



## 2020 Departmental Records Retention Schedules (DRRS)

A retention schedule is the foundation of an effective records management program.

Perhaps, the retention schedule is the most referenced document in a department's arsenal. Its purpose is to provide employees with direction as to how long their Official Public Records must be minimally retained in accordance with laws, regulations, and business need.

The San Bernardino County Sheriff's DRRS has been developed to allow for the merging of similar record types, so they can share the same retention period. The DRRS lists records that are specific to a Division in the Department and their unique operations. The function-based approach reduces the overall number of records listed on the schedule and makes it easier for our staff to use.

### Explanation of Codes:

Best Practice = Best Practice determined through business and government agency benchmarks.

CCR = California Code of Regulations

CL = Closed. A record is considered "closed" when no further action is pending or required.

CR = Creation date

CY = Calendar year end

GC = California Government Code

HS = California Health & Safety Code

P = Permanent

PC = California Penal Code

WIC = California Welfare & Institutions Code

### Abbreviations & Citation Sources

Note: A retention period generally begins on January 1 of the year following the creation of a record. All retention periods assume calendar years unless indicated otherwise. For example, a record created in June 2005 that has a three-year retention period may be disposed after January 1, 2009 (Three years after January 1, 2006).

## San Bernardino County Records Retention Schedule

### Sheriff (SHR)

| RECORD CODE | RECORD TITLE   | RECORD DESCRIPTION   | RESPONSIBLE DIVISION                  | RETENTION PERIOD   | AUTHORITY CITATIONS                  |
|-------------|--|--|---------------------------------------|--|--------------------------------------|
| SHR-CID010  | Latent Fingerprint Case Files - High Priority Persons Crimes                 | Latent fingerprints for person crimes including PC187 - PC192 (Homicides), PC207 - PC210 (Kidnapping), and PC261 (Rape).   | Cal-ID                                | P  | PC 799; Best Practice                |
| SHR-CID020  | Latent Fingerprint Case Files - Property Crimes / Low Priority Person Crimes | Latent fingerprints casework for property crimes and lower priority persons crimes. Ten Print casework for property and person crimes.   | Cal-ID                                | CR + 5 years   | GC 26202; Best Practice              |
| SHR-CID030  | Ten Print Case Files   | Ten Print casework for property and person crimes.   | Cal-ID                                | CR + 3 years   | GC 26202; Best Practice              |
| SHR-CID040  | Livescan Fingerprint System Applicant Request Forms                          | Includes request forms and related records that are submitted for fingerprints through the system.   | CAL-ID/Records Division               | <ul style="list-style-type: none"> <li>• P; Law Enforcement Personnel</li> <li>• CR + 2 years; all other</li> </ul>            | GC 26202; Best Practice              |
| SHR-CID050  | Mobile ID Transactions   | All IBIS transactions from Mobile ID devices   | Cal-ID                                | CR+ 2 years  | GC 26202; Best Practice              |
| SHR-CID060  | Fingerprint/Palm Print Cards – not in AFIS                                   | Includes Criminal and Applicant Cards  | Cal-ID                                | P  | GC 26202; Best Practice              |
| SHR-CS010   | Civil Process, Writs and Rejected Cases                                      | Documents related to the service of civil process, notification of rejection of civil process due to errors in the process, and records of all service documents associated with the service of a Writ of Execution or Writ of Sale. Series may include the writ, proof of service and collection records. | Court Services-Civil Enforcement Unit | <ul style="list-style-type: none"> <li>• CL + 5 years;</li> <li>• Notification of rejection of process CY + 3 years</li> </ul> | GC 26202; Best Practice              |
| SHR-CPA010  | Public Administrator Case File – Unidentified/Indigent Decedent              | Records pertaining to Coroner Referral; notes reference mortuary used, cost of interment, location of remains; Certificate of Death, and related records.  | Coroner                               | P  | GC 26202; Best Practice              |
| SHR-CPA020  | Coroner Case File  | Records related to decedent case, proceedings and findings. Records include the death investigation report and autopsy protocol, and various logs including, histological logs, photo log and toxicology specimen log.   | Coroner                               | P  | Best Practice                        |
| SHR-CPA030  | Histology Samples Tracking-Homicide and Coroner Review Cases                 | Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during any autopsy.   | Coroner                               | P  | PC 799, Best Practice                |
| SHR-CPA040  | Histology Samples Tracking-Traumatic Deaths                                  | Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a traumatic death, excluding homicides.   | Coroner                               | Identification of remains + 5 years  | GC 26202; GC27521(i); Best Practice  |
| SHR-CPA040  | Histology Samples Tracking-Undetermined Cause                                | Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy after which the cause of death is undetermined.   | Coroner                               | Identification of Remains + 5 years; or 1 year if no pending court proceeding.   | GC 26202; GC 27521(i); Best Practice |
| SHR-CPA050  | Photographs  | Photographs taken during Administrative or death investigative duties, including autopsies.  | Coroner                               | P  | Best Practice                        |
| SHR-CPA060  | Statistic Form File  | Completed statistic form for all Coroner cases   | Coroner                               | CY + 2 years   | GC26202; Best Practice               |

## San Bernardino County Records Retention Schedule

### Sheriff (SHR)

| RECORD CODE | RECORD TITLE                            | RECORD DESCRIPTION   | RESPONSIBLE DIVISION               | RETENTION PERIOD  | AUTHORITY CITATIONS |
|-------------|---|--|------------------------------------|---|---------------------|
| SHR-CPA070  | X-Rays-Natural and Traumatic Cases      | X-Rays of decedents used by the forensic pathologist or other expert during autopsy.   | Coroner                            | P   | GC26202             |
| SHR-CPA080  | Death Notifications                     | Contains notifications of deceased inmates. Includes: Name of inmate, date, information on housing unit, patient information and cause of death.   | Coroner                            | P   | Best Practices      |
| SHR-COR010  | Culinary Forms                          | 4 Week Inmate Menu Cycling, Medical Diets (Patients), Nutritional Analysis, Fiscal Accounting  | Corrections                        | <ul style="list-style-type: none"> <li>• CR + 3 years</li> <li>• CR + 7 years; Fiscal</li> <li>• CL + 2 years; Medical Diets</li> </ul> | GC26202             |
| SHR-COR020  | Security Logs                           | Administrative Housing Logs, Audit and Inspection Logs, Back Gate Logs, Bar Code Observation Log, Contraband Log, Daily Count Sheets, Discipline Reports, Employee Meal Log, Grievances/Grievance Appeals, Inmate Activity Log, Inmate Refusal to Attend Court, Inmate Grievance Report Logs, Inmate Injury Report Logs, Intake Activity Log, Restrictive Diet Log, Jail Discipline Report Logs (JDR), Key Control Inventory, Legal Mail Logs, Outdoor Recreation Logs, Phone Logs, Pre-Sentence Release Agreement, Release Cancellation Logs, Request for Facility Tour, Safety Checks, Safety Cell Logs, Search Logs, Segment Logs (Tier Logs), Shakedown Logs, Shift Roster, Sobering Cell Logs, Strip Search Authorization, Suicide Cell Logs, Suspended Booking Logs, Temporary Operating Procedure (TOP), Unit Checklist Log | Corrections                        | CR + 3 years  | GC26202             |
| SHR-COR030  | Transportation Logs                     | Pull Notice (DMV), DMV Class 3 Testing Material, Court Calendars, Credit Card Statements, Daily Log, Drivers' Log, Duty Call Memos, Duty Schedules, Inmate Movement Manifest, Month/Year End Statistics, North Run Manifest, Out of County Manifest, Produce & Return Order Logs, State Prison Manifest, Teletypes,  | Corrections                        | CR + 3 years  | GC26202             |
| SHR-COR040  | Work Release/ Electronic Monitoring     | Records related to an individual's participation in Supervised Electronic Confinement Program.   | Corrections                        | CL + 3 years  | GC 26202            |
| SHR-COR050  | Corrections – Administration            | Authorization to Withhold Internet Booking Information, Consent and Release Form: Minors Touring Jail Facilities, Inmate Hospital Billing, Medical Budget, Facility Inspection Forms, Maintenance Request, Supply Request  | Corrections                        | CR + 3 years  | GC26202             |
| SHR-COR060  | Corrections – Fiscal                    | Fiscal Trans/Records, Inmate Ledgers, Release Papers, Transaction Reports, Transfer Reports  | Corrections                        | CR + 3 years  | GC26202             |
| SHR-COR070  | Vehicle Related Documentation           | Vehicle Maintenance Reports, Inspection Logs   | Corrections / Automotive           | Retain for the life of the vehicle  | Best Practice       |
| SHR-COR080  | Jail Logs and Reports                   | Inmate Injury Report logs, Discipline Report logs, Official Visiting logs, Watch Commander logs, Bus Wash Lab reports, Environmental Health reports, Fire Inspection reports   | Corrections                        | P   | Best Practice       |
| SHR-COR090  | Inmate Welfare Fund Records             | Includes: Encumbrance reports, cash balance reports, expenditure reports, commissary transactions records, like records, requisitions relating to the Inmate Welfare Fund.   | Corrections - Inmate Services Unit | CR + 7 years  |                     |
| SHR-COR100  | Religious Services Records              | Includes: Chaplain activities, court orders approving inmates to attend the funeral of a family member, funeral and hospital notifications, family requests and related records.   | Corrections                        | CL + 3 years, then move to Inmate Booking Jacket  | Best Practice       |
| SHR-COR110  | Strip Searches and Safety Chair Records | Includes: Authorization reports, safety checks, and related records.   | Corrections                        | Move to Booking Jacket or Investigation Files   | Best Practice       |

# San Bernardino County Records Retention Schedule

## Sheriff (SHR)

| RECORD CODE      | RECORD TITLE  | RECORD DESCRIPTION   | RESPONSIBLE DIVISION                          | RETENTION PERIOD   | AUTHORITY CITATIONS        |
|------------------|---|--|---|--|----------------------------|
| SHR-<br>GN010    | Informant Files   | Includes: Name, background check, periodic review, and related information.  | Gangs and Narcotics Informant Management Unit | <ul style="list-style-type: none"> <li>P: Offenses punishable by death or life imprisonment or embezzlement of public money;</li> <li>CL + 10 years all other</li> </ul> | Best Practice              |
| SHR-<br>GEN010   | Policy & Procedures                                       | Records documenting departmental policy and implementation procedures. Records series includes Temporary Operating Procedures (TOP) and departmental memoranda.  | General                                       | P  | Best Practice              |
| SHR-<br>GEN020   | E-Mails - Retention/Deletion Schedule                     | Email messages must be retained in the department's online email systems no longer than 2 years after they are created in or received into the email system. The email systems are transitory communications systems and are not intended as mechanisms for storing records.                                       | General                                       | CR + 2 years   | Best Practice              |
| SHR-<br>GEN030   | Inmate Worker Timekeeping                                 | Includes: Name, date, assignments, and related information.  | General                                       | <ul style="list-style-type: none"> <li>CL + 4 years</li> </ul>   | 15 CCR 30459a)             |
| SHR-<br>GEN040   | Watch Commander Logs/Briefing Log                         | Contains information for non-criminal occurrences detailed in watch commander logs. Includes: Comments received from the public, corresponding investigations, and audio/video training files.   | General                                       | <ul style="list-style-type: none"> <li>CR + 2 years</li> </ul>   | Best Practice              |
| SHR-<br>EOC010   | Aviation Records  | Includes: Flight training documentation, pilot certificates, medical certificates required by FAA, flight status reports, flight statistics, airport operational reports, documents showing required flight time for pilots, and Federal Aviation Agency (FAA) mandated permits.                                   | Emergency Operation                           | <ul style="list-style-type: none"> <li>CR + 5 years</li> <li>Expired + 2 years for Certificates and permits</li> </ul>   | Best Practice              |
| SHR-<br>CORHS010 | Corrections - Medical Files                               | Including Medical, Mental Health, Dental, and ADA  | Health Services                               | CR + 7 years for all Health records; CR + 3 years for Pharmaceutical records that are not part of an individual patient record. E.g. controlled substance logs.          |                            |
| SHR-<br>IA010    | Administrative-Citizen Complaint Investigation Case Files | Contains all records relating to administrative and criminal investigations. Includes: Low-level and significant use of force documentation, police reports, traffic accidents, supervisory inquiries, internal complaints, public complaints, interviews, audio recordings, video recordings and related records. | Internal Affairs                              | CL + 5 years   | Cal Penal Code 832.5(b)    |
| SHR-<br>CPA090   | Public Administrator Case File                            | Decedent's death certificate, will, investigator notes, correspondence, creditor claims, inventories, tax returns and Employer Identification Number (EIN), sales reports, pleadings, court accountings, etc.  | Public Administrator                          | CL + 10 years  | GC 26202;<br>Best Practice |
| SHR-<br>CPA100   | Public Administrator Estate Auction                       | Records related to Estate Auctions including sale proceeds, commissions, advertisements, etc.  | Public Administrator                          | FY + 10 years  | GC 26202;<br>Best Practice |
| SHR-<br>REC010   | Vehicle Impound Records                                   | Contains California Highway Patrol 180 form and correspondence. Includes: Names, dates, vehicle registration information, fees collected, and related information.   | Records                                       | <ul style="list-style-type: none"> <li>CR + 5 years: Fee collection</li> <li>CR + 2 years: All others</li> </ul>   |                            |
| SHR-<br>REC020   | Statistical Crime Reports                                 | Contains the records of crime statistics released to Cal DOJ and FBI. Includes: UCR Return A, crime analysis records and related documents.  | Records                                       | CR + 5 years   | Best Practice              |
| SHR-<br>REC030   | Sealed Adult Arrest and Booking Record                    | Includes: Petition and order to seal the records and the arrest, booking and investigative records covered by the order.   | Records                                       | 3 years from the date of arrest; unless civil action pending against arresting or prosecuting agency   | Cal Pen Code 851.8(a)(k)   |

## San Bernardino County Records Retention Schedule

### Sheriff (SHR)

| RECORD CODE | RECORD TITLE  | RECORD DESCRIPTION   | RESPONSIBLE DIVISION | RETENTION PERIOD   | AUTHORITY CITATIONS                                      |
|-------------|---|--|----------------------|--|--|
| SHR-REC040  | Sealed Juvenile Arrest Records                          | Includes: Petition and order to seal the records and the arrest and investigative records covered by the order.  | Records              | As directed by the court   | California Welfare and Institutions Code Section 781(d)  |
| SHR-REC050  | Registrant File - Arson                                 | Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration, receipt, pictures, fingerprints or registrant.   | Records              | CL + 100 years   | PC 457.1(b)(2); GC 26202; Best Practice                  |
| SHR-REC060  | Registrant File – Arson (minor)                         | Records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.   | Records              | Age 25 or upon court order to seal and destroy record  | PC 457.1(d); PC 457.1(b)(3); Best Practice               |
| SHR-REC070  | Registrant File - Narcotics and Gangs                   | Records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.   | Records              | CL+ 5 years  | PC 186.32(c) (Gang); HS 11594 (Narcotics); Best Practice |
| SHR-REC080  | Registrant File - Sex Offender                          | Records created or maintained to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.   | Records              | CL + 75 years  | PC 290.08  |
| SHR-REC090  | Registrant File - Sex Offender (minor)                  | Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.  | Records              | Upon court order to seal records and relieve person of registration requirement  | WIC 781(a)(1)(c); WIC 781(d); PC 290.008(e)              |
| SHR-REC100  | Sheriff Automated Warrants System (SAW)                 | Contains reports detailing compliance with regulations governing the management and service of arrest and bench warrants.  | Records              | P  | Best Practice  |
| SHR-REC110  | Investigative Case Files: Juvenile (Not Ordered Sealed) | Includes: Offense, date of arrest, narrative summary of case, and related information.   | Records              | <ul style="list-style-type: none"> <li>• P: Offenses punishable by death or life imprisonment without parole, embezzlement of public money, and sex offenders;</li> <li>• Felony CL + 10 years</li> <li>• Misd CL + 6 years</li> </ul>                           | Cal Penal Code 799, 800, 801, 802                        |
| SHR-REC120  | Case Files: Felonies                                    | Includes: Crime reports, individual supplemental reports, filed interview reports, documentation of required notifications, detective case files, statements, telephone notes, correspondence, and other customary records relating to the investigation of criminal offenses.               | Records              | <ul style="list-style-type: none"> <li>• P: Offenses punishable by death or life imprisonment without parole, embezzlement of public money, and sex offenders</li> <li>• CL + 10 years</li> <li>• CL + 4 years; other felonies with no suspect/arrest</li> </ul> | Cal Penal Code 799 and 800;                              |
| SHR-REC130  | Case Files: Misdemeanors                                | Includes: Crime reports, individual supplemental reports, filed interview reports, documentation of required notifications, detective case files, statements, telephone notes, correspondence, and other customary records relating to the investigation of criminal offenses and citations. | Records              | <ul style="list-style-type: none"> <li>• CL + 6 years</li> <li>• CL + 2 years; cases with no suspect/arrest including Adult Marijuana Arrests and citations.</li> </ul>  | Cal Penal Code 801 and 802, GC26202; GC 68152 (e)(8)     |
| SHR-REC140  | Missing Persons Investigation Files                     | Missing persons investigations.  | Records              | <ul style="list-style-type: none"> <li>• P: Not located persons: or</li> <li>• CL + 2 years</li> </ul>   | GC 34090   |
| SHR-REC150  | Incident Reports  | Non-Criminal reports   | Records              | CR + 2 years   | GC 26202   |

## San Bernardino County Records Retention Schedule

### Sheriff (SHR)

| RECORD CODE | RECORD TITLE  | RECORD DESCRIPTION  | RESPONSIBLE DIVISION        | RETENTION PERIOD  | AUTHORITY CITATIONS       |
|-------------|---|---|-----------------------------|---|---------------------------|
| SHR-REC160  | Booking Jackets   | Contains arrest and bench warrants, and related records. Includes: Name, date of arrest, physical description, place of arrest, disposition at time of arrest, warrant number, name of judge, accomplices, arresting officer, and related information.  | Records                     | <ul style="list-style-type: none"> <li>• P: Homicides;</li> <li>• CL + 9 years; all other</li> </ul>            | GC 26202; Per PC 799      |
| SHR-SID010  | Property and Evidence Change of Custody and Disposition Records | Includes: Case control number, evidence description, date and names of persons who checked-out from evidence room, items released to the court, items held for continued investigation, items released to the owner, and related information.   | SID                         | <ul style="list-style-type: none"> <li>• P: Death investigations;</li> <li>• CL + 10 years</li> </ul>           | Best Practice             |
| SHR-SID020  | Investigations: Crime Lab Results                               | Contains analytical results from cases and field investigations. Includes: Laboratory tests, biological records, blood alcohol testing records, toxicology records, crime scene processing and trace evidence examinations, firearms identifications, type and caliber determination, ballistics analyses, laboratory receipts (bar-coded sheets), and related. | SID                         | <ul style="list-style-type: none"> <li>• P: Death investigations</li> <li>• CL + 10 years; all other</li> </ul> | Best Practice             |
| SHR-SID030  | Personal Property Inventory Sheets                              | Lists personal property of decedent held by the Coroner Division.   | SID                         | P   | Best Practice             |
| SHR-TSD010  | Accurint, Coplink, and other System                             | Contains releases of criminal offender information from these systems. Includes: Requesting/receiving terminal identifier, date, info given.  | Technical Services Division | CL + 3 years  | 11 CCR 707(c)             |
| SHR-TSD020  | Dispatch Logs - Recordings                                      | Includes: Mobile digital computer (MDC) messages, computer aided dispatch (CAD) records, 911 calls, recorded phone calls, radio and phone/cell phone records.   | Technical Services Division | CR + 2 years  | GC 26202.6; Best Practice |
| SHR-TC010   | Academy Recruitment Files                                       | Records generated during an individual's participation in academy training. All written records generated are retained.   | Training Center             | P   | Best Practice             |
| SHR-TC020   | Course Curriculum and Presentation File                         | Training presentation recording scope, and time period of training courses. Records including the course outline, class roster with signatures, training reimbursement requests and student evaluations.  | Training Center             | CL+ 15 years  | GC 26202; Best Practice   |
| SHR-TC030   | Employee Training File  | Records documenting the training received by an individual during their employment with the department. Records series may include certificate applications, training history (including firearms training), trainee progress reports, writing skills agreement and attendance of classes not offered by the San Bernardino Sheriff Training Center.            | Training Center             | Separation or Retirement Date + 3 years   | CA Labor Code 1198.5      |
| SHR-TC040   | Shooting Range Records  | Includes: Officer's name, date, shooting scores, and other related information.   | Training Center             | CR + 5 years  | Best Practice             |