

POLICE (continued)

<u>RECORD TITLE AND DESCRIPTION</u>	<u>RETENTION</u>
CASE INVESTIGATION, continued	
Marijuana Case Reports Regulated by Health & Safety Code §11361.5	2
Marijuana Citations	2
Misdemeanor Citation Copies (not originals)	4
Parking Citations	4
Traffic Citations	4*
EQUIPMENT INVENTORY AND MAINTENANCE	
	2
INVESTIGATION SUPPORT	
Bar, Alcohol Licenses Premises	T
Bicycle Registration	3
Daily Bulletins	2
Pawn Shop Tickets	T
Prisoner Extradition Reimbursement	2
Prisoner In-State Transportation	2
Repossession Files	2
PERSONNEL AND TRAINING (all except the following)	
	P
Internal Affairs Records**	5
Citizen Complaints**	5
Disciplinary Documentation**	5
Background Investigation Reports, Training Files and Personnel Files of Separated Employees**	5
Shift Schedules	2
RECORDINGS OR PUBLIC SAFETY TELEPHONE AND RADIO COMMUNICATIONS PROVIDED THEY ARE NOT EVIDENCE IN CASE CURRENTLY INVOLVED IN CIVIL OR CRIMINAL LITIGATION	100 days

\* Provided they do not relate to an outstanding traffic warrant or a criminal or civil case currently in litigation.

\*\* Provided the record does not relate to a case (a) presently involved in either civil or criminal litigation, (b) where a new trial may be granted on appeal. Records pertaining to a minor shall be retained for five (5) years past the date on which the minor reaches the age of majority.