

Record Series Name	<b>CSU Records Retention Web Page</b> <a href="http://www.calstate.edu/recordsretention/">http://www.calstate.edu/recordsretention/</a> <a href="http://www.calstate.edu/recordsretention/documents/UPD.pdf">http://www.calstate.edu/recordsretention/documents/UPD.pdf</a> January 03, 2020
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University Police

**CLERY WARNING:** "Be sure to retain the annual security report and all supporting records used in compiling the report for three years from the latest publication of the report to which they apply. For example, the 2015 annual security report should contain statistics for 2012, 2013 and 2014. The 2012 statistics and supporting records must be kept until Oct. 1, 2018—in effect, seven years." (DOE Handbook, page 9-11)

Prior to the destruction of records, the police chief should consult with the Campus Clery Director to ensure vital Clery documents are not destroyed

Record Title	Custodian of Records	E.O. 1031 Record Value					Retention Source Authority	Retention Period - Previous Schedule	Retention Period 2019 Schedule
		Op	Legal	Fiscal	Hist	Vital			
Administrative Reviews (non-misconduct related)	Chief of Police	X	X				Exec Order 1031	2 years	3 years
Adult found factually innocent	Chief of Police	X	X				PC 851.8	Mandatory destruction upon and pursuant to Court Order	Mandatory destruction upon and pursuant to Court Order
Adult, Completion of Program	Chief of Police	X	X				PC 1203.45	Mandatory destruction upon and pursuant to Court Order	Mandatory destruction upon and pursuant to Court Order
Alarm History Files	Chief of Police	X	X				Exec Order 1031	2 years	3 years
Alarm Received Records	Chief of Police	X	X				Exec Order 1031	6 months	1 year
Arrest/conviction H&S Sections 11357 (b), (c), (d), (e) or H&S Section 11360(b) violations	Chief of Police	X	X				11361.5 H&S imposes an obligation to purge certain records. It must be read carefully for timeline requirements and rule exceptions.	2 years after date of conviction or arrest if not convicted	1) <b>Shall not</b> be kept beyond.... 2) two years from the date of the conviction, or from the date of the arrest if there was no conviction. 3) <i>There is a list of exceptions in the code that must be checked before record destruction.</i>
Arrest/conviction H&S section 11357(e) by a juvenile	Chief of Police	X	X				H&S 11361.5	Record is destroyed when the juvenile attains the age of 18 years old	Record is destroyed when the juvenile attains the age of 18 years old
Arrests - 647(f) Drunk	Chief of Police	X	X				Exec Order 1031	2 years	3 years
Arrests - deemed "detention only" per 849(b) PC	Chief of Police	X	X				Exec Order 1031	5 years	3 years

Arrest - No prosecution	Chief of Police	X	X			Exec Order 1031	2 years	3 years
Arrest - felony with prosecution	Chief of Police	X	X			Exec Order 1031	7 years	Retain according to the same terms as the crime report
Arrest - misdemeanor with prosecution	Chief of Police	X	X			Exec Order 1031	7 years	7 years
Child abuse & Neglect Reports	Chief of Police	X	X			PC 11170(a)(3)	10 years from date of last incident	10 years from date of last incident
Citation Transmittals, Adult and Juvenile	Chief of Police	X	X			Exec Order 1031	2 years	3 years
Citizen Academy Classes	Chief of Police	X	X			Exec Order 1031	3 Years	3 years
Citizen complaint report, misconduct investigations, internal affairs	Chief of Police	X	X			PC 832.5(b)	5 years	5 years
Clery Act Daily Crime Log	Chief of Police	X	X			The Handbook for Campus Safety and Security Reporting (2016) U.S. Department of Education. Chapter 9, p. 9-11, "Retaining Records."		7 years
Clery Act Campus Security Report	Chief of Police	X	X			Dept. of Education	7 years	7 years
Court Order(s)	Chief of Police	X	X			Penal Code 166		Retain as directed by court order
Crime Report or Investigation Related Public Safety Record regarding any crime without a statute of limitations on prosecution.	Chief of Police	X	X			Exec Order 1031		Permanent record
Crime Report or Investigation Related Public Safety Record regarding any crime with a statute of limitations on prosecution.	Chief of Police	X	X			Exec Order 1031		Retain records for 3 years after the statute of limitations on prosecution has been met or case is closed, whichever is later.
Crime Report or Investigation Related Public Safety Record regarding the arrest or conviction of any person for violation of possession of marijuana laws: Health and Safety Code 11357-11362.9	Chief of Police	X	X			11361.5 Health and Safety Code		Retain records for 2 years from the date of the conviction, or from the date of the arrest if there was no conviction
Crime Statistic Reports	Chief of Police	X	X			Exec Order 1031	7 years	7 years
Criminal History Inquiry Log	Chief of Police	X	X			Exec Order 1031	3 years	3 years
Dispatch Logs	Chief of Police	X	X			Exec Order 1031	2 years	3 years
Evidence Room Log	Chief of Police	X	X			Exec Order 1031	Indefinitely	Permanent
Evidence Disposal Records	Chief of Police	X	X			Exec Order 1031	Indefinitely	Permanent record
Field Interview Records	Chief of Police	X	X			Exec Order 1031	2 years	3 years
Fingerprint Applications	Chief of Police	X	X			Exec Order 1031	2 years	3 years

Incident Reports (Non-Criminal)	Chief of Police	X	X			Exec Order 1031	2 years	3 years
Juvenile	Chief of Police		X			WIC 826(a) 7 (b) WIC 781(A)	Mandatory destruction upon and pursuant to Court Order	Mandatory destruction upon and pursuant to Court Order
Live Scan	Chief of Police	X	X			Exec Order 1031	1 year	1 year
NCIC Validation	Chief of Police	X	X			Exec Order 1031	2 years	2 years
Officer Involved Shooting Report	Chief of Police	X	X			Exec Order 1031	Permanent record	Permanent record
Parking Citations	Chief of Police	X	X			Exec Order 1031	5 years (Listing of citations forwarded to court, filed for reference)	5 years (Listing of citations forwarded to court, filed for reference)
Payroll Records	Chief of Police	X	X			Exec Order 1031	3 Years	3 years
Prisoner Detention Logs	Chief of Police	X	X			Exec Order 1031	1 year	3 years
Property Records	Chief of Police	X	X			Exec Order 1031	3 Years	7 years
RAD Program	Chief of Police	X	X			Exec Order 1031	3 Years	3 years
Radar Calibration	Chief of Police	X	X			Exec Order 1031	1 Year	1 year
Restraining Orders	Chief of Police	X	X			Exec Order 1031	Until Expired	Until expired
Ride-along waivers	Chief of Police	X	X			Exec Order 1031	1 Year	1 year
Stolen Property Records	Chief of Police	X	X			Exec Order 1031		Retain records until property is recovered or until no longer reported in the California Law Enforcement Telecommunications System (CLETS). If, during the recovery of the property, the activities indicate a crime took place, then the records will become part of the records involving the investigation of the crime and retained for the appropriate amount of time indicated in other parts of this schedule.
Telephone calls associated with Clery related calls	Chief of Police	X	X			The Handbook for Campus Safety and Security Reporting (2016) U.S. Department of Education. Chapter 9, p. 9-11, "Retaining Records."	30days active/2years inactive	7 years
Telephone calls associated with non-Clery related events with evidentiary value	Chief of Police	X	X			Exec Order 1031		Preserve all audio and video recordings of known evidentiary value (criminal or civil) permanently or; alternately, for a period no less than two years following final adjudication and resolution of all related matters

Telephone calls associated with non-Clery events without evidentiary value	Chief of Police	X	X				Exec. Order 1031		Preserve all audio and video recordings of historical value, vital value, risk management value, and/or other organizational value for a period of no less than 100 days after it is determined the recordings are of no further value.
Traffic - Stored/Impounded Vehicle Reports (not associated with arrests)	Chief of Police	X	X				Exec Order 1031	2 years	2 years
Traffic accident - fatal	Chief of Police	X	X				CSU Police Departments Systemwide Operational Guidelines, Chapter 5	Permanent record	Permanent record
Traffic accident report involving felony arrest	Chief of Police	X	X				Exec Order 1031	7 years	7 years
Traffic accident reports - all others	Chief of Police	X	X				Exec Order 1031	2 years	3 years
Traffic Citations	Chief of Police	X	X				Exec Order 1031	2 years (Originals are forwarded to court, includes citations electronically created.)	2 years (Originals are forwarded to court, includes citations electronically created.)
Training lesson plans	Chief of Police	X	X				Exec Order 1031	Until superseded by revision or revoked	2 years
Training records (Individual)	Chief of Police	X	X				Exec Order 1031	Permanent record	5 years after termination of employment
Weapons Records	Chief of Police	X	X				Exec Order 1031	Permanent record	Permanent record



