

## Exhibit J City of Lompoc Records Retention Schedule

### POLICE DEPARTMENT

Description	Retention Period	Statutory Reference	Remarks
<b>ADMINISTRATIVE RECORDS</b>			
Background Investigations	TER+2*		Includes paperwork authorizing fingerprinting and background checks for City employment applicants, all license and permit applicants and volunteer applicants
Booking Jackets	C+2		
Citations	C+5		
General Correspondence	C+2		Email messages related to a current project or a policy-making decision should be retained along with related records
Internal Affairs Investigations	C+5	<a href="#">PC 832.5</a> , <a href="#">EVC 1045</a> , <a href="#">PC 801.5</a> , <a href="#">PC 803(c)</a> , <a href="#">VC 2547</a>	Provided documents are not evidence in any claim filed or pending litigation exists.
Leave Slips; Overtime Slips	C+2		
LPD Policy Manual	C+2		Living Document
Officer Bill of Rights	C+2	GC3300-3313	
Personnel Training	TER**		**Upon employee termination file to be transferred to HR
Statistical Reports	While Useful to Department, but at least for 2 years after creation	DOJ mandates crime stats	
Supervisor Files	TER**		**Upon employee termination file to be transferred to HR
Surveys (Survey Monkey)	While Useful to Department, but at least for 2 years after creation		
Volunteer Files	TER+2		Volunteer identification, contact information
<b>SUBJECT FILES</b>			
Subject Files (Any)	C+2		
<b>BOARDS/COMMISSIONS</b>			
Public Safety Commission a) Agenda/Staff Reports b) Minutes of all meetings c) General Correspondence	C+2 P C+2	GC 34090 GC 34090(e) GC 34090	b) Approved minutes sent to webmaster electronically

\* See Exhibit B – Definitions – for definitions of terms and abbreviations.

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<b>SPECIALIZED FILES</b>			
<b>Communication Records</b>			
a) 911 Recordings b) Other Phone Recordings, not on 911 lines	C+1 C+1	<a href="#">GC 34090.6</a> <a href="#">PC 1054</a>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
In Car Video Records DAR – Digital Audio Recordings	C+26 months	<a href="#">GC 34090.6</a> <a href="#">PC 1054</a>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Interior Video Recordings Booking/AIB or Investigative Services Division (ISD) when initiated	C+26 months	<a href="#">GC 34090.6</a> <a href="#">PC 1054</a>	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Routine Perimeter Security Video	As permitted by device	<a href="#">GC 34090.6</a>	Automated self-recycled/re-use technology
<b>Investigative Records</b>			
Arrest/Conviction HS Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations – Occurring after January 1, 1996	Mandatory destruction from date of conviction or date of arrest with no conviction C+2	<a href="#">HS 11361.5</a>	Applicable to convictions occurring after 1-1-1996 or arrests not followed by a conviction occurring after 1-1-1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains 18 years of age – then destroyed pursuant to 11361.5
FI Cards – Field interview Cards	C+2		RMS
Police Reports	P	<a href="#">PC 800</a> ; <a href="#">PC 801</a> ; <a href="#">PC 799</a>	Stored electronically
Registrants – Sex, Arson, Narcotics	P	DOJ Guidelines	Fingerprint Card, Photo and info forwarded to DOJ
Traffic Collision Reports	P		Stored electronically
<b>Miscellaneous Reports and Documents</b>			
Equipment Records – PAS Records and Radar Calibration Logs, Weapons	Life of Apparatus + 2		Retained until termination of equipment use; Manuals, instructions, procedures, assignments, maintenance

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License/Permits	C+2		Parade, Noise Exemption, Special Events, Block Party, Taxi, Masseur, Second Hand Dealer, Street Closure, Cabare.
NCIC Validations	C+1		Copies sent monthly to DOJ
Records requests, correspondence, no record	C+2		
Sealed – Adult/Factual Innocent	Mandatory Destruction upon and pursuant to Court Order	<a href="#">PC 851.8</a>	Does not include letter of finding send to the defendant for grants/denials
Traffic and Parking Citations (copies)	C+2		Original is forwarded to court. Agency copy kept for processing. Parking Citations forwarded to collection.

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

- (1) Not related to an un-adjudicated arrest except for eligible HS 11357 or HS 11360 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 relate 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