

City of Palo Alto
Records Retention Schedule

Police Department

Series	Description	Total Retention	Statutory Reference	Remarks
ADMINISTRATIVE RECORDS				
3	(a) Personnel Training	S	GC 34090	Bulletins, training class certificates
3	(a)(1) Lesson Plans	C+15	GC 34090	Scope, content, time period of courses
3	(b) Personnel	TER+7	GC 34090	
3	(b)(1) Applicant Fingerprint Files	TER+3	GC 34090	Includes paperwork authorizing fingerprinting and background checks for City employment applicants, all license and permit applicants and volunteer applicants.
3	(c) Volunteer Files	TER+2	GC 34090	Volunteers' identification, contact information
003b	Policy, Forms, Brochures	C+2	GC 34090	
003c	Budgets, POs Time Keeping, Correspondence, Surveys, Statistical Reports, Contracts	TER+5	GC 34090 CCP 337	
003e	Alarm Records	C+2	GC 34090	Alarm documents & correspondence, alarm permit applications/permits, false alarm notifications, false alarm records
001q	Administrative/Internal Affairs Investigations – Documents relating to complaints or investigations in response to citizens' complaints regarding members of the Department. a) Not sustained b) Sustained	TER + 5 TER+15	PC 832.5(b), EVC 1045, PC 801.5, PC 803(c), VC 2547 GC 12946	Provided documents are not evidence in any claim filed or criminal investigation, or part of any pending records request or litigation . TER = conclusion of investigation
001k	News Release	C+2	GC 34090	Website 2 years; moved to the Investigatory file if applicable
001k	Social Media Content	C+2	GC 34090	
001t	Administrative Citations	TER+2	GC 34090	Noise, Animal, Parking/Traffic TER = conclusion of administrative review hearing, if held.
001r	PAPD Policy Manual	S	GC 34090	Living Document
ANIMAL SERVICES RECORDS				
001p	Nuisance Complaints, Animal Bite Reports and Hearings,	C+10	GC 34090	PAMC = Palo Alto Municipal Code

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	PAMC Violations and warnings issued.		PAMC 6.28.030 FAC 32003(e), 31621 - 31626	
10	Animal Licenses	C+2	GC 34090	Dog – 3 years from expiration
001n	Animal Control Officer – Activity records and logs	C+2	GC 34090	
COMMUNICATION RECORDS				
1	(a) 911 Recordings (b) Other Phone Recordings, not on 911 lines	C+2 years and 1 day	GC 34090.6	Exception: Recordings flagged as evidence in a criminal prosecution or litigation hold request received shall be preserved for 100 days after conclusion of the court action, or as needed. System programed to re-write unless flagged
003f	Mobile Audio Video Records (MAV) DAR - Digital Audio Recordings	C+2	GC 34090.6 PC 1054	Exception: Recordings flagged as evidence in a criminal prosecution or litigation hold request received shall be preserved for 100 days after conclusion of the court action or as needed. System programmed to re-write unless flagged
003g	Interior Video Recordings AIB or ISD when initiated	C2	GC 34090.6 PC 1054	Exception: Recordings flagged as evidence in a criminal prosecution or litigation hold received shall be preserved for 100 days after conclusion of the court action, or as needed
003h	Routine Perimeter Security Video	100 Days	GC 34090.6	
INVESTIGATIVE RECORDS				
001e	Police Reports – ODI (Optical Document Imaging) System and supporting hard copy Reports	C+100	GC 34090 PC 800 PC 801 PC 799	Reports scanned into the ODI system from 6-15-92 to 12-31-06. Unless report is a Permanent Record or ordered Sealed by Court Order

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001e	Traffic Collision Fatality Reports	C +20	GC 34090	Regardless of the medium
001e	(1)Police Reports/PDF Scanned – All Felonies, high Misdemeanor cases.	C +100	PC 800 PC 801 PC 799 (Felony Capital Crimes punishable by Death, Life Imprisonment) PC 1054	Starting 2007 Hard Copies will be kept in conjunction with PDF Prosecution for an offense punishable by imprisonment in state prison for 8 years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. *Exception: PC 803 – Tolling/Extension of time periods; Appeals process - - .
001f	(1)Non Criminal Police Reports/PDF Scanned – Lost/Found Property, Injured or sick persons; missing persons where person has returned; traffic collision reports not used as the basis for criminal charges etc.	C+10	GC 34090	Starting 2007 Reports will be scanned to PDF. Any CLETS entry must be canceled prior to purge if applicable. 12-1-2021 – all reports scanned as PDF
001v	Arrest/Conviction HS Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations – Occurring after January 1, 1996	Mandatory destruction from date of conviction or date of arrest with no conviction	HS 11361.5	Applicable to convictions occurring after 1-1-1996 or arrests not followed by a conviction occurring after 1-1-1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains 18 years of age – then destroyed pursuant to 11361.5
001l	FI Cards – Field interview Cards	C+2	GC 34090	Includes photo if taken
001k	(1) Daily Bulletins	C+2	GC 34090	
001e	(2) Registrants – Sex, Arson, Narcotics	TER or until S	DOJ Guidelines	Fingerprint Card, Photo and info forwarded to DOJ
001e	(3) Criminal Reports (Misdemeanor low Felony) and Domestic Violence Reports	C+15	FC 6228(d) GC 34090	Remove property from CLETS, no suspect or open investigations pending.
MISC REPORTS AND DOCUMENTS				
004a	Court Board	C+2	GC 34090	Court Notices

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004b	Court Liaison Tracking Systems	C+5	GC 34090	Booking/Filing Lists and Logs, Informal Discovery requests and Correspondence. Formal Discovery scanned to Investigatory File
004c	Subpoenas (Duplicate)	C+2	GC 34090	Subpoena Duces Tecum (SDT) filed with case Report once completed if applicable
004d	Statistical – Crime Analysis and other reports	C+2	GC 34090	Internally generated information using activity logs, citizen requests, . Reports created for a variety of purposes. Some original reports sent to DOJ & FBI
004f	Sealed – Adult /Factual Innocent	Mandatory Destruction upon and pursuant to Court Order	PC 851.8	Unless sealed pursuant to PC 851.91 and PC 851.92. Does not include letter of finding sent to the defendant for grants/denials
001j	Restraining Orders	C or until S		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of Restraining Order has expired
001g	Traffic Citations (copies)	C+2	GC 34090	Original hard copy is forwarded to court, citation records are sent electronically to the court. Agency copy kept for processing. Parking Citations forwarded to Revenue Collections
004h	Equipment Records – includes , PAS Records and Radar Calibration Logs, Weapons Records, ALPR Stats; Flock and Star Chaser Forms	TER+2	GC 34090	f
004i	License/Permits	C+2	GC 34090	Parade, Noise Exemption, Special Events, Block Party, Taxi, Masseuse. No longer interested forms to be sent

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				to DOJ for applicant expired applicant information.
004j	Warrants: (1) Felony (2) Misdemeanor (3) Infraction	Felony – C+ 10 Misdemeanor – C+7 Infraction – C+7	GC 34090 PC 799 PC 800/801	Warrants attaining purge date are sent to Santa Clara Co DA's office for review of extension of warrant/ Active case or purge. All CLETS/AWS systems must be updated or cancelled.
004l	Records requests, correspondence	C+2	GC 34090	

The destruction of felony, misdemeanor, and infraction Crime/Supplemental Reports is permitted providing:

- (1) They do not relate to an unadjudicated arrest except for HS 11357 or HS 11360 violations;
- (2) They do not relate to unserved warrants;
- (3) They do not involve identifiable items which have not been recovered;
- (4) They do not relate to PC 290, PC 457.1, or HS 11590 Registrants;
- (5) They do not relate to violations listed in PC Sections 799 and PC 800;
- (6) The cases are not presently involved in either a civil or criminal litigation.

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