

LOMPOC POLICE DEPARTMENT
RECORDS DESTRUCTION ORDER

RECORD TITLE AND DESCRIPTION

DESTROY

ADMINISTRATIVE AND STATISTICAL REPORTS

Special Permits and Licenses	Prior to 2007
All Originals of Daily Bulletins	Prior to 2007
Expired Permits to Sell Concealable Firearms	Prior to 2007
Expired Taxi Permits	Prior to 2007
Expired Second Hand Dealer Licenses	Prior to 2007
Expired Solicitor Permits	Prior to 2007
Expired Business Licenses	Prior to 2007
Expired Permits to Carry Concealed Weapon	Prior to 2007
Expired Dance Permits	Prior to 2007
Expired Cabaret Permits	Prior to 2007
Background Investigations of Disqualified or Non-Hired Candidates	Prior to 2007
Abandoned Vehicle Reports	Prior to 2007
Miscellaneous Correspondence	Prior to 2007
Extradition Reimbursement Records	Prior to 2007
E-911 Printouts	Prior to 2007
Auto Repossession Files	Prior to 2007
Booking Records of Non-Retainable Offenses (not added to Department (of Justice criminal history records))	Prior to 2007
Booking Reports of Retainable Offenses (added to Department of Justice criminal history records)	Prior to 2001
Dispatch Cards	Prior to 2007
Miscellaneous Service Cards	Prior to 2007
Field Interview Cards	Prior to 2007
Jail Logs	Prior to 2007
Towing Logs	Prior to 2007
Ambulance Logs	Prior to 2007

BUDGET CONTROL

Prior to 2007

CASE INVESTIGATION

Alpha Index	Prior to 1998
Infraction Citations	Prior to 2007
Juvenile Court Records Welfare and Institutions Code 781 (Retention period begins after court notification)	Prior to 2003

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<u>RECORD TITLE AND DESCRIPTION</u>	<u>DESTROY</u>
CASE INVESTIGATION, continued	
Marijuana Case Reports Regulated by Health & Safety Code §11361.5	Prior to 2007
Marijuana Citations	Prior to 2007
Misdemeanor Citation Copies (not originals)	Prior to 2005
Parking Citations	Prior to 2005
Traffic Citations	Prior to 2007*
EQUIPMENT INVENTORY AND MAINTENANCE	Prior to 2007
INVESTIGATION SUPPORT	
Bicycle Registration	Prior to 2006
Daily Bulletins	Prior to 2007
Prisoner Extradition Reimbursement	Prior to 2007
Prisoner In-State Transportation	Prior to 2007
Repossession Files	Prior to 2007
PERSONNEL AND TRAINING	
Internal Affairs Records**	Prior to 2004
Citizen Complaints**	Prior to 2004
Disciplinary Documentation**	Prior to 2004
Background Investigation Reports, Training Files and Personnel Files of Separated Employees**	Prior to 2004
Shift Schedules	Prior to 2007
Outdated Training Videos	Prior to 2007
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.