2	PHYSICAL PLANT MAINTENANCE DATA - Records of equipment and assets related to the physical plant that require maintenance and upkeep for functionality and / or regulation compliance.	Retain 2 years.	Destroy after 2 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files, CMMS database	Government Code §26202
3	SERVICE CALLS, EMERGENCY REPAIRS AND MAINTENANCE REQUEST - Forms and correspondence relating to request for alterations, repairs, improvements and construction through Facilities Operations.	Retain 3 years.	Destroy after 3 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files	Government Code §26202
4	PUBLIC WORKS RECORDS FOR OCSD CONSTRUCTION PROJECTS - Records documenting entire construction project including, but not limited to: EIR documents, bid advertisements, bids, proposals, change orders, contracts, permits, submittals, warranties, notices of completion, test reports, transmittals and all supporting documentation for the project. A. Above-referenced records of projects with a total cost of \$75,000 or less B. Above-referenced records of projects with a total cost of more than \$75,000	A. Retain until expiration of contract + 4 years. B. Retain until expiration of contract + 10 years.	A. Destroy 4 years after expiration of contract. B. Destroy 10 years after expiration of contract.	ESI and Paper	PDF, Word, Excel, digital audio, digital and analog video, PowerPoint, MS, Project, Visio	Plans room, Share drive, PCs, email, Office files, ZIP drives, CD, DVD, VHS tapes	Government Code §26202
5	BUILDING DRAWINGS AND SPECIFICATIONS FOR ALL SHERIFF'S DEPARTMENT FACILITIES -	Retain until obsolete, but not less than 2 years.	Destroy after obsolete, but not less than 2 years.	ESI and Paper	PDF, Word, Excel	Plans room, Share drive, PCs, email, Office files	Government Code §26202
6	RECORDS FOR OCSD STUDIES PERFORMED - Records documenting entire study including notes, reports, drawings, correspondence, and photos.	Retain until obsolete, but not less than 2 years.	Destroy after obsolete, but not less than 2 years.	ESI and Paper	PDF, Word, Excel, PowerPoint, MS, Project, Visio	Plans room, Share drive, PCs, email, Office files, and ZIP drives.	Government Code §26202
7	RECORDS OF WORK REQUESTED - Work order requests (WOR).	Retain until end of FY of final action or expiration of contract + 4 years.	Retain until end of FY of final action or expiration of contract + 4 years.	ESI and Paper	PDF, Word, Excel, Microsoft Dynamics CRM, AutoCAD-Rabbit.	Various	Government Code §26202; Code of Civil Procedure § 337
8	SAMPLES OF APPROVED HARDWARE - Samples of hardware with architect's stamps showing approval or acceptance.	Retain until obsolete, but not less than 2 years.	Destroy after obsolete, but not less than 2 years.	Hardware	N/A	Warehouse, offices	Government Code §26202
9	PHYSICAL PLANT CONFIGURATION DATA - Drawings, data, audits and assessments related to the configuration of facilities owned by the Sheriff's Department.	Retain until obsolete, but not less than 2 years.	Destroy after obsolete, but not less than 2 years.	ESI and Paper	PDF, Word, Excel, PowerPoint, MS, Project, Visio	Plans room, Share drive, PCs, email, Office files, ZIP drives, CD, DVD	Government Code §26202
10	RESEARCH AND DEVELOPMENT AUTHORED GRANTS AND GRANT REPORTING UPDATES -	Retain current FY + 5 years.	Destroy after current FY + 5 years.	ESI and Paper	PDF, Word, Excel	R&D Grants Office, Office files, PCs, Share drive, email	Government Code §26202
11	ASSET PROCUREMENT RECORDS - Records pertaining to the Federal 10-33 Excess Property Program.	Retain 2 years minimum.	Destroy after 2 years.	ESI and Paper	PDF, Word, Excel, Access, Intranet	Asset Procurement Offices, Office files, PCs, Share drive, email	Government Code §26202
12	FLEET MANAGEMENT RECORDS - Records documenting Fleet Management operations including, mileage reports, audits, repair records, vehicle inventory reports.	Retain for 2 years after sale or disposition of vehicle.	Destroy 2 years after sale or disposition of vehicle.	ESI and Paper	PDF, Word, Excel, Access, Remedy	Office files, PCs, Share drive, email	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 12/16/2014 Resolution 14-1123	REVISION DATES: 11/17/2020, 3/11/2025, 4/14/2026	SCHEDULE NO. 372C	
	SHERIFF-CORONER	S.A.F.E	All	All	APPROVAL Board Minute Order	PAGE 1 of 3		
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	CIVIL LITIGATION UNIT - Documents related to civil litigation against the Sheriff's Department.		Retain until litigation is resolved.	Destroy after litigation is resolved.	ESI and Paper	PDF, Word, Excel, Video	Share Drive, email, secure file room, CRM, Axon	Government Code §26202 and §26205.1
2	CRITICAL INCIDENT REVIEW BOARD - Action items and responses, synopsis, PowerPoint presentation		Retain for duration of litigation (including any appeals) + 2 years. If no litigation, retain 3 years from date of Review Board's meeting.	Destroy 2 years after litigation (including any appeals) is resolved. If no litigation, destroy after 3 years from date of Review Board's meeting.	ESI and Paper	PDF, Word, Excel, Video	Share Drive, email, secure file room	Government Code §26202
3	DRUG TESTING RECORDS - Acknowledgement forms, clinic forms, bills listing everyone tested.		Retain for duration of employment + 5 years.	Destroy 5 years after employee's separation from services.	ESI and Paper	Word, Excel, PDF	Return to Work Office	Government Code §26202
4	POLICY MANUAL - Lexipol and historical policies.		Retain current FY + 4 years from last revision date.	Destroy 5 years from last revision date.	ESI and Paper	Word, PDF	Intranet, file folders.	Government Code §26202
5	TRAFFIC COLLISION REVIEW BOARD - Board determination		Retain for duration of employment + 5 years.	Destroy after employee's separation from service + 5 years.	ESI and Paper	Word, PDF	Secure file room, CRM, Axon	Government Code §26202
6	USE OF FORCE REVIEW - Managerial review to include captain's notes and recommendations.		Retain 5 years from date of incident. Retain 15 years for sustained Internal Affairs findings (sworn only).	Destroy 5 years after disposition is determined. Destroy 15 years after disposition is determined for sustained findings (sworn only).	ESI	PDF	CRM, Axon	Government Code §26202, Penal Code 832.5.
7	PURSUIT CRITIQUES - Supervisory synopsis, conclusion and recommendation, the Department Commander's conclusion and recommendation, and the Captain's notes and determination.		Retain for duration of litigation + 2 years. If no litigation, retain 3 years from date of pursuit.	Destroy 2 years after litigation is resolved. If no litigation, destroy after 3 years from date of pursuit.	ESI	PDF	CRM, Axon	Government Code §26202
8	SAFE BULLETINS- Bulletins are created and issued to OCSD personnel.		Retain 10 years.	Destroy after 10 years.	ESI	Word, PDF	Share Drive, email, intranet	Government Code §26202
9	GOVERNMENT CLAIMS - Documents related to claims for damages against the Sheriff's Department.		Retain 2 years from date of closure.	Destroy after 2 years from date of closure.	ESI and Paper	PDF, Word, Excel, Video	Share Drive, email, secure file room, CRM, Axon	Government Code §26202
10	PERSONNEL INVESTIGATION, CITIZEN INITIATED COMPLAINTS - Investigations of citizen-initiated complaints against employees. Includes a record of actions taken. Contains complainants' statements, disposition and photographs.		Retain until disposition is determined +5 years. Retain until disposition is determined +15 years for sustained findings (sworn only).	Destroy 5 years after disposition is determined. Destroy 15 years after disposition is determined for sustained findings (sworn only).	ESI and Paper	Hard Copy	Internal Affairs Unit	Penal Code § 832.5 and Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 12/16/2014 Resolution 14-113	REVISION DATES: 11/17/2020, 3/11/2025, 4/14/2026	SCHEDULE NO. 372C	
	SHERIFF-CORONER	S.A.F.E	All	All	APPROVAL Board Minute Order	PAGE 2 of 3		
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
11	PERSONNEL INVESTIGATIONS, DEPARTMENT INITIATED COMPLAINTS - Investigations of departmental initiated complaints against employees. Includes a record of actions taken. Contains complainants' statements, disposition and photographs.		Retain until disposition is determined +5 years. Retain until disposition is determined +15 years for sustained findings (sworn only).	Destroy 5 years after disposition is determined. Destroy 15 years after disposition is determined for sustained findings (sworn only).	ESI and Paper	Hard Copy	Internal Affairs Unit	Government Code §26202
12	EMPLOYEE MEDICAL FILES - All paper records in medical file.		Retain for duration of employment + 5 years.	Destroy 5 years after employee's separation from services.	Paper	Hard Copy	Return to Work Office	
13	COMMENDATIONS - Information, statements, copies of audio and/or video of conversations, pertaining to positive statements said about an employee due to exemplary conduct above the normal daily operations.		Retain for duration of employment + 5 years.	Destroy after employee's separation from service + 5 years.	ESI		CRM, Axon	
14	RACIAL AND IDENTITY PROFILING ACT (RIPA) REPORT - Annual report depicting a statistical review of the collected data gathered by personnel which consists of perceived demographic data from specified police contacts.		Retain until no longer needed for business purposes.	Destroy after no longer needed for business purposes.	ESI	PDF, Word, Excel	Share Drive	GC §26205.1
15	RACIAL AND IDENTITY PROFILING ACT (RIPA) STOP DATA - Record of the stop data source collected and reported to DOJ.		Retain 3 years.	Destroy after 3 years.	ESI			11 CCR § 999.228(j), GC 26202.
16	Cal/OSHA FORM 300 INJURY LOG - Form 300a Summary & Form 301 Incident Reports		Retain for 5 years following the end of the calendar year these records cover.	Destroy after 5 years following the end of the calendar year these records cover.				8 CCR §14300.33.
17	INJURY AND ILLNESS PREVENTION PROGRAM - - Records of Scheduled / Periodic Inspections - Records of Safety and Health Training		Retain training records 1 year. Retain inspections 1 year or if corrective action is needed, retain 1 year from date corrective action is complete.	Destroy training records after 1 year. Destroy inspections after 1 year or if corrective action is needed, destroy 1 year from date corrective action is complete.	ESI	PDF, Word, Excel	Share Drive	8 CCR §3203(b)(1); 8 CCR §3203(b)(2)
18	AEROSOL TRANSMISSIBLE DISEASES - Training Records		Retain for 3 years from the date training occurred.	Destroy after 3 years from the date training occurred.				8 CCR §5199(j)(2)(B)
19	BLOODBORNE PATHOGENS - Training Records		Retain for 3 years from the date on which the training occurred.	Destroy after 3 years from the date on which the training occurred.				8 CCR §5193(h)(2)(B)
20	SAFETY LOSS PREVENTION - - Safety Inspections and Corrective Actions - Training Records - Hazard Reporting Forms		Retain 5 years	Destroy after 5 years.	Paper	Hard Copy	Safety Office	


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 12/16/2014 Resolution 14-113	REVISION DATES: 11/17/2020, 3/11/2025, 4/14/2026		SCHEDULE NO. 372C
	SHERIFF-CORONER	S.A.F.E	All	All	APPROVAL Board Minute Order	PAGE 3 of 3		
21	ADMINISTRATIVE REVIEW BOARD - Presentation that includes reports, video surveillance, PVS, body worn camera footage, jail logs, safety checks and other documents to determine if a Personnel Investigation is required.		Retain until disposition is determined + 5 years. Retain until disposition is determined + 15 years for sustained findings (sworn only).	Destroy 5 years after disposition is determined. Destroy 15 years after disposition is determined for sustained findings (sworn only).	ESI and Paper	PDF, Word, Excel, PowerPoint, hard copy	Internal Affairs Bureau	GC §26202. Penal Code 832.5, SB 16, SB 1421.
22	OPERATIONAL AND COMPLIANCE AUDITS - All audit documentation conducted and finalized during the fiscal year including audit reports, work papers, corrective action plans, and other audit related analysis.		Retain 5 Years.	Destroy after 5 years	ESI and Paper	PDF, Word, Excel	SharePoint and Audit Drive.	
23	USE OF FORCE REPORTS - Annual use of force reports and presentations		Retain 5 Years	Destroy after 5 years	ESI	PDF, Word, Excel, PowerPoint	Share Drive	
24	AB481 TRACKER, ANNUAL REPORT, AND PRESENTATION -		Retain 5 Years	Destroy after 5 years	ESI	PDF, Word, Excel, PowerPoint	Share Drive	
25	QUARTERLY SNAPSHOT REPORTS -		Retain 5 Years	Destroy after 5 years	ESI	PDF, Word, Excel, PowerPoint	Share Drive	
26	ADMINISTRATIVE RESPONSE TEAM REVIEW - Presentation that may include reports, video surveillance, PVS, body worn camera footage, jail logs, safety checks and other documents to determine if a Personnel Investigation or Administrative Review Board is required.		Retain until disposition is determined +5 years. Retain until disposition is determined +15 years for sustained findings (sworn only).	Destroy 5 years after disposition is determined. Destroy 15 years after disposition is determined for sustained findings (sworn only).	ESI	PDF, Word, Excel, PowerPoint	Share Drive	GC §26202. Penal Code 832.5. SB 16, SB 1421.
27	POST SB 2 DISPOSITION LETTERS (Reference Copy) – Copies of POST SB 2 disposition letters on peace officer certification actions, kept for reference. Official record retained by POST.		Retain 2 years, unless otherwise required by Penal Code § 832.5	Destroy after 2 years.	Paper	Hard Copy	S.A.F.E.	Government Code §26202.


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 12/16/2014 Resolution 14-113	REVISION DATES: 11/17/2020, 3/11/2025, 4/14/2026	SCHEDULE NO. 371C
	SHERIFF-CORONER	SPECIAL OPERATIONS	All	All	APPROVAL Board Minute Order	PAGE 1 of 4	
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	CANINE TRAINING RECORDS - Date, time, location, aid type, placement and result.	Retain 2 years after retirement or death of canine.	Destroy 2 years after retirement or death of canine.	Electronic	Word	Share drive, PC	Government Code §26202
2	INCIDENT LOGS - Calls from various Law Enforcement Agencies, Investigator's Activities - Meetings, Training	Retain current FY + 10 years.	Destroy after 11 years.	Electronic	Excel	Share drive, PC	Government Code §26202
3	MASK FIT TESTING - Pass/Fail test of mask used in Bomb Squad work.	Retain for term of employment + 5 years after employee terminates/ separates from OCSD.	Destroy 5 years after employee terminates/ separates from OCSD.	Paper, electronic	Employee Health data system, Excel	Employee Health Services	Government Code §26202
4	SERVED INVESTIGATIVE WARRANT WORKSHEETS - AWSS generated warrant worksheet with warrant information and investigator notes. A. Felony B. Misdemeanor	A. Retain 5 years after warrant served. B. Retain 2 years after warrant served.	A. Destroy 5 years after warrant served. B. Destroy 2 years after warrant served.	Paper	Hard Copy	Special Operations Office	Government Code §26202
5	WARRANT FILES AND RECORDS - Related warrant files and records, including return to court lists, activation/delete list, reassigned list, serve list, clerical phone logs, Serna Motions, directed message logs, investigator field logs, CLETS check, 1028/4P, review for forwarding and forwarding logs, out of county folders.	Retain 2 years.	Destroy after 2 years.	ESI and Paper		Special Operations Office	Government Code §26202
6	US MARSHAL TASK FORCE BILLING LOGS - Quarterly billing reports submitted to financial including timesheets to reflect hours worked.	Retain 5 years.	Destroy after 5 years.	ESI		Share Drive	Government Code §26202
7	ACTIVE WARRANTS IN FILE - Active Warrants that have not been served due to being unable to locate. The only way for these warrants to be destroyed is if they get recalled by the court or subject is deceased.	Retain indefinitely.	Retain indefinitely.	Paper	Hard Copy	Special Operations Office	Government Code §26202
8	CANINE MEDICAL AND TRAINING RECORDS - Date, time, location, aid type, placement and result. Treatment plans, medications and all services provided to canine.	Retain 2 years after retirement or death of canine.	Destroy 2 years after retirement or death of canine.	Paper, Electronic	Word	Share Drive	Government Code §26202
9	CANINE HANDLER TRAINING RECORDS - Records of basic canine handler certification and monthly training.	Retain 2 years after promotion.	Destroy 2 years after promotion.	Paper, Electronic	Word	Share Drive	Government Code §26202
10	AFTER ACTION REPORTS - Documentation of CNT activations and action taken.	Retain 2 years.	Destroy after 2 years.	ESI		Share Drive	Government Code §26202
11	BASIC NEGOTIATOR TRAINING - 40-hour basic training.	Retain for term of employment + 5 years after employee terminates/ retires from OCSD.	Destroy 5 years after employee terminates/ retires from OCSD.	ESI		Share Drive	Government Code §26202
12	EQUIPMENT LIST - Documentation related to the purchase and maintenance of equipment.	Retain 2 years after surplus or no longer in use.	Destroy 2 years after surplus or no longer in use.	ESI		Share Drive	


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE 12/16/2014 Resolution 14-113	REVISION DATES: 11/17/2020, 3/11/2025, 4/14/2026	SCHEDULE NO. 371C	
	SHERIFF-CORONER	SPECIAL OPERATIONS	All	All	APPROVAL Board Minute Order	PAGE 2 of 4		
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
13	ACTIVATION AFTER ACTIONS INTERNAL MEMOS AND DESK REPORTS –		Retain current FY + 10 years.	Destroy after 11 years.	ESI		Share Drive	Government Code §26202
14	ALL SERIALIZED INVENTORY LOGS - For serialized weapons and equipment.		Retain permanently.	Permanent retention.	ESI		Share Drive	Government Code §26202
15	CRITICAL INCIDENT RESPONSE TEAM LOGS -		Retain current FY + 5 years.	Destroy after 6 years.	ESI		Share Drive	Government Code §26202
16	INTERNAL TRAINING MEMOS - Training materials and after-action training internal memos.		Retain current FY + 10 years.	Destroy after 11 years.	ESI		Share Drive	Government Code §26202
17	RESPONSE TO CRITICAL INCIDENTS - Logs, game plans, background checks, sketches, notes, reports, and any and all paperwork.		Retain current FY + 10 years.	Destroy after 11 years.	ESI		Share Drive	Government Code §26202
18	SWAT OPERATOR TRAINING FILES -		Retain for term of employment + 5 years after Operator terminates / separates from the team.	Destroy 5 years after the Operator terminates/ separates from OCSD.	ESI		Share Drive	Government Code §26202
19	AIRCRAFT MAINTENANCE TIME - Flight hours and landings recorded by logbook.		Retain current FY + 6 years.	Destroy after 7 years.	Paper		Maintenance Supervisor Office	14 CFR Part 91 Section 417.
20	AVIATION SAFETY FILES - Hazard log, Operational Hazards Reports (OHRs) Safety After Action reviews, Risk Management sheets, and Outside Normal Operations report forms.		Retain current FY + 5 years.	Destroy after 6 years.	ESI and Paper	Word	ASB Share Drive in Ready Room	Government Code §26202
21	AVIATION SAFETY TRAINING - Required quarterly safety training, annual accident rehearsal exercise.		Retain current FY + 5 years.	Destroy after 6 years.	Paper		Ready Room	Government Code §26202
22	AVIATION TRAINING BINDERS - Tactical flight officers' evaluations, pilot evaluations, special operations training.		Retain until the pilot or tactical flight officer terminates / separates from OCSD.	Destroy after pilot or tactical flight officer terminates / separates from OCSD.	ESI and Paper	Word	ASB Share Drive in Ready Room	Government Code §26202 and § 26205.1
23	INSPECTIONS / MAINTENANCE RECORDS OF THE AIRCRAFT - Engine overhaul, airworthiness directives, and service bulletins.		Retain for life of engine.	Destroy after engine has been replaced or overhauled.	Paper		Maintenance Supervisor Office	14 CFR Part 91 Section 417.
24	MANAGEMENT OF CHANGE FORMS - Forms required to update Aviation Support Bureau Policy and Procedure Manuals to reflect best industry practices recommended by the FAA, ALEA and the NTSB.		Retain current FY + 5 years.	Destroy after 6 years.	ESI		ASB Share Drive	Government Code §26202
25	SUPPLEMENTAL TYPE CERTIFICATES (STCs) -		Retain for life of the component installation.	Destroy after component is removed.	Paper		Maintenance Supervisor Office	14 CFR 417.15
26	VIDEO RECORDINGS - A. Recordings taken by helicopter during calls. B. Unless for evidence, then retain for the duration of the case.		A. Retain current FY + 1 year. B. Duration of case.	A and B. Destroy after 2 years.	ESI	Video	ASB Share Drive in Ready Room	Government Code §26202 and §26202.6


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	SPECIAL OPERATIONS	All	All	12/16/2014 Resolution 14-113	11/17/2020, 3/11/2025, 4/14/2026	371C	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
27	UAV DRONE PROGRAM - Training completion documents, pilot evaluations, FAA Part 107 License, exam results.		Retain indefinitely.	Permanent retention	Paper		Hangar Sgt. Office.	Government Code §26202
28	UAV INSPECTION / MAINTENANCE RECORDS - Quarterly maintenance and inspection records.		Retain for life of UAV.	Destroy after UAV has been replaced or destroyed.	ESI		Reporting System	Government Code §26202
29	INCIDENT ACTION PLANS - Operational plans for both planned and spontaneous events that are generated by the Mutual Aid Bureau and encompass the FEMA incident command structure.		Retain 3 years.	Destroy after 3 years.	ESI and Paper	PDF, Word, Excel	Server / Database	Government Code §26202
30	MEMORANDUM OF UNDERSTANDINGS - Agreements with other agencies within the state, region, and operational area, outlining the Sheriff's role during a requested call for assistance.		Retain operative MOU until new operative MOU is negotiated. Retain predecessor MOU for 2 years from the date new operative MOU is effective.	Destroy predecessor MOU 2 years after effective date of a renegotiated document.	ESI and Paper	PDF, Word	Database	Government Code §26202
31	MUTUAL AID INCIDENT LOGS - Logs containing personnel roster, assignments, tasks, etc., during a mutual aid incident request.		Retain 3 years.	Destroy after 3 years.	ESI	PDF, Word, Excel	Database	Government Code §26202
32	OPERATIONAL MEMOS - Briefing items generated by the Homeland Security Administration containing operational guidelines for department preparedness for an emergency response to certain events (riots, natural disasters, etc.)		Retain 1 year.	Destroy after 1 year.	ESI and Paper	PDF, Word	Database	Government Code §26202
33	FEMA INCIDENT ACTION PLANS - All employee logs and timesheets for mass incidents that occur in and outside the Operational Area.		Retain indefinitely.	Destroy when FEMA releases notification that the incident has been closed.	ESI and Paper	PDF, Word	Server / Database	Government Code §26202
34	HOMELAND SECURITY GRANT - Contains documents relating to each FY grant (grant guidance, application, Board of Supervisors resolutions, fiscal reports, transfer agreements, correspondence and work papers that support grant activities).		Retain 3 years after formal close of grant letters from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.	Destroy 3 years after formal close of grant letters from CalOES or until any pending litigation, claim or audit started before the expiration of the 3-year retention period has been resolved and final action taken.				Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	SPECIAL OPERATIONS	All	All	12/16/2014 Resolution 14-113	11/17/2020, 3/11/2025, 4/14/2026	371C	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
35	<p>DRONES AS A FIRST RESPONDER (DFR) RECORDINGS – EVIDENTIARY - Recordings captured by unmanned aerial vehicle (UAV) drones during calls for service that have evidentiary value in the investigation or prosecution of incidents resulting in the detention or arrest of an individual.</p> <p>Recordings related to: A) Capital crimes punishable with death or life imprisonment B) Serious felonies punishable with up to 10 years C) Misdemeanors punishable with up to 6 years D) Recording reflecting: 1) an incident involving a use of force by an officer or an officer involved shooting; 2) an incident that is the subject of a formal or informal complaint against the officer or OCSD</p>		<p>A) Retain permanently B) Retain 10 years C) Retain 5 years D) Retain 5 years if not sustained; OR, retain 15 years if sustained.</p>	<p>A) Retain permanently B) Destroy after 10 years C) Destroy after 5 years D) Destroy after 5 years if not sustained; OR, destroy after 15 years if sustained.</p>	ESI	Video	Cloud Server	CPC §832.18 and 832.5. Government codes §26202, 26202.6, 26205
36	<p>DRONES AS A FIRST RESPONDER (DFR) RECORDINGS – NON-EVIDENTIARY – Recordings captured by unmanned aerial vehicle (UAV) drones during calls for service that do not have evidentiary value in the investigation or prosecution of an incident. Includes calls for service with no action taken, citizen contacts without detention or arrest, detentions or traffic stops with no enforcement action, accidental recordings, and training activities.</p> <p>A) Accidental activations per OCSD Policy 447.4.10.</p>		<p>Retain 2 years</p> <p>A) Retain 60 days</p>	<p>Destroy after 2 years</p> <p>A) Destroy after 60 days</p>	ESI	Video	Cloud Server	CPC §832.18 and 832.5. Government codes §26202, 26202.6, 26205


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	TECHNOLOGY	All	All	01/29/2008	12/16/2014, 11/17/2020, 3/11/2025, 4/14/2026	353D	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	FEDERAL COMMUNICATIONS COMMISSION LICENSE - FCC licenses.		Retain while active	Destroy when inactive.	ESI and Paper	PDF, Word, Excel	PCs, email, Office files	
2	TECHNOLOGY SERVICE REQUESTS - ITSM Records – requests, incidents, changes, and problem documentation.		Retain 2 years from date of creation.	Destroy after 2 years from date of creation.	ESI		Ticketing System	Government Code §26202
3	GOVERNANCE COMMITTEE / MEETING DOCUMENTATION - Forms and electronic files including agenda packets, meeting minutes, and presentations, CD files and MP4 containing meeting recordings.		Retain 7 years.	Destroy after 7 years.	ESI, Paper, and CD	PDF, Word, Excel, PowerPoint, MP3	PCs, email, Office files, Division library	
4	SERVER LOGS - Transaction logs for operational computer systems.		Retain 2 years when not covered under other disposition schedules.	Destroy after 2 years.	ESI			
5	SYSTEM AUDIT LOGS - Transaction logs for operational computer systems.		Retain 2 years when not covered under other disposition schedules.	Destroy after 2 years.	ESI			
6	SYSTEM DOCUMENTATION - Hardware and Software configuration documentation.		Retain until obsolete plus 2 years.	Destroy after obsolete plus 2 years.	ESI			
7	SECURITY INFORMATION AND EVENT MANAGEMENT (SIEM) LOGS AND ALERTS – Security logs, alerts, and incident records documenting user, system, and network activity.		Retain longest possible retention in the SIEM system, but not greater than 2 years. Tickets generated from significant events must be kept for 2 years.	Destroy after longest possible retention in the SIEM system, but not greater than 2 years. Tickets generated from significant events may be destroyed after 2 years.	ESI		SIEM System	Government Code §26202


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	TRAINING	All	All	12/03/1996	8/24/2006; 1/29/2008; 11/17/2020, 3/11/2025	277E	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	ADVANCED OFFICER TRAINING FILES - Contains documentation of mandated, continual, professional training. Includes course announcement, roster, schedule, receipts, fiscal memos, incident reports, course outline, instructor resumes, lesson plans and Scantron test cards. Records are closed at completion of course.		Retain paper copy until closed + 5 years. Retain microfilm and/or optical disk permanently.	Electronically image records and destroy paper copy after 5 years. Microfilm and/ or copy records to optical disk	Paper	Hard Copy	SHRLETC and Inmate Services Commissary Building	Government Codes §26202 and §26205. POST Requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file).
2	STANDARDS AND TRAINING FOR CORRECTIONS CLASS TRAINING FILES - Contains documentation of employee training. Includes training course announcement, peace officer standards and training/ standards, training for corrections roster, orientation manual, class schedule, staff roster, evaluations, final statistical standing roster, resignation/ reduction/ termination memos and injury reports. Records are closed at completion of the course.		Retain paper copy until closed + 5 years. Retain microfilm and/ or optical disk permanently.	Electronically image records and destroy paper copy after 5 years. Microfilm and/ or copy records to optical disk	Paper	Hard Copy	SHRLETC and Inmate Services Commissary Building	Government Codes §26202 and §26205. POST Requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file).
3	BASIC ACADEMY RECRUIT CLASS TRAINING FILES, REGULAR AND RESERVE - Documentation of recruits' basic academy training and performance. Includes peace officer standards, training announcement, roster, proficiency report, orientation manual, class schedule, staff roster, final statistical standing roster, evaluations, resignation/ recycle/ termination memos and injury reports. Records are closed after graduation from the academy.		Retain paper copy until closed + 7 years. Retain microfilm and/or optical disk permanently.	Electronically image records and destroy paper copy after 7 years. Microfilm and/or copy records to optical disk	Paper	Hard Copy	Tustin Basic Academy	Government Codes §26202 and §26205. POST Requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file).
4	SHERIFF SPECIAL OFFICER ACADEMY CLASS TRAINING FILES - Contains documentation of employee training. Includes training course announcement, peace officer standards and training/ standards, training for corrections roster, orientation manual, class schedule, staff roster, evaluations, final statistical standing roster, resignation/ reduction/ termination memos and injury reports. Records are closed at completion of the course.		Retain paper copy until closed + 7 years. Retain microfilm and/or optical disk permanently.	Electronically image records and destroy paper copy after 7 years. Microfilm and/or copy records to optical disk	Paper	Hard Copy	SHRLETC and Inmate Services Commissary Building	Government Codes §26202 and §26205. POST Requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file).
5	RECRUITS' REMEDIAL INSTRUCTION REPORTS (RIR) - Notes given to academy recruits listing actions they need to take to remedy a mistake or problem.		Retain 3 years.	Destroy after 3 years.	Paper	Hard Copy	SHRLETC, Tustin Basic Academy, and Inmate Services Commissary Building	Government Codes §26202 and §26205. POST Requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file).
6	RANGE QUALIFICATION SCORES - Firearm qualification scores necessary for maintaining an accurate record of firearm proficiency.		Retain 5 years from initial entry.	Destroy 5 years after initial entry.	ESI and Paper	Hard Copy	SHRLETC and Inmate Services Commissary Building	Government Codes §26202 and §26205. POST Requirement. (Records pertaining to individual OCSD employees should be retained in the employee's personnel file).

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	TRANSIT OPERATIONS	All	All	01/29/2008	12/16/2014, 3/11/2025	357B	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
1	AUDIO RECORDINGS - Recording of all radio channels and incoming control center telephone lines.		Retain 2 years.	Destroy after 2 years.	ESI	Stencil	Share Drive	Government Code §26202 and §26202.6
2	CITATION LOGS - Includes citation number, type, date issued and disposition.		Retain current FY + 2 years.	Destroy after 3 years.	Paper	Hard Copy	Transit Ops/JWA Secretary's Office	Government Code §26202
3	CONTROL CENTER LOGS - Daily report of activity.		Retain current FY + 2 years.	Destroy after 3 years.	ESI	Word	Share Drive	Government Code §26202
4	NOTICE OF CORRECTION - Copy of notice sent to citizens regarding corrections to previously issued citations. Original copy forwarded to court.		Retain current FY + 2 years.	Destroy after 3 years.	Paper	Hard Copy	Transit Ops/JWA Secretary's Office	Government Code §26202
5	OFFICER'S DAILY ACTIVITY REPORT - Chronological record of each deputy's activities. One log sheet is completed by deputy for each shift worked.		Retain current FY + 2 years.	Destroy after 3 years.	ESI	Excel	Share Drive	Government Code §26202
6	PATROL SCHEDULES - Schedule of hours assigned for each deputy.		Retain current FY + 2 years.	Destroy after 3 years.	ESI	Intime	Share Drive	Government Code §26202
7	TRAFFIC CITATIONS - Includes notices to appear for traffic offenses. Original copy forwarded to court.		Retain current FY + 2 years.	Destroy after 3 years.	Paper	Hard Copy	Transit Ops/JWA Secretary's Office	Government Code §26202
8	BOAT ACCIDENT REPORTS (STATE FORM) -		Retain 5 years.	Destroy after 5 years.	ESI	PDF	Harbor Patrol Shared Drive	Government Code §26202
9	BOAT AUCTION PAPERWORK -		Retain 3 years from date of auction.	Destroy after 3 years from date of auction.	Paper		Harbor Patrol Admin/ Investigative Office	Government Code §26202
10	CITATION INFORMATION FILE - Serves as index. Filed by name of person cited.		Retain current FY + 2 years.	Destroy after 3 years.	Paper		Front Office	Government Code §26202
11	CURRENT MOORING PERMITTEE FILES - Contains records pertaining to permit holders, including overhaul notices, completion notices, letters relating to deficiencies, boat registrations, and papers relating to the acquisition of the mooring. A. Records that establish chain of title B. All other mooring records		A. Retain permanently. B. Retain 3 years from date of record.	A. Permanent retention. B. Destroy after 3 years from date of record.	Paper		Harbor Patrol Front Office.	Government Code §26202
12	DIVE TEAM TRAINING LOGS - Record of hours and conditions of training. Retained for Worker's Compensation purposes.		Retain 5 years after employee termination/ separation from OCSD.	Destroy 5 years after employee termination/ separation from OCSD.	ESI	Excel	Shared Drive / SharePoint	Government Code §26202
13	MONTHLY REPORT OF ACTIVITY - Statistical analysis of Harbor Patrol activities.		Retain 2 years.	Destroy after 2 years.	ESI	Excel, PDF	Crime Analysis Detail	Government Code §26202
14	MOORING PERMITTEE CARDS - Contains name of permit holder, equipment, location, vessel registered to mooring, data on completion of overhaul, change in registered vessel, and Letters of Permission.		Retain permanently.	Permanent retention	Paper			
15	MOORING PERMITTEE HISTORY FILES - Contains inactive mooring permits records including all documentation relating to mooring transfer.		Retain permanently.	Permanent retention	Paper			Government Code §26202

NOTE: Records, in any format, that are evidence in a claim or pending litigation must be preserved until the claim or litigation is resolved.

	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE	REVISION DATES:	SCHEDULE NO.	
	SHERIFF-CORONER	TRANSIT OPERATIONS	All	All	01/29/2008	12/16/2014, 3/11/2025	357B	
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	TYPE	FORMAT	LOCATION	CITATION
16	MARINE COASTAL WEATHER LOG, COASTAL STATION - Maintained for U.S. Weather Bureau. Includes monthly weather summaries.		Retain 5 years.	Destroy after 5 years.	Paper		Harbor Patrol Dispatch	Government Code §26202
17	RADIO LOGS - Operators log for coastal marine stations. A. Station logs involving communications incident to a distress or disaster. B. Station logs which include entries of communication incident to or involved in an investigation by the FCC and in which the station licensee has been notified. C. Station logs incident to or involved in any claim or complaint in which the station licensee has been notified. D. All other station logs.		A. Retain 3 years from date of entry. B. Retain until authorized in writing by FCC. C. Retain until claim or complaint has been fully satisfied. D. Retain 2 years.	A. Destroy 3 years after date of entry. B. Destroy after authorized in writing by FCC. C. Destroy after claim or complaint has been fully satisfied. D. Destroy after 2 years.	ESI		Harbor Patrol Server Room	Code of Federal Regulations Title 47, 80.409(b)(1)(i), 80.409(b)(1)(ii), 80.409(b)(1)(iii). Code of Federal Regulations Title 47, 80.409(b)(1).
18	WATCH COMMANDER LOG - Information regarding significant calls for service.		Retain current FY + 5 years.	Destroy after 6 years.	ESI	PDF	OCS Data Systems (COPRS)	Government Code §26202
19	SPECIAL EVENTS BILLING RECORDS - Includes event operation plans, after action reports, schedules, and billing.		Retain current FY + 5 years.	Destroy after 6 years.	ESI and Paper	PDF	Share Drive, Office Files	Government Code §26202
20	DEPUTY DAILY LOG - Chronological record of each deputy's activities. One log is completed by each deputy/team for each shift worked.		Retain current year + 2 years.	Destroy after 3 years.	ESI	PDF	Share Drive	Government Code §26202
21	BUS PATROL LOGS - Chronological record of each deputy's activity while conducting bus patrol. One log is completed by each deputy/team for each shift worked.		Retain current year + 2 years.	Destroy after 3 years.	ESI	PDF	Share Drive	Government Code §26202
22	CASE STATISTICS SHEETS - Documentation of case work completed by OCTA Investigations.		Retain current year + 2 years.	Destroy after 3 years.	ESI	Word	Share Drive	Government Code §26202
23	TASER DOWNLOAD LOGS - Electronic file of recorded Taser usage information.		Retain 2 years.	Destroy after 2 years.	ESI	PDF	Share Drive	Government Code §26202
24	CAL OSHA LOGS / FORMS - Includes OSHA 300 log, 300A form, and 301 Forms.		Retain for 5 years following the end of the calendar year that these records cover.	Destroy after 5 years following the calendar year that these records cover.	ESI and Paper	PDF	Share Drive, Office Files	8 CCR §14300.33.
25	TRAFFIC CITATIONS - Includes notices to appear for traffic offenses. Original copy forwarded to court. If Traffic citation is required to be filed with the DA, refer to item 27 of this schedule for retention.		Retain current FY + 2 years.	Destroy after 3 years.	Paper and ESI	Hard Copy and eCitation	Assigned Patrol Stations and eCitation database	Government Code §26202
26	CITATIONS - PATROL - Parking and moving citations issued. If citation is required to be filed with the DA, refer to item 27 of this schedule for retention.		Retain until the end of the calendar year in which the citation was issued +2 years.	Destroy after the end of the calendar year in which the citation was issued + 2 years.	Paper	Hard Copy	Patrol Stations	Government Code §26202
27	DISTRICT ATTORNEY'S ELECTRONIC FILES - Citations referenced in Item 25 and 26 above, that are required to be filed with the D.A.		Retain 10 years.	Destroy after 10 years.	ESI		EDC System	Government Code §26202