

**LOMPOC POLICE DEPARTMENT  
Memorandum**

**DATE:** APRIL 14, 2021  
**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 2019**
Booking Jackets	Prior to 2019
Citations	Prior to 2016**
General Correspondence	Prior to 2019**
Internal Affairs Investigations	Prior to 2016**
Leave Slips; Overtime Slips	Prior to 2019
Officer Bill of Rights	Prior to 2019
Personnel Training Files	(Transferred to HR upon Termination)
Statistical Reports	Prior to 2019
Supervisor Files	(Transferred to HR upon Termination)
Volunteer Files	(If terminated) Prior to 2019

**SUBJECT FILES**

Subject Files (any)	Prior to 2019
---------------------	---------------

**RECORD TITLE AND DESCRIPTION**

**DESTROY**

Boards/Commissions

Public Safety Commission

a) Agenda Staff Reports

Prior to 2019

b) General Correspondence

Prior to 2019

SPECIALIZED FILES

911 Recordings

Prior to 2019\*\*

Other Phone Recordings

Prior to 2019\*\*

In-Car Video

Prior to 2019\*\*

Digital Audio Recordings

Prior to 2019\*\*

Interior Video Recordings

Prior to 2019\*\*

Booking/AIB or Investigative Services

Prior to 2019\*\*

Routine Perimeter Security

(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

Prior to 2019\*\*

Field Interview Cards

Prior to 2019

MISCELLANEOUS REPORTS AND DOCUMENTS

Equipment Records

(life of Apparatus +2)

License/Permits

Prior to 2019

NCIC Violations

(Reported to DOJ Monthly)

Records Requests, correspondence no record

Prior to 2019

Sealed Adult/Factual Innocent

(Mandatory Destruction Upon and Pursuant court order)

Traffic and Parking Citations Copies

Prior to 2019

\*\* 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