

**RESOLUTION NO. 2013-171**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
ESTABLISHING A POLICY FOR THE RETENTION OF RECORDS MAINTAINED  
BY THE POLICE DEPARTMENT'S PROFESSIONAL STANDARDS AND PROPERTY  
AND EVIDENCE DIVISIONS**

**WHEREAS**, the Chief of Police is charged with the custody and safekeeping of records related to the Police, and Fleet and Facilities Department; and

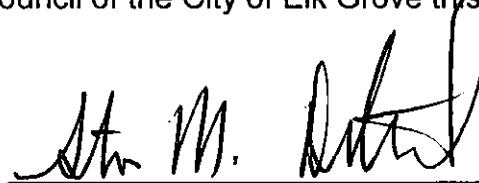
**WHEREAS**, the responsible maintenance of the City's records includes adoption of a policy for the retention and disposition of records; and

**WHEREAS**, California Government Code Section 34090 requires the legislative body to approve policy for the disposition of records that are no longer required.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby:

- 1) Adopts the records retention schedules attached hereto as Exhibits A and B as consented to by the City Attorney in accordance with California Government Code Section 34090, et seq.; and
- 2) Authorizes the Chief of Police to employ technological methods to provide the storage and recovery of records as provided by statute; and
- 3) Authorizes the Chief of Police to identify and forward unique records to the care of the City Clerk for determination of extended retention and/or preservation.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 11<sup>th</sup> day of September 2013.




STEVEN M. DETRICK, VICE MAYOR  
of the CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,  
CITY ATTORNEY

City of Elk Grove

EXHIBIT A

Attachment A, Page 1 of 2

POLICE - Professional Standards Bureau

Records Series	Vital	Retention	Citation
Internal Affairs Investigations arising out of a formal citizen's complaint, all related files not pending litigation or other ongoing legal proceedings or a complaint involving a discriminatory harassment or hostile work environment. Includes complaint, reports and findings		CU + 5	(Penal Code § 832.5(b)), EGPD Policy 1026.7.3 (a) (2), 1026.8
Investigation files arising out of other internally generated complaints not pending litigation or other ongoing legal proceedings		CU + 2	EGPD Policy 1026.7.3 (a)(2), 1026.8, GC 34090
Internal Affairs Administrative Investigations - Officer Involved Shootings		CL + 25 years	Secretary of State, Local Govt Records Management Guidelines, Penal Code 832.5, EVC1045, GC 12946, 34090 PC 801.5, 803( c), 832.5, VC2547
Grievance Files		CL + 2	GC 34090, Secretary of State/Local Govt Guidelines
Business License Rejection Letters		CU + 5	GC 34090
Audits - Property and Evidence		CL + 10	GC 34090
Audits - K9		CL + 10	GC 34090
Vendor Department of Justice Livescan returns		T + 3	GC 34090
Collision Review of Officer Involved Collision Reports		P	GC 34090
Vehicle Pursuit Review		T + 15	GC 34090
Use of Force Review Board		CL + 5	GC 34090, Secretary of State Local Govt, Records Mgmt Guide
Employee Backgrounds - Hired (includes Livescan results)		P	PC 832.5, GC 34090

Employee Backgrounds - Not hired, resigned or terminated (includes Live Scan results)		P (CL + 5)	CC 1786.10 GC 34090
All training documents internal & external, (evaluations, remediation, tests), training requests, outlines, curriculum, descriptions		T + 10	GC34090 29 CFR 1627.3(b)(ii), GC 12946, 8 CCR 3204 (d)(1) et seq.,
Training Certification/Designation		T+2	GC 34090, Secretary of State/Local Govt Guidelines
All Departmental Training Manuals, Bureau Manuals, Uniform Manual, Report Writing Manual		S + 5	GC 34090
Department General Order Manual		P	Secretary of State/Local Govt Guidelines
Weapon Qualification Forms, Range lesson plans & training		CL +15	Secretary of State/Local Govt Guidelines
Range Inventory - Reports of inventories of weapons and ammunition held by the Department Range		S + 2	GC 34090, Secretary of State/Local Govt Guidelines

Consent:



Jonathan P. Hobbs, City Attorney

Date: 5/28/13

Adopted by Resolution No. 2013-  
 Key: CU - Current Year  
 CL - Cleared/Completion  
 P - Permanent

City of Elk Grove - Records Retention :

Police - Property and Evidence

Records Series	Vital	Retention	Citation
<b>PROPERTY SIGNATURE RECEIPTS</b>			
Chain of Custody		CL + 2 years	GC 34090
Property Diversion for Department Use + Chief's IDC		CL + 2 years	GC 34090
Property Donation + Chief's Authorization		P	GC 34090
<b>FINANCIAL DOCUMENTS</b>			
Accounting/Cash Reconciliation		CU + 1	GC 34090
Check Register		CU + 3	GC 34090
<b>LOGS</b>			
Property and Evidence Room Access Logs		CU + 5 years	GC 34090
Money/Narcotic Safe Log		CL + 2 years	GC 34090
Auction Manifest		CL + 1 Year	GC 34090
Emergency Eyewash Maintenance Log		CU + 1 year	GC 34090
<b>WEAPON &amp; NARCOTIC DOCUMENTATION</b>			
Automated Firearm System (AFS) Institutional Registrations		CL	GC 34090
Court Order- Firearm/Deadly Weapon Disposition		CL	GC 34090
Gun and Narcotic Destruction		CL + 10 years	GC 34090
<b>SUPPORTING POLICE CASE FILE DOCUMENTATION</b>			
Photographs - Domestic Violence, Elder/dependent Abuse, Child Abuse		P	PC 273.5, EC 1109, COEG Police Records Retention, Exhibit A, NOTE TWO
Hand written statements of victim		P	EC 1109, COEG Police Records Retention, Exhibit A, NOTE TWO GC 34090
Misc. medium to include CD, DVD, VHS, Cassette, Mini 8, Memory Stick, Thumb drive, etc., containing audio, video, photo, documents, data associated with Crime Report		P	COEG Police Records Retention, Exhibit A, NOTE TWO, GC 34090



Records Series	Vital	Retention	Station
MISC REPORTS		CJ + 3	GC 34090
Statistical Reports			
PRELIMINARY ALCOHOL SCREENING DEVICE (PAS)			
Preliminary Alcohol Screening (PAS) Device Usage, Maintenance, Memory Logs		CU + 5 years	GC 34090

Consent:  Date: 8/20/13

Jonathan P. Hobbs, City Attorney



**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2013-171**

STATE OF CALIFORNIA        )  
COUNTY OF SACRAMENTO    )       ss  
CITY OF ELK GROVE         )

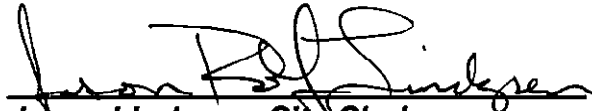
*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on September 11, 2013 by the following vote:*

**AYES :**        **COUNCILMEMBERS:**    *Detrick, Hume, Trigg*

**NOES:**        **COUNCILMEMBERS:**    *None*

**ABSTAIN :**   **COUNCILMEMBERS:**    *None*

**ABSENT:**     **COUNCILMEMBERS:**    *Davis, Cooper*

  
**Jason Lindgren, City Clerk  
City of Elk Grove, California**