

Record Series Name	CSU Records Retention Web Page http://www.calstate.edu/recordsretention/ http://www.calstate.edu/recordsretention/documents/UPD.pdf July 7, 2022
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University Police

Clery Warning:

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

Where two record types overlap (i.e. weapons and non-arrest records, etc.), the longer period applies.

Record Title	Custodian of Records	E.O. 1031 Record Value					Retention Source Authority	Retention Period - Previous Schedule	Retention Period 2022 Schedule
		Op	Legal	Fiscal	Hist	Vital			
Administrative Reviews (non-misconduct related)	Chief of Police	X	X				Exec Order 1031	3 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	3 years	3 years
Alarm Received Records	Chief of Police	X	X				Exec Order 1031	1 year	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.	1) Shall not 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) There is a list of exceptions in the code that must be checked before record destruction.	1) Shall not 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) There is a list of exceptions in the code that must be checked before record destruction.
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	3 years	3 years

Arrests - deemed "detention only" per 849(b) PC	Chief of Police	X	X			Exec Order 1031	3 years	3 years
Arrest - No prosecution	Chief of Police	X	X			Exec Order 1031	3 years	3 years
Arrest - felony with prosecution	Chief of Police	X	X			Exec Order 1031	Retain according to the same terms as the crime report	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
Body Worn Camera video (nonevidentiary data)	Chief of Police	x	x			PC 832.18(5)(a)	No previous entry	60 days
Body Worn Camera video (evidentiary data)	Chief of Police	x	x			PC 832.18(5)(b) and (5)(c), and other authority in this schedule as relevant to the circumstance	No previous entry	2 years, or longer period noted elsewhere if their evidentiary value is with respect to a matter with a longer retention period (i.e. 15 years for sustained finding of officer misconduct)
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	3 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
Sustained finding of misconduct resulting from citizen complaint report, misconduct investigations, POST Affidavit of Separation form, internal affairs	Chief of Police	X	X			PC 832.5(b)	5 years	15 Years
Clery Act Daily Crime Log	Chief of Police	X	X			34 CFR 668.24(e) and the Federal Student Aid Handbook	7 years	3 years from the latest publication of the report to which they apply*
Police records substantiating Clery Crime statistics	Chief of Police	X	X			34 CFR 668.24(e) and the Federal Student Aid Handbook	7 years	3 years from the latest publication of the report to which they apply*
Court Order(s)	Chief of Police	X	X			Penal Code 166	Retain as directed by court order	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	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.	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	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	3 years	3 years
Evidence Room Log	Chief of Police	X	X				Exec Order 1031	Permanent	Permanent
Evidence Disposal Records	Chief of Police	X	X				Exec Order 1031	Permanent record	Permanent record
Field Interview Records	Chief of Police	X	X				Exec Order 1031	3 years	3 years
Fingerprint Applications	Chief of Police	X	X				Exec Order 1031	3 years	3 years
Incident Reports (Non-Criminal)	Chief of Police	X	X				Exec Order 1031	3 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	3 years	3 years
Property Records	Chief of Police	X	X				Exec Order 1031	7 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.	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 (only required where pertinent information isn't captured in a written incident report)	Chief of Police	X	X				34 CFR 668.24(e) and the Federal Student Aid Handbook	7 years	3 years from the latest publication of the report to which they apply*
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	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.	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	3 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	2 years	2 years
Training records (Individual)	Chief of Police	X	X			Exec Order 1031	5 years after termination of employment	5 years after termination of employment
Weapons Records	Chief of Police	X	X			Exec Order 1031	Permanent record	Permanent record

*On or before October 1st 2019, campuses published statistics from 2018 and as required by the Clery Act, re-published statistics from 2017 and 2016. Thus, 2016 Clery records will be eligible for destruction on October 1st 2022

