Cases

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| CAS | 32 | BOMB SQUAD CASE FILES | Closed+7 Years |
| CAS | 71 | COURT LIAISON RECORDS - Docket Lists, Calendars, Bail Summary, Affidavits for Probable Cause, District Attorney Rejection Slips | 2 Years |
| CAS | 74 | FINANCIAL CRIMES - Pawnbroker Receipts, Tickets | 2 Years |
| CAS | 77 | INVESTIGATIONS, GENERAL CRIMES PROSECUTED -  Case Files - General Crimes - Assault (Except Kidnapping for Ransom / Extortion), Financial (Except Embezzlement, Falsification of Public Records), High-Tech Crimes, Narco Drug Files, Robbery, Motor Vehicle Theft - Criminal Prosecution | Closed+5 Years |
| CAS | 78 | INVESTIGATION CASE FILES, GENERAL CRIMES NOT  PROSECUTED - Case Files - General Crimes - Assault (Except Kidnapping for Ransom / Extortion), Financial (Except Embezzlement, Falsification of Public Records), High-Tech Crimes, Narco Drug Files, Robbery, Motor Vehicle Theft - No Criminal Prosecution | Closed+3 Years |
| CAS | 79 | INVESTIGATION CASE FILES, ASSAULT UNIT - Case | 50 Years |
|  |  | Files - Assault Unit - Kidnapping for Ransom / Extortion, Embezzlement, Falsification of Public Records |  |
| CAS | 80 | INVESTIGATION CASE FILES, CHILD ABUSE  SUBSTANTIATED - Child Abuse, Child Neglect - Substantiated Cases | PERMANENT |

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| CAS | 81 | INVESTIGATIONS CASE FILES, CHILD ABUSE,  UNSUBSTANTIATED - Child Abuse, Child Neglect - Unsubstantiated Cases | Last report received for suspected child abuser + 10 years |
| CAS | 82 | INVESTIGATION CASE FILES, DOMESTIC VIOLENCE  AND ELDER ABUSE/NEGLECT - Case Files - Family Violence Unit - Domestic Violence and Elder Abuse or Neglect | Closed+10 Years |
| CAS | 83 | INVESTIGATION CASE FILES, GANGS | Closed+5 Years |
| CAS | 85 | INVESTIGATIONS, HOMICIDE AND OFFICER INVOLVED  SHOOTINGS - Case Files - Homicide Unit - Homicide (Not Including Suicide) and Officer Involved Shootings | 50 years |
| CAS | 87 | INVESTIGATION CASE FILES, SUICIDE - Suicide and  Attempted Suicide Case Files | 20 Years |
| CAS | 89 | INVESTIGATION CASE FILES, MISSING PERSONS -  Case Files - Missing Persons Unit | Closed+5 Years |
| CAS | 91 | INVESTIGATION CASE FILES, CHILD MOLESTATION -  Sexual Assault Unit - Child Molest - Substantiated Cases | PERMANENT |
| CAS | 92 | INVESTIGATION CASE FILES, CHILD MOLESTATION - | 10 Years after most recent report |
|  |  | Sexual Assault Unit - Inconclusive and Unsubstatiated Cases |  |
| CAS | 93 | INVESTIGATIONS, SEXUAL ASSAULT - Sexual Assault  Unit - Sexual Assault excluding child molestation cases (see series 91 and 92). | No further activity foreseen+20 Years |
| CAS | 99 | INVESTIGATIONS, GANGS ACTIVE - Gangs - Information on Gang Activity and Members for CAL-GANG Database | Inactive+5 Years |

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| **Section** | **Series #** | **Title and Description** | **Retention** |
| CAS | 106 | SPECIAL EMPLOYEES UNDERCOVER AGENT CASE | Date Closed+5 Years |
|  |  | FILES |  |
| CAS | 115 | FACTUALLY INNOCENT RECORDS - Sealed Factually | Sealed+3 Years |
|  |  | Innocent Records |  |
| CAS | 120 | JUVENILE ARREST AND INVESTIGATION RECORDS, | Date of Petition+5 Years |
|  |  | SEALED (Juvenile Sealings) |  |
| CAS | 128 | STOLEN GUN FILES | Date Recovered+10 Years |
| CAS | 136 | POLICE OFFICER INVOLVED SHOOTINGS - Reports, | Date of Incident+10 years |
|  |  | Interviews, Studies |  |
| CAS | 139 | SPECIAL INVESTIGATIONS, VICE | Closed+5 Years |
| CAS | 141 | SPECIAL INVESTIGATIONS - GAMING, Surveillance Video | PERMANENT |
|  |  | Log, Table Count, Incident Reports, Background |  |
|  |  | Investigations, Cardroom Permits |  |
| CAS | 341 | INVESTIGATIONS, NONFATAL ACCIDENTS, NO | 3 Years |
|  |  | CRIMINAL PROSECUTION - Traffic Investigations Unit - |  |
|  |  | Nonfatal Accidents, Driving While Under the Influence |  |
|  |  | (DUI), Misdemeanor Hit and Run - No Criminal Prosecution |  |
| CAS | 344 | INVESTIGATIONS, NONFATAL ACCIDENTS, CRIMINAL | 10 Years |
|  |  | PROSECUTION - Traffic Investigations Unit - Nonfatal |  |
|  |  | Accidents, Driving While Under the Influence (DUI), |  |
|  |  | Misdemeanor Hit and Run - Criminal Prosecution |  |
| CAS | 345 | INVESTIGATIONS, FATAL ACCIDENTS - Traffic | 50 years |
|  |  | Investigations Unit - Fatal Accidents, Felony Hit & Run |  |

Section Series # Title and Description Retention

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| CAS 695 | | INVESTIGATIONS, AUTO THEFT UNIT - Auto Theft Unit -  Vehicle Identification Number (VIN) Checks | 2 Years |
| Evidence |  |  |  |
| EVD | 38 | PURSUITS/CHASES AUDIO/VIDEO TAPES - Recordings  of pursuits and chases by Police personnel. | 3 Years |
| EVD | 48 | ILLEGAL SUBSTANCE AND ALCOHOL TEST RECORDS -  Records documenting the administration and results of tests for illegal substances and alcohol including but not limited to Valtox logs. | 5 Years |
| EVD | 66 | PHOTO LAB - PHOTOS - Crime Scenes | 10 Years |
| EVD | 67 | PROPERTY REPORTS - Form 13 - Open and Dead (Reconciled) | 20 Years |
| EVD | 68 | PROPERTY REGISTER LOG - Index Log of Property Taken In and Stored | 20 Years |
| EVD | 73 | COURT LIAISON, EVIDENCE - Property Summary Reports | Disposition+10 Years |
| EVD | 76 | INVESTIGATION CASE BURN FILES - Case Burn Files -  Destruction of Evidence | 8 Years |
| General |  |  |  |
| GEN | 40 | PREPROCESSING CENTER - INTAKE AND  SCREENING - (Juvenile and Adult) - Files and Completed Forms, Logs | 5 Years |

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| **Section** | **Series #** | **Title and Description** | **Retention** |
| GEN | 62 | PERSONNEL BACKGROUND INVESTIGATION  RECORDS, NOT HIRED - Materials documenting the | 7 Years |
|  |  | conduct and results of background investigations for candidates not hired. |  |
| GEN | 63 | PERSONNEL EMPLOYEE FILES, SWORN | Term of Employment + 20 Years |
| GEN | 107 | COMMUNICATIONS, 911 MASTER TAPES | 14 months |
| GEN | 108 | COMMUNICATIONS, FCC LICENSES | Term+2 Years |
| GEN | 126 | RESTRAINING ORDERS | Term of Order |
| GEN | 130 | WARRANTS - Notices to Appear, Warrants Recalled, Cleared Warrants | 3 Years |
| GEN | 138 | POLICY AND PROCEDURE FILES - Policies, Procedures, Directives, Duty Manuals | PERMANENT |
| GEN | 408 | CAD EVENT DATA/LOGS | 2 Years |
| GEN | 694 | WARRANTS UNIT - Completed Extradition Files | 2 Years |
| GEN | 697 | RECRUITMENT RECORDS, UNSUCCESSFUL | 4 Years |
|  |  | APPLICANTS - Documents relating to unsuccessful employment applications, sworn and non-sworn, including but not limited to applications, test results, and background investigation materials. |  |
| Incidents |  |  |  |
| INC | 53 | FALSE ALARM INCIDENTS - False Alarm Warning Card Files, Reports | 2 Years |

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| **Section** | **Series #** | **Title and Description** | **Retention** |
| INC | 114 | TRAFFIC AND CRIMINAL COURT CITATION FILES | 5 Years |
| INC | 124 | CRIME AND INCIDENT REPORTS (Including | 10 Years |
|  |  | Supplemental Reports)- Including but not limited to incident Reports, Offense Reports, Traffic Accident Reports, Juvenile Contact Reports, Abandoned Vehicles, Impounded Vehicles, Stolen Vehicles, Recovered Vehicles, Stolen Plates, DUI, and Public Intoxication. |  |
| INC | 134 | INTERNAL AFFAIRS COMPLAINTS - Complaints Against Department Members (Sworn and non-sworn) | Date Received+6 years |
| INC | 696 | INTERNAL AFFAIRS, NON-MISCONDUCT - Non-  Misconduct Concerns (Sworn and Non-Sworn) | Date Initiated+2 Years |
| Intelligence and Reference |  |  |  |
| INT | 50 | VCET (Violent Crime Enforcement Team) STREET GANG FILES | PERMANENT |
| INT | 102 | INVESTIGATION INFORMATION CARD FILES | PERMANENT |
| INT | 116 | FIELD INTERVIEWS - Cards, Information Gathered in All Formats | 10 Years |
| INT | 117 | OSSD FINGERPRINT FILES - Case (Palm) Print Cards, Fingerprint Cards, Latent Lift Cards | PERMANENT |
| INT | 145 | SPECIAL INVESTIGATION INTELLIGENCE FILES | Date Inactive+5 Years |

Section

Permits and Registrations

Series # Title and Description Retention

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| P&R | 52 | POLICE PERMITTING RECORDS - Records of | Life of Permit or Denial, |
|  |  | applications for, and approval or denial of various Police permits such as taxi, tow, massage parlors, secondary employment, entertainment, gaming, and peddlers including but not limited to applications, inspections, issuance documents, hearings, correspondence, photographs, and background checks. | Suspension, or Revocation + 6 Years |
| P&R | 105 | SEX REGISTRANT FILES | Life of Registrant or 2 Years whichever is longer |
| P&R | 119 | OSSD- GUN FILES - Voluntary Registrations | PERMANENT |
| P&R | 407 | HANDGUN SALES REPORTS - Reports of sales of pistols and revolvers on federally mandated forms (currently ATF 3310.4). | 20 days from receipt unless the purchaser is prohibited from possessing a firearm under 18 USC 922(g) or (n) |
| Programs & Projects |  |  |  |
| PRO | 36 | COMMUNITY DEVELOPMENT AND CRIME PREVENTION PROGRAM RECORDS - Records | 2 Years |
|  |  | documenting the development and administration of programs and projects such as Neighborhood Watch, Senior Security Crime Stoppers, Ride Along, and Truancy Abatement,including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda. |  |
| PRO | 45 | SPECIAL OPERATIONS, K-9 AND HORSE MOUNTED -  Training Files, Bite Memos | Until Animal is Retired+7 Years |
| PRO | 342 | SPECIAL OPERATIONS, METRO AND GRAFFITI | 10 Years |