

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

Record Series Identifier	Record Series Name								
6.0	University Police								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
6.1	Daily Activity Records								
	911 Calls	Chief of Police	X		X			CSU Practice 30days active/2years inactive	
	All incoming calls not classified	Chief of Police	X					CSU Practice 120 days	
	ARMS	Chief of Police	X		X			CSU Practice Indefinitely	
	CLETS/CORI Logs	Chief of Police	X		X			Peace Officers Standards and Training Destroyed after annual CLETS audit.	
	Dispatch Telephone Recordings	Chief of Police	X		X			CSU Practice 120 Days	
	RIMS - Felony	Chief of Police	X		X			CSU Practice 7 years	
	RIMS - Misdemeanor	Chief of Police	X		X			CSU Practice 3 years	
	Video Camera Media	Chief of Police	X		X			CSU Practice 120 Days	

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	Daily Activity Logs	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Daily Crime Log	Chief of Police	X		X			Crime Awareness & Campus Security Report (Jeanne Clery Act)	90 days
	Dispatch Logs	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Evidence Room Log	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely
	Traffic Citation Book Log	Chief of Police	X		X			Peace Officer Standards & Training	2 years
6.2	Sealed Records								
	Adult found factually innocent	Chief of Police			X			PC 851.8	Mandatory destruction upon and pursuant to Court Order
	Adult, Completion of Program	Chief of Police			X			PC 1203.45	Mandatory destruction upon and pursuant to Court Order
	Juvenile	Chief of Police			X			WIC 826(a) 7 (b) WIC 781(A)	Mandatory destruction upon and pursuant to Court Order
6.3	Arrest Reports								
	Arrest/conviction H&S Sections 11357 (b), (c), (d), (e) or H&S Section 11360(b) violations	Chief of Police	X		X			H&S 11361.5	2 years after date of conviction or arrest if not convicted
	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

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	Arrests - 647(f) Drunk	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Arrests - later termed "detention only" under 849(b) PC	Chief of Police	X		X			Peace Officer Standards & Training	5 years
	Arrests - violation of local ordinances	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Felony Arrest Reports - no disposition, no conviction	Chief of Police	X		X			Peace Officer Standards & Training	7 years
	Felony Arrest Reports reduced to misdemeanors	Chief of Police	X		X			Peace Officer Standards & Training	7 years
	Misdemeanor Arrests - no disposition, no conviction	Chief of Police	X		X			Peace Officer Standards & Training	5 years
	Misdemeanor Arrests sex and narcotics violations	Chief of Police	X		X			Peace Officer Standards & Training	7 years
	Misdemeanor arrests w/conviction	Chief of Police	X		X			Peace Officer Standards & Training	7 years
	Citations		X		X				
	Citation Transmittals, Adult and Juvenile	Chief of Police	X		X			CSU Practice	2 years
	Parking Citations	Chief of Police	X		X			CSU Practice	5 years (Listing of citations forwarded to court, filed for reference)
	Traffic Citations	Chief of Police	X		X			CSU Practice	2 years (Originals are forwarded to court, includes citations electronically created.)
6.4	Crime/Case/Supplemental Incident Reports & Records								

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	Alarm Received Records	Chief of Police	X		X				CSU Practice	6 months
	Child abuse & Neglect Reports	Chief of Police	X		X				PC 11170(a)(3)	10 years from date of last incident
	Citizen Complaint Report	Chief of Police	X		X				PC 832.5(b)	5 years
	Criminal History Inquiry Log	Chief of Police	X		X				CSU Practice	3 years
	Detective Case Files	Detectives	X		X				Peace Officer Standards & Training	5 years
	Evidence Disposal Records	Chief of Police	X		X				CSU Practice	Indefinitely
	Evidence / Property	Chief of Police	X		X				CSU Practice	Case Active
	Evidence - Body Fluids	Chief of Police	X		X				CSU Practice	Active/Minimum 10 Years
	Evidence - Audio/Video	Chief of Police	X		X				Peace Officer Standards & Training	Same Retention as Associated Crime Report
	Field Interview Records	Chief of Police	X		X				CSU Practice	2 years
	Felony Crime report w/out an arrest - PC Sections 799, 800, 801, 801.5	Chief of Police	X		X				PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c)	Retention per Statue of Limitation
	Felony Crime reports	Chief of Police	X		X				Peace Officer Standards & Training	7 years
	Felony Crime reports - murder, embezzlement of public monies; kidnapping for ransom, etc., falsification of public records	Chief of Police	X		X				PC 799	Permanent

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	Misdemeanor Crime reports	Chief of Police	X		X			Peace Officer Standards & Training	3 years
	Misdemeanor Crime reports w/out arrest - section PC 799 800, 801, 801.5	Chief of Police	X		X			PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c)	Retention per Statue of Limitation
	Incident Reports (Non-Criminal)	Chief of Police	X		X			CSU Practice	2 years
	Incident reports; found property; lost or missing property reports	Chief of Police	X		X			CSU Practice	2 years
	Miscellaneous Complaint Reports	Chief of Police	X		X			CSU Practice	2 years
	Non-criminal Occurrences	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Offenses where there are no statute of limitations	Chief of Police	X		X			Peace Officer Standards & Training	Permanent
	Fingerprint Applications	Chief of Police	X		X			CSU Practice	2 years
	Key Issue Log	Chief of Police	X		X			CSU Practice	Permanent
	Lost/Stolen Key Reports	Chief of Police	X		X			CSU Practice	Indefinitely
	NCIC Validation	Chief of Police	X		X			CSU Practice	2 years
	Officer Involved Shooting Report	Chief of Police	X		X			Peace Officer Standards & Training	Permanent
	Prisoner Detention Logs	Chief of Police	X		X			CSU Practice	1 year

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	Property Records	Chief of Police	X		X				CSU Practice	3 years
	Restraining Orders	Chief of Police	X		X				Peace Officer Standards & Training	Until Expired
	State Property Injury Reports	Chief of Police	X		X				Peace Officer Standards & Training	5 years
	Stored/Impounded Vehicle Reports (not associated with arrests)	Chief of Police	X		X				Peace Officer Standards & Training	2 years
	Supplemental Reports	Chief of Police	X		X				CSU Practice	Same as parent report
	Traffic accident - fatal	Chief of Police	X		X				CSU Police Departments Systemwide Operational Guidelines, Chapter 5	Permanent
	Traffic accident report involving felony arrest	Chief of Police	X		X				Peace Officer Standards & Training	7 years
	Traffic accident reports - all others	Chief of Police	X		X				CHP Recommendation	2 years
	UCR	Chief of Police	X		X				CSU Practice	3 years
6.5	Metrics, Reports, Summaries									
	Crime Stats	Chief of Police	X						CSU Practice	7 years
	Monthly Crime Reports	Chief of Police	X						CSU Practice	7 years

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	SWITRS Reports	Chief of Police	X		X				CSU Practice	3 years
	Weekly Media Logs	Chief of Police	X						CSU Practice	
	Alarm History Files	Chief of Police	X		X				CSU Practice	2 years
	Administrative Reviews	Chief of Police	X		X				CSU Practice	2 years
	Crime Awareness & Campus Security Report (Jeanne Clery Act)	Chief of Police	X		X				Dept. of Education	7 years
	CSU Chancellor's Office Statistical Report	Chief of Police	X		X				Chancellor's Office	Permanent
	Uniform Crime Reporting	Chief of Police	X		X				Dept. of Justice	Permanent
6.6	Office and Maintenance Records									
	Citizen Academy Classes	Chief of Police	X							3 Years
	Evidence Records	Chief of Police	X		X				CSU Practice	Active
	Live Scan	Chief of Police	X		X				CSU Practice	1 year
	Misc Events / Presentations	Chief of Police	X						CSU Practice	3 Years
	Property Records	Chief of Police	X		X				CSU Practice	5 Years
	RAD	Chief of Police	X						CSU Practice	3 Years

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	Radar Calibration	Chief of Police	X		X				CSU Practice	1 Year
	Range Records	Chief of Police	X		X				CSU Practice	Indefinitely
	Ride-Alongs	Chief of Police	X						CSU Practice	1 Year
	Vehicle Maintenance	Chief of Police	X						DGS Recommendation	Life of the vehicle
	Weapons Records	Chief of Police	X		X				CSU Practice	Indefinitely
	Work Order Requests/Fiscal/Payroll Record	Chief of Police	X						CSU Practice	3 Years
6.7	Personnel Records									
	Background Files - Current Employees	Chief of Police	X		X				Peace Officer Standards & Training	Indefinitely
	Background Files - Former Employees	Chief of Police	X		X				Peace Officer Standards & Training	5 years after termination of employment
	Background Files - Non-hires	Chief of Police	X		X				Peace Officer Standards & Training	2 Years
	Community Service Assistant Interview Files	Chief of Police	X		X				CSU Practice	1 year plus current year
	CSA Personnel Files	Chief of Police	X		X				CSU Practice	2 years
	Internal Affairs Files	Chief of Police	X		X				PC 832.5	5 years
	Personnel Files - Current Employees	Chief of Police	X		X				Peace Officer Standards & Training	Indefinitely

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	Personnel files - Former Employees	Chief of Police	X		X			Peace Officer Standards & Training	5 years after termination of employment
	Psych Suitability for Appointment Letter - Current Employees	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely
	Psych Exams - Current Employees	Chief of Police	X		X			Peace Officer Standards & Training	Greater of 2 years or on completion of probation
	Psych Recommendation - Former Employees	Chief of Police	X		X			Peace Officer Standards & Training	5 years
	Psych Recommendation - Non-hires	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Recruitment Process Records	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Rape & Aggression Defense Course Records	Chief of Police	X		X			CSU Practice	2 years
	Training files - current employees (including Peace Officer Standards & Training training)	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely
	Training files - former employees (including Peace Officer Standards & Training training)	Chief of Police	X		X			Peace Officer Standards & Training	5 years after termination of employment
	Training Lesson Plans	Chief of Police	X		X			Peace Officer Standards & Training	Until superseded by revision or revoked
	Training - Range Records	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely