

**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		X		X			CSU Practice 30days active/2years inactive	
	All incoming calls not classified		X					CSU Practice 120 days	
	ARMS		X		X			CSU Practice Indefinitely	
	CLETS/CORI Logs		X		X			Peace Officers Standards and Training Destroyed after annual CLETS audit.	
	Dispatch Telephone Recordings		X		X			CSU Practice 120 Days	
	RIMS - Felony		X		X			CSU Practice 7 years	
	RIMS - Misdemeanor		X		X			CSU Practice 3 years	
	Video Camera Media		X		X			CSU Practice 120 Days	

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	Daily Activity Logs		X		X			Peace Officer Standards & Training	2 years	
	Daily Crime Log		X		X			Crime Awareness & Campus Security Report (Jeanne Clery Act)	90 days	
	Dispatch Logs		X		X			Peace Officer Standards & Training	2 years	
	Evidence Room Log		X		X			Peace Officer Standards & Training	Indefinitely	
	Traffic Citation Book Log		X		X			Peace Officer Standards & Training	2 years	
6.2	Sealed Records									
	Adult found factually innocent				X			PC 851.8	Mandatory destruction upon and pursuant to Court Order	
	Adult, Completion of Program				X			PC 1203.45	Mandatory destruction upon and pursuant to Court Order	
	Juvenile				X			WIC 826(a) 7 (b) WIC 781(A)	Mandatory destruction upon and pursuant to Court Order	

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6.3	Arrest Reports										
	Arrest/conviction H&S Sections 11357 (b), (c), (d), (e) or H&S Section 11360(b) violations		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		X		X				H&S 11361.5		Record is destroyed when the juvenile attains the age of 18 years old
	Arrests - 647(f) Drunk		X		X				Peace Officer Standards & Training		2 years
	Arrests - later termed "detention only" under 849(b) PC		X		X				Peace Officer Standards & Training		5 years
	Arrests - violation of local ordinances		X		X				Peace Officer Standards & Training		2 years
	Felony Arrest Reports - no disposition, no conviction		X		X				Peace Officer Standards & Training		7 years
	Felony Arrest Reports reduced to misdemeanors		X		X				Peace Officer Standards & Training		7 years
	Misdemeanor Arrests - no disposition, no conviction		X		X				Peace Officer Standards & Training		5 years

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	Misdemeanor Arrests sex and narcotics violations		X		X			Peace Officer Standards & Training	7 years		
	Misdemeanor arrests w/conviction		X		X			Peace Officer Standards & Training	7 years		
	Citations		X		X						
	Citation Transmittals, Adult and Juvenile		X		X			CSU Practice	2 years		
	Parking Citations		X		X			CSU Practice	5 years (Listing of citations forwarded to court, filed for reference)		
	Traffic Citations		X		X			CSU Practice	2 years (Originals are forwarded to court, includes citations electronically created.)		
6.4	Crime/Case/Supplemental Incident Reports & Records										
	Alarm Received Records		X		X			CSU Practice	6 months		
	Child abuse & Neglect Reports		X		X			PC 11170(a)(3)	10 years from date of last incident		

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	Citizen Complaint Report		X		X			PC 832.5(b)	5 years
	Criminal History Inquiry Log		X		X			CSU Practice	3 years
	Detective Case Files		X		X			Peace Officer Standards & Training	5 years
	Evidence Disposal Records		X		X			CSU Practice	Indefinitely
	Evidence / Property		X		X			CSU Practice	Case Active
	Evidence - Body Fluids		X		X			CSU Practice	Active/Minimum 10 Years
	Evidence - Audio/Video		X		X			Peace Officer Standards & Training	Same Retention as Associated Crime Report
	Field Interview Records		X		X			CSU Practice	2 years
	Felony Crime report w/out an arrest - PC Sections 799, 800, 801, 801.5		X		X			PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c)	Retention per Statue of Limitation

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	Felony Crime reports		X		X			Peace Officer Standards & Training	7 years		
	Felony Crime reports - murder, embezzlement of public monies; kidnapping for ransom, etc., falsification of public records		X		X			PC 799	Permanent		
	Misdemeanor Crime reports		X		X			Peace Officer Standards & Training	3 years		
	Misdemeanor Crime reports w/out arrest - section PC 799 800, 801, 801.5		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)		X		X			CSU Practice	2 years		
	Incident reports; found property; lost or missing property reports		X		X			CSU Practice	2 years		
	Miscellaneous Complaint Reports		X		X			CSU Practice	2 years		
	Non-criminal Occurrences		X		X			Peace Officer Standards & Training	2 years		
	Offenses where there are no statute of limitations		X		X			Peace Officer Standards & Training	Permanent		

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	Fingerprint Applications		X		X			CSU Practice	2 years
	Key Issue Log		X		X			CSU Practice	Permanent
	Lost/Stolen Key Reports		X		X			CSU Practice	Indefinitely
	NCIC Validation		X		X			CSU Practice	2 years
	Officer Involved Shooting Report		X		X			Peace Officer Standards & Training	Permanent
	Prisoner Detention Logs		X		X			CSU Practice	1 year
	Property Records		X		X			CSU Practice	3 years
	Restraining Orders		X		X			Peace Officer Standards & Training	Until Expired
	State Property Injury Reports		X		X			Peace Officer Standards & Training	5 years

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

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	SWITRS Reports		X		X			CSU Practice	3 years
	Weekly Media Logs		X					CSU Practice	
	Alarm History Files		X		X			CSU Practice	2 years
	Administrative Reviews		X		X			CSU Practice	2 years
	Crime Awareness & Campus Security Report (Jeanne Clery Act)		X		X			Dept. of Education	7 years
	CSU Chancellor's Office Statistical Report		X		X			Chancellor's Office	Permanent
	Uniform Crime Reporting		X		X			Dept. of Justice	Permanent
6.6	Office and Maintenance Records								
	Citizen Academy Classes		X						3 Years
	Evidence Records		X		X			CSU Practice	Active

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	Live Scan		X		X			CSU Practice	1 year	
	Misc Events / Presentations		X					CSU Practice	3 Years	
	Property Records		X		X			CSU Practice	5 Years	
	RAD		X					CSU Practice	3 Years	
	Radar Calibration		X		X			CSU Practice	1 Year	
	Range Records		X		X			CSU Practice	Indefinitely	
	Ride-Alongs		X					CSU Practice	1 Year	
	Vehicle Maintenance		X					DGS Recommendation	Life of the vehicle	
	Weapons Records		X		X			CSU Practice	Indefinitely	

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	Work Order Requests/Fiscal/Payroll Record		X						CSU Practice	3 Years
6.7	Personnel Records									
	Background Files - Current Employees		X		X				Peace Officer Standards & Training	Indefinitely
	Background Files - Former Employees		X		X				Peace Officer Standards & Training	5 years after termination of employment
	Background Files - Non-hires		X		X				Peace Officer Standards & Training	2 Years
	Community Service Assistant Interview Files		X		X				CSU Practice	1 year plus current year
	CSA Personnel Files		X		X				CSU Practice	2 years
	Internal Affairs Files		X		X				PC 832.5	5 years
	Personnel Files - Current Employees		X		X				Peace Officer Standards & Training	Indefinitely
	Personnel files - Former Employees		X		X				Peace Officer Standards & Training	5 years after termination of employment

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

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	Training - Range Records		X		X				Peace Officer Standards & Training	Indefinitely