

**LOMPOC POLICE DEPARTMENT  
Memorandum**

POLICE DEPARTMENT  
RECORDS TO BE  
DESTROYED

**October 1, 2019**

**TO: CITY ATTORNEY**  
**FROM: CHIEF OF POLICE**  
**SUBJECT: RECORDS DESTRUCTION ORDER**

The Lompoc Police Department is submitting a request to destroy the following records in accordance with Government Code 34090, Resolution No. 5497 (08), and the City of Lompoc Records Retention Schedule (2016).

**RECORD TITLE AND DESCRIPTION**

**DESTROY**

**ADMINISTRATIVE RECORDS**

Background Investigations	Prior to 2016**
Booking Jackets	Prior to 2016
Citations	Prior to 2014**
General Correspondence	Prior to 2016**
Internal Affairs Investigations	Prior to 2014**
Leave Slips; Overtime Slips	Prior to 2016
Officer Bill of Rights	Prior to 2016
Personnel Training Files	(Transferred to HR upon Termination)
Statistical Reports	Prior to 2017
Supervisor Files	(Transferred to HR upon Termination)
Volunteer Files	(If terminated) Prior to 2017

**SUBJECT FILES**

Subject Files (any)	Prior to 2016
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**RECORD TITLE AND DESCRIPTION**

**DESTROY**

Boards/Commissions

Public Safety Commission

- a) Agenda Staff Reports
- b) General Correspondence

Prior to 2016  
Prior to 2016

SPECIALIZED FILES

- 911 Recordings
- Other Phone Recordings
- In-Car Video
- Digital Audio Recordings
- Interior Video Recordings
- Booking/AIB or Investigative Services
- Routine Perimeter Security

Prior to 2017\*\*  
Prior to 2017\*\*  
Prior to 2016\*\*  
Prior to 2016\*\*  
Prior to 2016\*\*  
Prior to 2016\*\*  
(automated self-recycled)

INVESTIGATIVE RECORDS

- Arrest/Conviction HS Section
- 11357 (b), (c), (d), (e), or HS
- Section 11360 (b) violations occurring
- After January 1, 1996
- Field Interview Cards

Prior to 2016\*\*  
Prior to 2016

MISCELLANEOUS REPORTS AND DOCUMENTS

- Equipment Records (life of Apparatus +2)
- License/Permits Prior to 2016
- NCIC Violations (Reported to DOJ Monthly)
- Records Requests, correspondence no record Prior to 2016
- Sealed Adult/Factual Innocent (Mandatory Destruction Upon and Pursuant court order)
- Traffic and Parking Citations Copies Prior to 2016

\*\* The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

- (1) Not related to an un-adjudicated arrest except for eligible 11357 or 11360 HS violations
- (2) Not related to un-served warrants
- (3) They do not involve identifiable items which have not been recovered

- (4) Not related to PC 290, PC 457.1, or HS 11590 Registrants
- (5) Not related to violations listed in PC Sections 799 and PC 800
- (6) The cases are not presently involved in either a known civil or criminal litigation/Evidence.

If you have any further questions please feel free to contact me.

Sincerely,



JOSEPH A. MARIANI  
Chief of Police