

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Authority/Remarks	
	(C)Confidential (V)Vital (H)Historical	Active Office Guideline	Inactive Storage	Total Requirement		Media Options	
<b>POLICE</b>							
PD 1	Alarms Alarm permits, applications and false alarms	CU+5 years		CU+5 years	Bus. Svcs.		<u>Authority-</u> GC 34090, 2 years  <u>Admin. Decision-</u> to retain an additional 3 years, meets government auditing standards.
PD 2	Arson, Drug and Gang Registration (V) (C)	C+5 years or order by court to seal records (whichever comes first)		C+5 years or order by court to seal records (whichever comes first)			<u>Authority-</u> HS 11590, 11594, PC 186.30, 186.32(d), 457.1(b)(1) and (j) - records of statements, photographs and fingerprints shall not be open to inspection by the public or by any person other than a regularly employed peace officer or other law enforcement officer  <u>Admin. Decision-</u> to better track offenders
PD3	Asset Forfeiture Files	C+2 years	3 years	C+5 years	Admin.		<u>Authority-</u> CCP 340(b), 2 years  <u>Admin. Decision-</u> SOL + 1 year
PD4	Audio, Telephone, Radio Communications(V)  Video Surveillance Monitoring (including jail and building)  Video Recordings (including in-car camera and body worn camera) – Evidentiary data such as use of force, OIS, arrest or detention, relevant to complaint against an officer, or an incident useful for investigatory purposes.  Video Recordings (including in-car camera and body worn camera) – Non-evidentiary data such as data of an incident that does not lead to an arrest or citation or data of general activities of the officer while on duty  Log of access or deletion of video recordings (including in-car camera and body worn camera)  Non-evidentiary Traffic and Pedestrian Stops	180 days AF  1 year  C+2 years  60 days  P  1 year		180 days AF  1 year  C+2 years  60 days  P  1 year	Admin.		<u>Authority-</u> GC 34090.6, 100 days. In the event there is a claim filed or pending litigation, they shall be retained with case file.  <u>Admin. Decision-</u> retain an additional 80 days instead of 100 days required by the code  <u>Authority-</u> GC 34090.6  <u>Authority-</u> PC 832.18 - 2 years for evidentiary data or the retention period for evidentiary data under state law.  <u>Authority-</u> PC 832.18 - 60 days for non-evidentiary data,  <u>Authority-</u> PC 832.18(b)(5)(E)  <u>Authority-</u> PC 832.18 – 60 days for non-evidentiary data.  <u>Admin Decision-</u> retain an additional 305 days

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		Active Office Guideline	Inactive Storage	Total Requirement			
	(C)Confidential (V)Vital (H)Historical						
PD 5	CAD Incident Data (V) (Computer information received in progress)	100 days AF		10 years AF			<b>Authority-</b> GC 34090.6, 100 days. In the event there is a claim filed or pending litigation, they shall be retained with case file.  <i>(Note: PD retains for 10 years for statistical comparisons versus the 100 days)</i>
PD 6	Cash & Credit Card Receipts	C+2 years		C+2 years	Records, O.N., Business Services		<b>Authority-</b> GC 34090  <b>Admin. Decision-</b> Original receipts retained in PD, reports forwarded to Finance
PD 7	Crime Reports (V), <i>For crimes not listed, see FPD Nature of Call Codes</i>						
7.1	Assaults on Police Officers all felony or misdemeanor assaults on police officers with or without weapons	C+10 years		C+10 years			<b>Authority-</b> GC 34090, 2 years  <b>Admin. Decision-</b> to track potentially violent individuals. Track individuals who have demonstrated violence to police officers.
7.2	Arrests (later deemed drunk in public detentions)	C+5 years		C+5 years			<b>Authority-</b> PC 647(f), 800, 802, 849 et seq. is 2 years provided there are no outstanding warrants, deaths  <b>Admin. Decision-</b> PD wishes to retain an additional 3 years
7.3	Arrests - Warrant Arrest Reports (V) Arrests on traffic warrants, out-of-agency warrants, and other warrants where no internal crime report exists	C+2 years		C+5 years			<b>Authority-</b> GC 34090, 2 years  <b>Admin. Decision-</b> CAO suggests retaining an additional 3 years
7.4	Child/Elder, Abuse/Neglect	C+10 years		C+10 years	Records		<b>Authority -</b> PC 11169(i), 11170(a)(3); GC 34090, DOJ recommendation
7.5	Child/Elder, Abuse/Neglect - Unsubstantiated or Inconclusive(V)	No further report on suspected abuser + C+25 years		No further report on suspected abuser + C+25 years			<b>Authority-</b> PC 11169(i), 11170(a)(3); GC 34090, DOJ Recommendation  <b>Admin. Decision-</b> PD to retain for 25 years
7.6	Domestic Violence(V) (assault & battery, willful infliction of corporal injury; violation; punishment, includes restraining orders)	C + 10 years**		C + 10 years**			<b>Authority-</b> GC 34090, **DOJ recommends retaining for duration of restraining or other orders and any renewals, then retain the order as a judgment, 60 days after expiration of the temporary protective, or temporary restraining order.
7.7	Drunk Driving and misdemeanor alcohol violations including regulatory statues (V)	5 years		5 years			<b>Authority-</b> GC 34090 is 2 years  <b>Admin. Decision-</b> PD to retain for 5 years

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		Active Office Guideline	Inactive Storage	Total Requirement			
	(C)Confidential (V)Vital (H)Historical						
7.8	Embezzlement of Public Funds (V)	I**		I**	Admin		<b>Authority-</b> GC 36507, 34090, PC 801.5, 803(c), 801, 424 <b>**SOL for Public Official misconduct is discovery of offense +4 years</b>
7.9	Evading arrest or resisting arrest (V) (not involving assault against police officer)	C + 5 years		C + 5 years	Records		<b>Authority-</b> GC 34090 is 2 years  <b>Admin. Decision-</b> to better track offenders
7.10	Factually Innocent Reports (sealed)	C + 3 years**		C + 3 years**	Records		<b>Authority-</b> **GC 34090, PC 851.8; upon determination by PD or judicial determination of factual innocence; records sealed for period of 3 years from date of arrest and shall destroy the records and the notice of sealing. No index after destruction.
7.11	Felony Drug Reports	C+5 years		C+5 years			<b>Authority-</b> GC 34090
7.12	Hate Crimes, Anti Reproductive Rights Crimes (V)	C + 25 years		C + 25 years			<b>Admin. Decision-</b> to track potentially violent individuals. Track individuals who have demonstrated violence to police officers.
7.13	Homicide or Suspicious Unattended Deaths (V, H)	P		P	Records		<b>Authority-</b> GC 34090, PC 799; Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. no SOL on action(s).
7.14	Mental Health Commitment (Reports of 5150 W&I) 5152.2, Notification from medical facility	5 years ** 2 years AF		5 years ** 2 years AF	Records		<b>Authority-</b> GC 34090, PC 802, 187, 800 et seq., **DOJ regulates Authority - W&I 5152.2; must destroy records 2 years after date of record.
7.15	Misdemeanor/Miscellaneous police reports, property and non-victim, non-felony	C+3 years		C+3 years	Records		<b>Authority-</b> GC 34090; PC 802, Not involving felonies.
7.16	Misdemeanor marijuana offenses, violations less than 28.5 grams	C+2 years or when subject is 18 years old		C+2 years or when subject is 18 years old			<b>Authority-</b> HS 11361.5, 11357 b, c, d or e, or until offender reaches the age of 18 years, provided there are no active warrants associated with the case.
7.17	Missing Persons (Solved)	5 years		5 years	Records		<b>Authority-</b> GC 34090 is 2 years  <b>Admin Decision-</b> Brings process into line with DOJ missing persons
	Missing Persons (Unsolved) (V)	P		P	Records		<b>Authority-</b> GC 34090, DOJ recommendation
7.18	Officer Involved Shooting (V)	C +10 years		C+10 years	Records, Admin		<b>Authority-</b> EVID 1045, GC 12946, 34090, PC 801.5, 803(c), 832.5, VC 2547, PC 799, PC 832.18

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		(C)Confidential (V)Vital (H)Historical	Active Office Guideline	Inactive Storage			
7.19	Reports issued in error or determined unfounded by investigation		C + 2 years		C + 2 years		<b>Authority-</b> GC 34090 is 2 years
7.20	Misc. Public Service, return/found, lost & found property		C + 2 years		C + 2 years		<b>Authority-</b> GC 34090 is 2 years, (Note: supportive documents for 1993-96 will be destroyed after 5 years, 1997-99 will be destroyed 180 days after they have been imaged) (Imaged records must be destroyed after 2 years)
7.21	Persons crime reports, assault & batter, misdemeanors and felonies		C + 5 years		C + 5 years		<b>Authority-</b> GC 34090
7.22	Police Reports - Serious Non-Crime Reports (V) suspicious circumstances, explosions (not determined to be criminal in nature), aircraft accidents, overdoses, reports of assistance granted to outside agencies, and any other non-crime not described elsewhere in this schedule		C + 5 years		C + 5 years	Records	<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain for an additional 3 years in order to describe events that are serious in nature and the events described may evolve into important issues over time.
7.23	Possession of Marijuana at School (V)		C+2 years or when subject is 18 years old		C+2 years or when subject is 18 years old	Records	<b>Authority-</b> HS 11361.5, 11357 b, c, d, or e, or until offender reaches the age of 18, provided there are no active warrants associated with the case.
7.24	Protective Custody - Juvenile Reports (V)		C + 5 years		C + 5 years		<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain for an additional 3 years. Information may be relevant to a particular juvenile's case even after 5 years.
7.25	Sexual Assaults - excluding Child Molestation (V)		C + 25 years		C + 25 years	Records	<b>Authority-</b> GC 34090 is 2 years. <b>Admin. Decision-</b> Megans Law & PC 290, PD maintains for 25 years.
7.26	Sexual Assaults - Molest cases (V)		25 years		25 years	Records	<b>Authority-</b> GC 34090, DOJ recommendation is 25 years.
7.27	Stolen Vehicle Reports, Altering Vehicle VIN number reports (V)		C + 5 years		C + 5 years	Records	<b>Authority-</b> GC 34090 is 2 years. <b>Admin. Decision-</b> PD to retain for additional 3 years
7.28	Suicides, suicide attempts and unattended death reports (where no suspicious circumstances were revealed during the investigation) (V)		C + 25 years		C + 25 years	Records	<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain data, information may surface at a later date that could change the status to a potential homicide.

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		Active Office Guideline	Inactive Storage	Total Requirement			
	(C)Confidential (V)Vital (H)Historical						
7.29	Tow Reports (V)	C+3 years		C+3 years	Records		<b>Authority-</b> GC 34090 is 2 years. <b>Admin. Decision-</b> Retain an additional year
7.30	Traffic Collision Fatalities (V), (H)	C + 25 years		C+ 25 years	Records		<b>Authority-</b> GC 34090 is 2 years. <b>Admin. Decision-</b> CA Law Enforcement Warrant Officers Association recommends retaining permanently. Despite recommendation, PD would like to change to 25 years which should be sufficient to resolve all civil issues.
7.31	Traffic Collision Reports - Injury, non-fatals, including misdemeanors(V)	C + 5 years		C + 5 years	Records		<b>Authority-</b> GC 34090 is 2 years. <b>Admin. Decision-</b> CA Law Enforcement Warrant Officers Association recommends for an additional 3 years. (Note: Hard copies and alpha file will be purged.)
7.32	Vehicles embezzled or joy ridden vehicle reports, reports on the recovery of vehicles stolen in other jurisdictions but recovered in Fremont(V)	C + 5 years		C + 5 years	Records		<b>Authority-</b> PC 499(b), GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain for an additional 3 years
7.33	Vehicle Violation reports - infractions and misdemeanors not listed elsewhere in this schedule (V)	C + 3 years		C + 3 years	Records		<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain 3 years to match Tow reports, including towing of an offending vehicle
7.34	Weapons violations (V) Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred	C+5 years		C+5 years			<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain an additional 3 years to track potentially violent individuals.
PD 8	Department Manuals (V) (Policies, practices, and procedures)	S+2 years		S+2 years	Admin		<b>Authority-</b> GC 34090
PD 9	Field Interview Cards	5 years		5 years	Invest.		<b>Authority-</b> GC 34090, 2 years <b>Admin. Decision-</b> PD to retain an additional 3 years. Paper cc is destroyed after 2 years.
PD 10	Fremont Municipal Code Citations (V) (pink copies)	C+3 years		5 years			<b>Authority-</b> GC 34090, 2 years <b>Admin. Decision-</b> CAO suggests retaining an additional 3 years.

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		Active Office Guideline	Inactive Storage	Total Requirement			
	(C)Confidential (V)Vital (H)Historical						
PD 11	Inventory (V) Range/Armory & department weapons list of equipment assigned to division, to whom it is assigned. Equipment inventory (including sign-out cards)	T+5 years		T+5 years	Admin		<u>Authority- GC 34090, 2 years</u> <u>Admin. Decision- retain duration of employment + 5 years</u>
PD 12	Licenses & Permit Reports (V) Concealed weapons Dealer - Second-hand Firearms dealer Pawn slips, tickets	E+2 years		E+2 years	Admin, Investig.		<u>Authority- GC 34090</u>
PD 13	Logs - Daily & Special Information Bulletins (SIBs) Jail Signed bail lists (after court validation) Front Desk sign-in-sheets Validation List for DOJ (NCIC)	2 years AF 6 years AF 2 years AF 2 years AF 2 years AF		2 years AF 6 years AF 2 years AF 2 years AF 2 years AF	Admin		<u>Authority- GC 34090</u> <u>Authority- Secretary of State</u> <u>Authority- GC 34090</u> <u>Authority- GC 34090</u> <u>Authority- GC 34090</u>
PD 14	Intelligence file	5 years AF		5 years AF	Admin		<u>Authority- 28 CFR 23.20(h)</u>
PD 15	Records of the disclosure of the location of registered sex offenders	5 years		5 years	Records		<u>Authority- PC 290.4(n)</u>

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods		Total Requirement	Office of Record	Media Options	Authority/Remarks
		Active Office Guideline	Inactive Storage				
	(C)Confidential (V)Vital (H)Historical						
PD 16	Personnel Files (C)  Background files, including applicant files (non-hired)  Background files, including applicant files (hired)  Citizen complaints against sworn peace officers and non-sworn police department employees (including the resulting Internal Affairs Investigation)  Administrative reviews for vehicle pursuits and vehicle accidents  Citizen Inquiries  Other Admin Review  Internal Affairs Investigations internally initiated  Employee Personnel file	C+2 years  T+7 years  C+5 years  C+3 years  C + 2 years  C + 2 years  C+2 years  T + 6 years		C+2 years  T+7 years  C+5 years  C+3 years  C + 2years  C + 2 years  C+2 years  T + 6 years	Personnel Unit  Personnel Unit  IA  IA  IA  IA  IA		<u>Authority-</u> GC 12946 is 2 years unless a complaint has been filed then the file shall be maintained until the proceedings have been terminated. An EEOC complaint can be filed within 49 months.  <u>Authority-</u> GC 12946, Statutory minimum is 2 years. City shall retain the background information until the employee separates from service +7 years.  <u>Authority-</u> PC 832.5(b), Statutory minimum is 5 years.  <u>Authority-</u> GC 34090 is 2 years for internal affairs investigations. Admin. Decision – Retain for an additional 1 year  <u>Authority-</u> GC 34090 is 2 years for citizen inquiries  <u>Authority-</u> GC 34090 is 2 years for other admin review  <u>Authority-</u> GC 34090 is 2 years for internal affairs investigations.  <u>Authority-</u> GC 34090, 12946, 29 USC 1113, 29 CFR 1602.31, 1627.3(b)(1) and CCR 3204(d)(1) et seq. SOL is Termination + 6 years
PD 17	Press Releases	C+2 years		C+2 years	Admin.		<u>Authority-</u> GC 34090
PD 18	Automatic Traffic Enforcement System Data (Red Light Camera) (V)	5 years		5 years	Traffic		<u>Authority-</u> GC 34090 is 2 years  <u>Admin. Decision-</u> Retain for an additional 3 years.
PD 19	Registration of Sex Offenders - Adults (V)	Life of Registrant +3 years		Life of Registrant +3 years	Records Investig.		<u>Authority-</u> PC 290, W&I 781 (Supportive documents will be destroyed 180 days after they have been imaged and verified.)

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm										
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks			
		(C)Confidential	(V)Vital	(H)Historical				Active Office Guideline	Inactive Storage	Total Requirement
PD 20	Registration of Sex Offenders - Juveniles (V)				Age 38 or Court ordered sealing date +5 years		Age 38 or Court ordered sealing date +5 years	Records Investig.		<b>Authority-</b> PC 290, W&I 781(d) (Supportive documents will be destroyed 180 days after they have been imaged and verified.)
PD 21	Reports for Destruction of Narcotics (H)				C + 3 years		C + 3 years	Property Unit		<b>Authority-</b> GC 34090 is 2 years. <b>Admin. Decision-</b> This is dependent on case situation, could be evidence.
PD 22	Reports for Destruction of Seized Gun Reports (H)				I		I	Property Unit		<b>Authority-</b> GC 34090 is 2 years. <b>Admin. Decision-</b> This is dependent on case situation, could be evidence. Thefts involving weapons is 25 years.
PD 23	Sealed Juvenile Reports				Date of Court Ordered Destruction		Date of Court Ordered Destruction			<b>Authority-</b> Date of Court Ordered Destruction
PD 24	Shift Assignments				5 years		5 years	Patrol		<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain for an additional 3 years.
PD 25	Special Events Permits, Reports, and Correspondence				10 years		10 years	Patrol		<b>Authority-</b> CCP 337, 343, GC 34090 is 4 years <b>Admin. Decision-</b> PD to retain for an additional 6 years. (Note: Distributed to PD and City Manager)
PD 26	Strategic Plan & Goals (reports) (H)				5 years		5 years	Patrol		<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain for an additional 3 years.
PD 27	Subpoenas (officers copies) (V)				2 years**		2 years**	Records		<b>Authority-</b> GC 34090 is 2 years, ** or kept with case files for civil or criminal. If not with case file, keep for 90 days as the court maintains originals.



**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		(C)Confidential	(V)Vital	(H)Historical			
PD 28	Taxi Permits						<p><b>Authority-</b> GC 34090, 2 years</p> <p><b>Admin. Decision-</b> PD to retain an additional 3 years in order to investigate potential crimes</p>
PD 29	Traffic Citations (V)				Records		<p><b>Authority-</b> GC 34090 is 2 years</p> <p><b>Admin. Decision-</b> These have the officers notes on the back of the citation, this differs from the citizens and courts copies. PD receives subpoenas for up to 3 years.</p>
PD 30	Training (H) Records, training bulletins, correspondence and attendance				Admin.		<p><b>Authority-</b> 29 CFR 1672.3(b)(1), 8 CCR 3204(d)(1) et seq., GC 12946, GC 34090</p>
PD 31	Lesson Plans				Admin.		<p><b>Authority-</b> 29 CFR 1627.3(b)(1), Statewide Guidelines &amp; Cal OSHA requires 7 years Note: Claims can be filed up to 30 years for toxic substance exposure.</p>
PD 32	Vehicle Abatement Reports (V) Includes warning notices				Records Traffic		<p><b>Authority-</b> GC 34090 is 2 years.</p> <p><b>Admin. Decision-</b> Alameda County Vehicle requires City to retain 5 years for reimbursement fee.</p>
PD 33	Vehicle Damage (reports and forms)				Patrol		<p><b>Authority-</b> GC 34090</p>
<b>ANIMAL SERVICES</b>							
AS1	Animals held in Shelter (V)				Animal Services		<p><b>Authority-</b> FOOD &amp; AGRIC 32003(e), PC 597.1(d), GC 34090 is 3 years</p>
AS2	ARO & FMC Citations - Ordinance Enforcement				Animal Services		<p><b>Authority-</b> GC 34090 is 2 years <i>(Note: Distribution Animal Control, PD/Proc. Ctr.)</i></p> <p><b>Admin. Decision-</b> City Attorney's Office recommends retaining an additional 3 years</p>

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		Active Office Guideline	Inactive Storage	Total Requirement			
	(C)Confidential (V)Vital (H)Historical						
AS3	Billing for Newark & Union City	2 years	2 years	4 years	Animal Services		<b>Authority-</b> GC 34030 is 2 years <b>Admin. Decision-</b> PD to retain an additional 2 years (Note: Distribution Animal Control, Police)
AS4	Bills, Invoices (V) Citizens, vets - internal record keeping, impoundment, treatment records	3 years		3 years	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34090 is 3 years (Note: Distribution Animal Control, Collections/Revenue)
AS5	Bite Reports (V) County Statistics	2 years	2 years	4 years	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34090 is 3 years (Note: Distribution Animal Control, Alameda County)
AS6	CalTrans Billing (Billing for deceased animals on the highway)	2 years	2 years	4 years	Animal Services		<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain an additional 2 years
AS7	Cash Transmittals - Financial audit trail	2 years	2 years	4 years	Animal Services		<b>Authority-</b> GC 34030 is 2 years <b>Admin. Decision-</b> PD to retain an additional 2 years
AS8	Certified Letters (Proof of mailing)	3 years**		3 years**	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34030 is 3 years **Will be placed with case file. All others shall be retained 3 years
AS9	Complaints - Initiated by citizen or internally initiated; includes complaint, report and findings Reports created by Police Officers after Animal Service office hours or when criminal complaints are demanded/initiated by citizen	C+5 years		C+5 years	Animal Services		<b>Authority-</b> PC 832.5, 801.5, 803(C), EVID 1045, VC 2547; GC 12946
AS10	Euthanasia Drug Logs	3 years	3 years	3 years	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34090 is 3 years
AS11	License Dept. Reports (Finance audit trail)	2 years	2 years	4 years	Animal Services		<b>Authority-</b> GC 34090 is 2 years <b>Admin. Decision-</b> PD to retain an additional 2 years (Note: Distribution Animal Control, Revenue)

**CITY OF FREMONT RETENTION SCHEDULE:  
POLICE**

Retention Codes: AP= After approval AR= Annual review A= Audit AF= Destroy after last date C= Closed/Completed CU= Current Year E= Expiration I= Indefinite P= Permanent S= Superseded T= Termination PA= Paper E= Electronic Media MF= Microfilm							
Record Series #	Record Series Title and Content	Record Retention Periods			Office of Record	Media Options	Authority/Remarks
		Active Office Guideline	Inactive Storage	Total Requirement			
	(C)Confidential (V)Vital (H)Historical						
AS12	License Number History (V)	3 years	1 year	4 years	Animal Services	E	<b>Authority-</b> FOOD & AGRIC 32003(e), GC 34090, 3 years after date impoundment ends <i>(Note: Misdemeanor, infraction, or civil action alleging a violation of the regulation and licensing of dogs, or violation of local ordinance)</i>
AS13	Refund Records	2 years	2 years	4 years	Animal Services		<b>Authority-</b> GC 34090 is 2 years  <b>Admin. Decision-</b> PD to retain an additional 2 years <i>(Note: Distribution Animal Control, Revenue)</i>
AS14	Release of Information Application	2 years	2 years	4 years	Animal Services		<b>Authority-</b> GC 34090 is 2 years  <b>Admin. Decision-</b> PD to retain an additional 2 years
AS15	Spay/Neuter Surgery Logs	2 years	2 years	4 years	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34090  <b>Admin. Decision-</b> PD to retain an additional 2 years
AS16	Special Animal Permits - Potentially dangerous animals, dangerous dogs, animal fancier (H)	CU + 2 years		CU + 2 years	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34090 is end of impoundment plus 2 years
AS17	Trap Rentals	2 years		2 years	Animal Services		<b>Authority-</b> GC 34090
AS18	Truck Logs - Daily activity log for AC officers	2 years	1 year	3 years	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34090 is 3 years
AS19	Vector Reports - County Statistics	2 years	2 years	4 years	Animal Services		<b>Authority-</b> FOOD & AGRIC 32003(e), PC 597.1(d), GC 34090 is 3 years <i>(Note: Distribution Animal Control, Alameda County)</i>