

Department	Division	Description	Explanation	Document Code	Security	Status	Records Retention Class	Legal Requirement	On Site	Records Center	Method of Disposition	Total	Remarks
<p>* For Litigation Hold records, suspend normal retention periods (retention begins after final action-settlement).</p> <p>* Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>* Departments may keep records onsite longer in order to fill up the box before sending to the Records Center.</p> <p>* Records Retention Class: AU=audit plus (x) years, B=2 years, CL=closed plus (x) years, CU=current year plus (x) years, D=clinical retention period, I=Indefinite</p> <p>* Any reference to retention periods for copies in the remarks sections are not legally binding retention periods, but internal timelines and practices to ensure efficiency in County operations.</p>													
SHERIFF												Red-Line REV. 2026	
Administration													
		Accident - Occupation Injury	Current Employees, Terminated/Retired Employees	SO-1	Restricted to Dept. use Only		CU for current employees, CL + 10 YRS for terminated/retired employees		CU for current employees, CL + 10 YRS for terminated/retired employees	0			Original records are maintained in HR/Risk. Records are required to be maintained for 5 years after injury, or 30 years for chemical or toxic exposure (Cal/OSHA General Industry Safety Orders 3203 & 3204). The department keeps copies on site for the identified years.
		Background Investigation	Current Employees. Background check documentation for employees at the time of hire.	SO-2	Restricted to Dept. use Only		CU		CU	0			GC 26202 retained for administrative value
		Background Investigation	Terminated/Retired Employees. Background check documentation for employees who are terminated or retired.	SO-3	Restricted to Dept. use Only		CL (Termination/retirement) + 1 YRS		CL + 1 YRS	10			Gc 26202. 5 yrs after Termination/Retirement
		Background Investigation	Applicant Backgrounds. Background check documentation for unsuccessful job applicants.	SO-4	Restricted to Dept. use Only		CL (Rejection) + 3 YR		CL + 3 YR	0			Eligibility lists are 1 year and can be extended 1 year; EEOC/FLSA/ADEA (Age) requires 3 years; State Law requires 2-3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR 11040.7(c), GC 12946, 26202
		Citizen Complaints	Complaints from Citizens	SO-5	Restricted to Dept. use Only		CL (Close of Investigation) + 5 yrs		CL + 5 YRS	0			Any documents relating to citizen complaints or investigation in response citizen complaints relating to members of the Sheriff's Dept and internal affairs investigation. If evidence in any claim filed or any pending litigation or potential litigation the document shall be preserved for five years after the conclusion of litigation.
		Personnel Files - Auxiliaries	Active - Auxiliary Members	SO-6	Restricted to Dept. use Only		CU		CU	0			GC 26202
		Personnel Files - Auxiliaries	Inactive - Auxiliary Members	SO-7	Restricted to Dept. use Only		CL + 10 YRS		CL + 3 YRS	7 YRS			GC 26202
		Personnel Files - Employees	Current Employees Records documenting detailed personnel actions including documentation of completed trainings for current and former employees not covered in other, more specific categories	SO-8	Restricted to Dept. use Only		CU CL + 10 YRS		CU	0 10 YRS			GC 26202
		Personnel Files - Reserves - Inactive	Inactive Reserve Members	SO-9	Restricted to Dept. use Only		CL (Inactive w/Dept) + 10 YRS		CL + 3 YRS	7 YRS			GC 26202
		Training Files	Current Employees Expense statements or receipts for trainings taken by employees	SO-10	Restricted to Dept. use Only		CU + 7 Years		CU	0 7 YRS			GC 26202. Duplicates of all reports may be destroyed at anytime when the duplicates are no longer needed.
Civil													
		Civil Cases Closed	Closed civil case files	SO-11	Restricted to Dept. use Only		CL + 5 YRS		CL + 3 YRS	2 YRS			GC 26202
		DV Restraining Order Billing	Billing records related to Domestic Violence Restraining Order	SO-12	Restricted to Dept. use Only		CU + 5 YRS		CU + 2 YRS	3 YRS			GC 26202
		Sold Real Property Levies	All documents related to real property levies	SO-13	Restricted to Dept. use Only		I		Permanent	0			Permanent
	Coroner												Pursuant to 27463 and 27463.5 of the California Government also People vs Williams 1959 34 2D 47 174 C.A. 2ND 364, Certi denied 80 S.CT. 1244, 363 U.S. 4L ED. 2nd 1150

	Case Files	Coroner Reports	SO-14	Restricted to Dept. use Only	I	CU + 3 YRS	Permanent		Duplicates of all reports may be destroyed at anytime when the duplicates are no longer needed.
	Case Files - Microfilm	Coroner Reports Prior to 1981	SO-15	Restricted to Dept. use Only	I	Permanent	0		GC 26202
	Photos - Fingerprints	Coroner Cases	SO-16	Restricted to Dept. use Only	I	Permanent	0		GC 26202
	X-Rays	Coroner Cases	SO-17	Dept. use	I	Permanent	0		GC 26202
	Coroner Books	Deceased Book	SO-18	Restricted to Dept. use Only	I	Permanent	0		GC 26202
Records									
	Cleared Warrants	Arrest Warrants	SO-19	Restricted to Dept. use Only	CU + 2 YR	CU + 2 YR	0		GC 26202
	Criminal Files (Deceased)	Criminal Files of individuals who are deceased	SO-20	Restricted to Dept. use Only	CL (Date of Death) + 2 YRS	CU + 2 YR	0		GC 26202
	Criminal Files	Active Criminal Files	SO-21	Restricted to Dept. use Only	I	Permanent	Permanent		1985 to current are stored in house, prior to 1985 all files are located off-sight
	Dealer Record of Firearms	Sales of Firearms	SO-22	Restricted to Dept. use Only	CU + 1 YR	CU + 1 YR	0		GC 26202
	Explosive Permits	All documents related to explosive permits	SO-23	Restricted to Dept. use Only	CL (Permit Expiration Date) + 2 YRS	CL + 2 YRS	0		GC 26202
	Concealed Weapons Permits	Active Concealed Weapons Permits	SO-24	Restricted to Dept. use Only	CU	CU	0		Active CCW permit holders. DOJ manages the sale and transfer of firearms. GC 26202, PC 12070 et seq.
	Concealed Weapons Permits	Inactive Concealed Weapons Permits	SO-25	Restricted to Dept. use Only	CL (Permit Expiration Date) + 2 YRS	CL + 2 YRS	0		DOJ manages the sale and transfer of firearms. GC 26202, PC 12070 et seq.
	Incident Reports	Crime Reports	SO-26	Restricted to Dept. use Only	I	Permanent	Permanent		1950's to 1982 Microfilm located in house. 1982 thru 2002 off-sight, 2003 to current onbase & ILEADS
	Citations	Citation/Tickets	SO-27	Restricted to Dept. use Only	CU + 2 YRS	CU + 2 YRS	0		GC 26202
	Index Cards to Subpoenas	Index Cards to Subpoenas, writ ordering a person to attend a court	SO-28	Restricted to Dept. use Only	CL (Appearance Expiration Date) + 2 YRS	CL + 2 YRS	0		GC 26202
	Narcotic Registrants	Registration of persons convicted of narcotics charges	SO-29	Restricted to Dept. use Only	CL (After no longer required to register) + YRS	CL + 10 YRS	0		11590 HS
	Sex Registrants	Sex offender registration. When a sex offender is released into the community, the agency forwards the registration information to DOJ	SO-30	Restricted to Dept. use Only	CU + 100 YRS	CU + 100 YRS	0		Retain for 100 yrs unless registrant dies, then 2 years after death. 290 PC
	Sealed Records	Court Ordered Records	SO-31	Restricted to Dept. use Only	CU + 5 YRS	CU + 5 YRS	0		Destroy after 5 YRS or Age 38, depending on Court Order
	Restraining Orders	Current / Expired	SO-32	Restricted to Dept. use Only	CU + 2 YRS	CU + 2 YRS	0		Current / Expired two years after expiration (paperless since 2003)
INVESTIGATIONS/CSI/PROPERTY									
	Photos & Latents	Crime Scene	SO-33	Restricted to Dept. use Only	I	Permanent	Permanent		GC 26202
	Pawn Tickets	Pawned Items Various Counties	SO-34	Restricted to Dept. use Only	CU + 3 Years	CU + 3 Years	0		3 years (Paperless) GC 26202
	Stolen Property	Records of stolen property	SO-35	Restricted to Dept. use Only	CU + 3 Years	CU + 3 Years	0		GC 26202
	Evidence Lab Rpts	Lab reports for evidence	SO-36	Restricted to Dept. use Only	I	CU + 2 Years	Permanent		GC 26202
ANIMAL SERVICES									

	Incident Reports	Animal Control Reports	SO-37	Restricted to Dept. use Only		I		CU + 5 YRS	Permanent			GC 26202
	Evidence Photos	Photos	SO-38	Restricted to Dept. use Only		I		CU + 5 YRS	Permanent			GC 26202