

RESOLUTION NO. 2021-339

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ADOPTING AN UPDATED RECORDS RETENTION SCHEDULE FOR THE ELK
GROVE POLICE DEPARTMENT'S PROFESSIONAL STANDARDS BUREAU**

WHEREAS, the Chief of Police is charged with the custody and safekeeping of records related to the Police 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, et seq. 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:

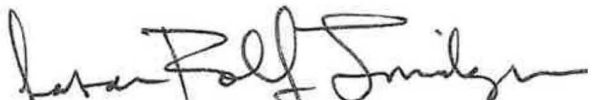
- 1) Adopts the records retention schedule attached hereto as Exhibit A and incorporated herein by reference, as consented to by the City Attorney in accordance with California Government Code Section 34090, et seq.; and
- 2) Authorizes the Police Department to employ technological methods to provide for the electronic storage and recovery of records in a trusted system, as provided by statute.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 8th day of December 2021




BOBBIE SINGH-ALLEN, 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 - Records Retention Schedule

POLICE - Professional Standards Bureau

Records Series	Vital	Retention	Citation
Complaints by members of the public against a peace officer and any reports or findings relating to these complaints resulting in sustained finding of misconduct		Complaint date + 15 (Extended while that record is being processed or any process or litigation to determine whether the record is subject to release is ongoing)	(Penal Code § 832.5(b)), EGPD Policy 1026.7.3 (a) (2), 1026.8
Complaints by members of the public against a peace officer and any reports or findings relating to these complaints <u>not</u> resulting in sustained finding of misconduct (whether or not investigation is completed and findings made).		Complaint date + 5 (Extended while that record is being processed or any process or litigation to determine whether the record is subject to release is ongoing)	(Penal Code § 832.5(b)), EGPD Policy 1026.7.3 (a) (2), 1026.8
Internal Affairs Investigations (internally generated) pending litigation or other ongoing legal proceedings or internal complaints involving discriminatory harassment or hostile work environment.		CL + 5	(Penal Code § 832.5(b)), EGPD Policy 1026.7.3 (a) (2), 1026.8
Investigation files arising out of internally generated complaints not pending litigation or other ongoing legal proceedings		Complaint date +5	EGPD Policy 1026.7.3 (a)(2), 1026.8, GC 34090
Other Internal Affairs Investigations (internally generated) not otherwise addressed on this schedule that result in termination or separation from employment (investigation portion only, does not pertain to personnel files).		T + 6 (Subject to pending litigation/legal proceedings/EEOC complaints retention requirement above)	EVC §1045; PC §801.5, 803(c); 29 USC 1027; 29 USC 1113; 29 CFR 1602; PC 832.5; VC 2547
Informally handled complaints/public concerns housed in IA Pro		CU + 2	GC 34090; EGPD Policy 1026.8

City Of Elk Grove - Records Retention Schedule

Internal Affairs Administrative Investigations - Officer Involved Shootings		CL + 25 years	Secretary of State, Local Govt Records Management Guidelines, citing GC 34090
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		Completion of contract + 4	GC 34090
Officer Involved Collision Reviews- incident and review housed in IA Pro		CL + 5	GC 34090
Property Damage Reviews- incident and review housed in IA Pro		CL + 5	GC 34090
Vehicle Pursuits Reviews- incident and review housed in IA Pro		CL + 5	GC 34090
Use of Force Reviews- incident and review housed in IA Pro		CL + 5	GC 34090, Secretary of State Local Govt, Records Mgmt Guide
Employee Backgrounds - Hired (includes Livescan results)		T + 5	PC 832.5, GC 34090
Employee Backgrounds - Not hired (includes Live Scan results)		CL + 2(unless compla	GC 34090
All training documents internal & external, (evalutaions, remediation, tests), training certifications/designations, training requests, outlines, curriculum, descriptions		T + 10	GC34090; 29 CFR 1627.3(b)(ii)
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

City Of Elk Grove - Records Retention Schedule

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
Jonathan P. Hobbs, City Attorney

Date: 11/17/2021 | 2:08 PM PST

Adopted by Resolution No.2013-171
Revised and adopted by Resolution No. 2021-

Key: CU - Current Year
CL - Cleared/Completion
P- Permanent
T- Termination, Resignation,
Separation from employment
S- Supercede
L-Life

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2021-339

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 December 8, 2021 by the following vote:

AYES: **COUNCILMEMBERS:** *Singh-Allen, Suen, Hume, Nguyen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN: **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *Spease*



Jason Lindgren, City Clerk
City of Elk Grove, California