### California State University

**RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

<table>
<thead>
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<td>(Jeanne Clery Act)</td>
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<td></td>
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<td>Indefinitely</td>
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<td>Traffic Citation Book Log</td>
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<td>Adult found factually innocent</td>
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<td>Adult, Completion of Program</td>
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<td>PC 1203.45</td>
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<td>WIC 826(a) 7 (b) WIC 781(A)</td>
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<td>Arrest/conviction H&amp;S Sections 11357(b)</td>
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<td>H&amp;S 11361.5</td>
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<td>2 years after date of conviction or arrest</td>
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<td></td>
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<td>if not convicted</td>
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<tr>
<td>Arrest/conviction H&amp;S Section 11360(b)</td>
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<td>H&amp;S 11361.5</td>
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<td>violations</td>
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<td>if not convicted</td>
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<td>Arrest/conviction H&amp;S Section 11357(e)</td>
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<tr>
<td>by a juvenile</td>
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<td></td>
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<td>attains the age of 18 years old</td>
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<td>Arrests - 647(f) Drunk</td>
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<td>X</td>
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<td>Peace Officer Standards &amp; Training</td>
<td>2 years</td>
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<td>Arrests - later termed &quot;detention only&quot; under 849(b) PC</td>
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<td>X</td>
<td>X</td>
<td>Peace Officer Standards &amp; Training</td>
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<td>Arrests - violation of local ordinances</td>
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<tr>
<td>Felony Arrest Reports - no disposition, no conviction</td>
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<td>Peace Officer Standards &amp; Training</td>
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<td>Felony Arrest Reports reduced to misdemeanors</td>
<td>Chief of Police</td>
<td>X</td>
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<td>Peace Officer Standards &amp; Training</td>
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<tr>
<td>Misdemeanor Arrests - no disposition, no conviction</td>
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<td>X</td>
<td>X</td>
<td>Peace Officer Standards &amp; Training</td>
<td>5 years</td>
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<td>Misdemeanor Arrests sex and narcotics violations</td>
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<td>X</td>
<td>X</td>
<td>Peace Officer Standards &amp; Training</td>
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<tr>
<td>Misdemeanor arrests w/conviction</td>
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<td>X</td>
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<td>Peace Officer Standards &amp; Training</td>
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<tr>
<td>Citations</td>
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<td>X</td>
<td>X</td>
<td>CSU Practice</td>
<td>2 years</td>
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<td>Citation Transmittals, Adult and Juvenile</td>
<td>Chief of Police</td>
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<td>5 years (Listing of citations forwarded to court, filed for reference)</td>
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<tr>
<td>Parking Citations</td>
<td>Chief of Police</td>
<td>X</td>
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<td>CSU Practice</td>
<td>2 years (Originals are forwarded to court, includes citations electronically created.)</td>
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<td>Traffic Citations</td>
<td>Chief of Police</td>
<td>X</td>
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<td>CSU Practice</td>
<td>2 years (Listing of citations forwarded to court, filed for reference)</td>
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6.4 Crime/Case/Supplemental Incident Reports & Records
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<td>Alarm Received Records</td>
<td>Chief of Police</td>
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<td>CSU Practice 6 months</td>
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<td>Child abuse &amp; Neglect Reports</td>
<td>Chief of Police</td>
<td>X</td>
<td>PC 11170(a)(3) 10 years from date of last incident</td>
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<td>Citizen Complaint Report</td>
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<td>X</td>
<td>PC 832.5(b) 5 years</td>
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<td>Criminal History Inquiry Log</td>
<td>Chief of Police</td>
<td>X</td>
<td>CSU Practice 3 years</td>
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<td>Detective Case Files</td>
<td>Detectives</td>
<td>X</td>
<td>Peace Officer Standards &amp; Training 5 years</td>
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<td>Evidence Disposal Records</td>
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<td>CSU Practice Indefinitely</td>
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<td>Evidence / Property</td>
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<td>Evidence - Body Fluids</td>
<td>Chief of Police</td>
<td>X</td>
<td>CSU Practice Active/Minimum 10 Years</td>
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<td>Evidence - Audio/Video</td>
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<td>Peace Officer Standards &amp; Training Same Retention as Associated Crime Report</td>
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<td>Field Interview Records</td>
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<td>Felony Crime report w/out an arrest - PC Sections 799, 800, 801, 801.5</td>
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<td>PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c) Retention per Statue of Limitation</td>
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<td>Felony Crime reports</td>
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<td>Felony Crime reports - murder, embezzlement of public monies; kidnapping for ransom, etc., falsification of public records</td>
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<td>X</td>
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Final 12-12-2007
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<td>Misdemeanor Crime reports w/out arrest - section PC 799 800, 801, 801.5</td>
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<td>X</td>
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<td>PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c)</td>
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<td>Incident Reports (Non-Criminal)</td>
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<td>Incident reports; found property; lost or missing property reports</td>
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<td>Miscellaneous Complaint Reports</td>
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<td>Offenses where there are no statute of limitations</td>
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### California State University
### RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

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

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<th>Report Type</th>
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<tr>
<td>Crime Stats</td>
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<tr>
<td>Monthly Crime Reports</td>
<td>Chief of Police</td>
<td>CSU Practice 7 years</td>
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## California State University

**RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

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<tr>
<td>SWITRS Reports</td>
<td>Chief of Police</td>
<td>CSU Practice 3 years</td>
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<td>Weekly Media Logs</td>
<td>Chief of Police</td>
<td>CSU Practice</td>
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<td>Alarm History Files</td>
<td>Chief of Police</td>
<td>CSU Practice 2 years</td>
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<tr>
<td>Administrative Reviews</td>
<td>Chief of Police</td>
<td>CSU Practice 2 years</td>
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<tr>
<td>Crime Awareness &amp; Campus Security Report (Jeanne Clery Act)</td>
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<td>Dept. of Education 7 years</td>
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<td>CSU Chancellor's Office Statistical Report</td>
<td>Chief of Police</td>
<td>Chancellor's Office Permanent</td>
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<tr>
<td>Uniform Crime Reporting</td>
<td>Chief of Police</td>
<td>Dept. of Justice Permanent</td>
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### 6.6 Office and Maintenance Records

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<td>Citizen Academy Classes</td>
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<td>Chief of Police</td>
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<td>Live Scan</td>
<td>Chief of Police</td>
<td>X X CSU Practice 1 year</td>
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<td>Misc Events / Presentations</td>
<td>Chief of Police</td>
<td>X CSU Practice 3 Years</td>
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<td>Property Records</td>
<td>Chief of Police</td>
<td>X X CSU Practice 5 Years</td>
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<td>Chief of Police</td>
<td>X CSU Practice 3 Years</td>
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<td>Radar Calibration</td>
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<td>Range Records</td>
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<td>Ride-Alongs</td>
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<tr>
<td>Vehicle Maintenance</td>
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<td><strong>6.7 Personnel Records</strong></td>
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