

# CITY OF BARSTOW

CALIFORNIA

**POLICIES and PROCEDURES MANUAL: POLICE**

**Subject: RECORDS RETENTION**

## INTRODUCTION

The purpose of this procedure is to establish a written policy regarding the retention of police records.

## POLICY - RETENTION OF GENERAL CRIMINAL RECORDS

It shall be the policy of the Barstow Police Department to retain its criminal records in accordance with the guidelines set forth in the "California Department of Justice Criminal Record Purge Handbook".

## POLICY - RETENTION OF NON-SPECIFIC POLICE RECORDS

Additionally, the following records not covered in the above referenced DOJ Handbook will be retained.

### 1. Notice/Promise to Appear:

Will be retained for a period of two (2) years, per Government Code Section 26201.

### 2. Communications Shift Log:

Required to be retained for a period of two (2) years, per Section 89.179 of the F.C.C. Rules and Regulations.

### 3. Officer's/Supervisor's Daily Log:

Will be retained for a period of one (1) year.

### 4. Dealer's Record of Sale:

Will be retained for a period of two (2) years.

### 5. Bicycle/Business Machine/Secondhand Dealer Reports:

Will be retained for a period of (2) years.

### 6. Sealed Juvenile Records:

Will be retained until 38th birthday unless otherwise ordered.

### 7. Repossession Notice:

Will be retained for a period of (2) years.

#### Reference:

Effective Date

Revision No.

Section

March 01, 1988

Page 1 of 2

1005

# CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject:

RECORDS RETENTION - continued

## 8. Field Interrogation Cards:

Will be retained for a period of six (6) months.

### MARIJUANA VIOLATION RECORDS RETENTION - ASSEMBLY BILL 3090, CHAPTER 952

Retention period for arrests and/or convictions or violations of H & S Sections 11357 (b) and (c) and 11360 (c) shall not be kept beyond two (2) years, per Section 11361.5 H & S.

Destruction of records required by this Section shall be accomplished by actual physical destruction of the document constituting such a record and any copies or photographic records thereof. If actual physical destruction of a record would necessarily effect the destruction of other records, compliance may be accomplished by permanently obliterating such record.

EXCEPTION: If the defendant has filed a civil action against the peace officer(s) or law enforcement agency which made the arrest, related records SHALL NOT be purged.

Reference:

Effective Date

Revision No.

Section

March 01, 1988

Page 2 of 2

1005