

Record Series Identifier	Record Series Name			
5.0	UNIVERSITY POLICE			
Record Identifier	Record Title	Custodian of Records	Retention Source Authority	Retention/Destruction Period
5.1	Daily Activity Records			
	911 Calls	Chief of Police	CSU Practice	30 days active/2 years inactive
	All incoming calls not classified	Chief of Police	CSU Practice	120 days
	ARMS	Chief of Police	CSU Practice	Indefinitely
	CLETS/CORI Logs	Chief of Police	Peace Officers Standards and Training	Destroyed after annual CLETS audit.
	Dispatch Telephone Recordings	Chief of Police	CSU Practice	120 Days
	RIMS - Felony	Chief of Police	CSU Practice	7 years
	RIMS - Misdemeanor	Chief of Police	CSU Practice	3 years
	Video Camera Media	Chief of Police	CSU Practice	120 Days

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	Daily Activity Logs	Chief of Police	Peace Officer Standards & Training	2 years
	Daily Crime Log	Chief of Police	Crime Awareness & Campus Security Report (Jeanne Clery Act)	90 days
	Dispatch Logs	Chief of Police	Peace Officer Standards & Training	2 years
	Evidence Room Log	Chief of Police	Peace Officer Standards & Training	Indefinitely
	Traffic Citation Book Log	Chief of Police	Peace Officer Standards & Training	2 years
5.2	Sealed Records			
	Adult found factually innocent	Chief of Police	PC 851.8	Mandatory destruction upon and pursuant to Court Order
	Adult, Completion of Program	Chief of Police	PC 1203.45	Mandatory destruction upon and pursuant to Court Order

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	Juvenile	Chief of Police	WIC 826(a) 7 (b) WIC 781(A)	Mandatory destruction upon and pursuant to Court Order
5.3	Arrest Reports			
	Arrest/conviction H&S Sections 11357 (b), (c), (d), (e) or H&S Section 11360(b) violations	Chief of Police	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	H&S 11361.5	Record is destroyed when the juvenile attains the age of 18 years old
	Arrests - 647(f) Drunk	Chief of Police	Peace Officer Standards & Training	2 years
	Arrests - later termed "detention only" under 849(b) PC	Chief of Police	Peace Officer Standards & Training	5 years
	Arrests - violation of local ordinances	Chief of Police	Peace Officer Standards & Training	2 years
	Felony Arrest Reports - no disposition, no conviction	Chief of Police	Peace Officer Standards & Training	7 years

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	Felony Arrest Reports reduced to misdemeanors	Chief of Police	Peace Officer Standards & Training	7 years
	Misdemeanor Arrests - no disposition, no conviction	Chief of Police	Peace Officer Standards & Training	5 years
	Misdemeanor Arrests sex and narcotics violations	Chief of Police	Peace Officer Standards & Training	7 years
	Misdemeanor arrests w/conviction	Chief of Police	Peace Officer Standards & Training	7 years
	Citations			
	Citation Transmittals, Adult and Juvenile	Chief of Police	CSU Practice	2 years
	Parking Citations	Chief of Police	CSU Practice	5 years (Listing of citations forwarded to court, filed for reference)
	Traffic Citations	Chief of Police	CSU Practice	2 years (Originals are forwarded to court, includes citations electronically created.)

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5.4	Crime/Case/Supplemental Incident Reports & Records			
	Alarm Received Records	Chief of Police	CSU Practice	6 months
	Child abuse & Neglect Reports	Chief of Police	PC 11170(a)(3)	10 years from date of last incident
	Citizen Complaint Report	Chief of Police	PC 832.5(b)	5 years
	Criminal History Inquiry Log	Chief of Police	CSU Practice	3 years
	Detective Case Files	Detectives	Peace Officer Standards & Training	5 years
	Evidence Disposal Records	Chief of Police	CSU Practice	Indefinitely
	Evidence / Property	Chief of Police	CSU Practice	Case Active

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	Evidence - Body Fluids	Chief of Police	CSU Practice	Active/Minimum 10 Years
	Evidence - Audio/Video	Chief of Police	Peace Officer Standards & Training	Same Retention as Associated Crime Report
	Field Interview Records	Chief of Police	CSU Practice	2 years
	Felony Crime report w/out an arrest - PC Sections 799, 800, 801, 801.5	Chief of Police	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	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	PC 799	Permanent
	Misdemeanor Crime reports	Chief of Police	Peace Officer Standards & Training	3 years

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	Misdemeanor Crime reports w/out arrest - section PC 799 800, 801, 801.5	Chief of Police	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	CSU Practice	2 years
	Incident reports; found property; lost or missing property reports	Chief of Police	CSU Practice	2 years
	Miscellaneous Complaint Reports	Chief of Police	CSU Practice	2 years
	Non-criminal Occurrences	Chief of Police	Peace Officer Standards & Training	2 years
	Offenses where there are no statute of limitations	Chief of Police	Peace Officer Standards & Training	Permanent
	Fingerprint Applications	Chief of Police	CSU Practice	2 years
	Key Issue Log	Chief of Police	CSU Practice	Permanent

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	Lost/Stolen Key Reports	Chief of Police	CSU Practice	Indefinitely
	NCIC Validation	Chief of Police	CSU Practice	2 years
	Officer Involved Shooting Report	Chief of Police	Peace Officer Standards & Training	Permanent
	Prisoner Detention Logs	Chief of Police	CSU Practice	1 year
	Property Records	Chief of Police	CSU Practice	3 years
	Restraining Orders	Chief of Police	Peace Officer Standards & Training	Until Expired
	State Property Injury Reports	Chief of Police	Peace Officer Standards & Training	5 years
	Stored/Impounded Vehicle Reports (not associated with arrests)	Chief of Police	Peace Officer Standards & Training	2 years

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	Supplemental Reports	Chief of Police	CSU Practice	Same as parent report
	Traffic accident - fatal	Chief of Police	CSU Police Departments Systemwide Operational Guidelines, Chapter 5	Permanent
	Traffic accident report involving felony arrest	Chief of Police	Peace Officer Standards & Training	7 years
	Traffic accident reports - all others	Chief of Police	CHP Recommendation	2 years
	UCR	Chief of Police	CSU Practice	3 years
5.5	Metrics, Reports, Summaries			
	Crime Stats	Chief of Police	CSU Practice	7 years
	Monthly Crime Reports	Chief of Police	CSU Practice	7 years

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	SWITRS Reports	Chief of Police	CSU Practice	3 years
	Weekly Media Logs	Chief of Police	CSU Practice	
	Alarm History Files	Chief of Police	CSU Practice	2 years
	Administrative Reviews	Chief of Police	CSU Practice	2 years
	Crime Awareness & Campus Security Report (Jeanne Clery Act)	Chief of Police	Dept. of Education	7 years
5.6	Office and Maintenance Records			
	Citizen Academy Classes	Chief of Police		3 Years
	Evidence Records	Chief of Police	CSU Practice	Active

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	Live Scan	Chief of Police	CSU Practice	1 year
	Misc. Events / Presentations	Chief of Police	CSU Practice	3 Years
	Property Records	Chief of Police	CSU Practice	5 Years
	RAD	Chief of Police	CSU Practice	3 Years
	Radar Calibration	Chief of Police	CSU Practice	1 Year
	Range Records	Chief of Police	CSU Practice	Indefinitely
	Ride-Alongs	Chief of Police	CSU Practice	1 Year

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