

Destruction of Records Protocol: County of Monterey Department of Sheriff and Coroner

Code	Category of Record	Description	Retention Period	Justification	Disposition	Confidential or Sensitive
Professional Standards and Training Files						
SO-010	Internal Affair (IA) Investigations initiated by citizen complaint; Complaint Sustained	Notes, audio recordings, etc.	Closed + 15 years	PC § 835(b) (15)	Shred/delete	Yes
SO-020	IA Investigations initiated by citizen complaint; Complaint Not Sustained	Notes, audio recordings, etc.	Closed + 6 years	PC § 835(b) (5) Admin - 6	Shred/delete	Yes
SO-030	All other IA records	Notes, audio recordings, etc.	Closed + 6 years	GC § 26205 (2) Admin - 6	Shred/delete	Yes
SO-040	Use of Force Reports	Notes, audio recordings, etc.	Closed + 6 years	GC § 26205 (2) Admin - 6	Shred/delete	Yes
SO-050	All other records	Notes, audio recordings, etc.	Closed + 6 years	GC § 26205 (2) Admin - 6	Shred/delete	Yes
Personnel Files						
SO-060	Employee Records/ Personnel file (Active employee)	Appointment letters, college transcripts, exit interviews, new hire paperwork, release authorizations, certifications, reassignments, outside employment, disciplinary actions, demotions, promotions, permanent status letter, terminations, performance evaluations, fingerprints, IDs, etc.	Termination + 7 years	GC § 12946 (4) LC § 1174 (3) 29 CFR § 516.6 (2) 29 CFR § 801.30 (3) 29 CFR § 1602.14 (1) 29 CFR § 1602.30 (3) 29 CFR § 1602.31 (2) 29 CFR § 1602.32 (3) 29 CFR § 1627.3 (3) H0009 (3) Admin - 7	Shred/delete	Yes

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Personnel Files						
SO-070	Employee Records/ Personnel file (Inactive employee)	Same	Termination + 7 years	GC § 12946 (4) 29 CFR § 516.6 (2) 29 CFR § 1602.30 (3) 29 CFR § 1602.31 (2) 29 CFR § 1602.32 (3) 29 CFR § 1627.3 (3) H0010 (3) Admin - 7	Shred/delete	Yes
SO-080	Employee Records/ Personnel file (Contract employee)	Same	Termination + 7 years (latest controls all if serial contract)	GC § 12946 (4) LC § 1174 (3) 29 CFR § 1602.30 (3) 29 CFR § 1602.32 (3) 29 CFR § 1627.3 (3) H00011 (3) Admin - 7	Shred/delete	Yes
SO-090	Employee Records/ Personnel file (Temporary employee)	Same	Termination + 7 years (latest controls all if serial)	GC § 12946 (4) LC § 1174 (3) 29 CFR § 1602.30 (3) 29 CFR § 1602.32 (3) 29 CFR § 1627.3 (3) H00012 (3) Admin - 7	Shred/delete	Yes
SO-100	Unsuccessful applicants	Same	Separation + 5 years	GC § 26205 (2) H0010 (2) Admin - 5	Shred/delete	Yes
SO-110	Recruitment, Examination and Referral files	Application materials, exam materials, job bulletins, eligibility, release of information forms, database	Close + 5 years	GC § 12946 (4) 29 CFR § 1627.3 (3) H00006 (2) Admin - 7	Shred/delete	Yes

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Financial Payroll Records						
SO-120	Payroll	Records that indicate anniversary dates, vacation, annual and sick leave accumulations, hours worked, etc.	Creation + 9 years	29 CFR § 516.5 (3) PRO02 (5) Admin - 9	Shred/delete	Yes
SO-130	Time Sheets	Record and verification of time worked by each employee for purposes of issuing salary warrants.	Creation + 9 years	26 CFR §31.6001-1 (4) R&T § 19530 (3) LC § 1174 (3) 29 CFR § 516.6 (2) 29 CFR § 1620.33 (2-3) PRO03 (3) Admin - 9	Shred/delete	Yes
SO-140	Other Payroll-Related Documents	Leave balance sheets, etc.	Creation + 9 years	29 CFR § 516.5(a) (3) CAC 22-1085-2 (4) PRO04 (3) Admin – 9	Shred/delete	Yes
SO-150	Salary Records		Termination + 9 years	CAC 22-1085-2 (4) PRO05 (3) Admin - 9	Shred/delete	Yes
SO-160	Payroll garnishments		Creation + 9 years	29 CFR § 516.6 (2) PRO06 (5) Admin - 9	Shred/delete	Yes

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Electronic Media						
SO-170	Mobile Data Computer Data User Activity, Sign-on, Talk messages	Video and recorded audio files	<u>Created</u> + 3 years	GC § 34090.6 (1 or 2 years, or 100 days) Admin - 3	Shred/delete	Yes
SO-180	Body worn camera (BWC) footage	No evidentiary value and traffic stops	<u>Created</u> + 180 days	PC § 832.18 (60 days) Admin – 180 days	Erase, record deletion	Yes
SO-181	BWC footage	Homicides, Sex Crimes, Robbery, or Unsolved Missing Persons, Unidentified Recovered Persons	<u>Permanent</u>	PC § 832.18 (2) Admin - permanent	NEVER	Yes
SO-182	BWC footage	Other felonies	<u>Closed</u> + 5 years	PC § 832.18 (2) Admin - 5	Erase, record deletion	Yes
SO-183	BWC footage	Misdemeanors	<u>Closed</u> + 3 years	PC § 832.18 (2) Admin - 3	Erase, record deletion	Yes
SO-184	BWC footage	Use of Force, Officer Injury, 5150, Citizen Complaint	<u>Closed</u> + 2 years	PC § 832.18 (2) Admin - 2	Erase, record deletion	Yes
SO-0185	Access and deletion logs re BWC		<u>Permanent</u>	PC § 832.18 (∞)	NEVER	Yes
Investigative Records						
SO-030	Narcotics Bureau Files and Confidential Informant Files		<u>Closed</u> + 11 years	GC § 26205 (2) Admin - 11	Shred/delete	Yes
SO-040	Asset Forfeiture		<u>Closed</u> + 11 years	CCP § 340 (Forfeiture + 1) Admin - 11	Shred/delete	Yes
SO-050	Investigative Files		<u>Closed</u> + 6 years	GC § 26205 (2) Admin - 11	Shred/delete	Yes
Civil Division Records						
SO-060	Instructions of Sheriff, Trip Tickets, Proof of Services, Ledgers, Writ Returns		<u>Closed</u> + 2 years	GC § 26205 (2)	Shred/delete	Yes

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Community Services Division						
SO-070	Special Service Records		Closed + 10 years	GC § 26205 (2)	Shred/delete	Yes
Community Services Division						
SO-026	Case Files: Abandoned Vehicle Abatement (AVA) and related AVA administrative files		Closed + 7 Years	GC § 26205 (2) Admin - 7	Shred/delete	Yes
SO-027	Working case files tracking arrest and bench warrants		Closed + 6 years	GC § 26205 (2) Admin - 6	Shred/delete	Yes
SO-028	Local booking records		Closed + 8 years	GC § 26205 (2) Admin - 8	Shred/delete	Yes
SO-029	Court ordered book and release records		Closed + 8 years	GC § 26205 (2) Admin - 8	Shred/delete	Yes
SO-030	Citations		Closed + 6 years	GC § 26205 (2) Admin - 6	Shred/delete	Yes
SO-031	Field Interview Cards		Closed + 6 years	GC § 26205 (2) Admin - 6	Shred/delete	Yes
SO-032	Crime reports and related investigative files		Closed + 8 years	GC § 26205 (2) Admin - 8	Shred/delete	Yes
SO-033	Miscellaneous incident reports and related investigative files		Closed + 8 years	GC § 26205 (2) Admin - 8	Shred/delete	Yes
Corrections Administrative Bureau						
SO-034	Corrections Operations Bureau Commander Files		Closed + 5 Years	GC § 26205 (2) Admin - 5	Shred/delete	Yes
SO-035	24-Hour Files		Closed + 7 Years	GC § 26205 (2) Admin - 7	Shred/delete	Yes
SO-036	Central Cash Files		Closed + 6 Years	GC § 26205 (2) Admin - 6	Shred/delete	Yes
SO-037	Inmate Medical Files		Closed + 6 Years	GC § 26205 (2) Admin - 6	Shred/delete	Yes

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Coroner						
COR-010	Analytical Test Data Files	Consist of results from tests performed on decedents during the death investigation, including toxicology results.	* See "Coroner's Retention Schedule" below			
COR-020	Autopsy Toxicology Logs	Includes: Specimens received, the date received, and who received them.	* See "Coroner's Retention Schedule" below			
COR-030	Chain of Custody Logs	Logs documenting chain of custody for toxicology specimens, evidence collected at scenes. Includes: Documentation of receipt of physical evidence.	* See "Coroner's Retention Schedule" below			
COR-040	Coroner Case Files	Contains all information records pertaining to each decedent and generated during the death investigation. Includes: Autopsy report, investigation report, toxicology report, decedent's photographs, outside agency photographs, x-rays, HIV test results, correspondence, copies of outside agency reports, and related records.	* See "Coroner's Retention Schedule" below			
COR-050	Case Files – Specimens	Partial skeletal remains, Histology slides, and related documents.	* See "Coroner's Retention Schedule" below			
COR-051	Case Files- Specimens	Histology blocks and related documents.	* See "Coroner's Retention Schedule" below			

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Coroner						
COR-052	Case Files – Specimens	Histology tissues and related documents.	* See “Coroner’s Retention Schedule” below			
COR-060	Decedent Psychological Autopsy Reports	Contains psychological reports used to determine mode of death. Includes: Name, biographical data, medical data, and related information.	* See “Coroner’s Retention Schedule” below			
COR-070	Decedent Services Unit Logs	Consist of logs kept for various decedent services functions, including Law Enforcement Sign-in Log, Mortuary Sign-in Log, Mortuary Release Log (tracking of mortuaries picking up decedents), Includes: Agency name, coroner case number, supervisor's name and signature, count of bodies in facility and photo count.	* See “Coroner’s Retention Schedule” below			
COR-080	Inquest Reports	Contains transcripts of judicial inquests held to determine cause and manner of death. Includes: Date, location, decedent name, witnesses, testimony taken, and related information.	* See “Coroner’s Retention Schedule” below			
COR-90	Mass Fatality Field Response Records	Contains information pertaining to the response to the scene and investigation of a mass fatality case. Includes: Personnel and resources deployed, incident records for skeletal recovery deployment, incident records, and related records.	* See “Coroner’s Retention Schedule” below			

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Coroner's Retention Schedule						
COR-All	All	All	Natural Death: 2 years	GC § 26205 (2)		
			Accidental Death or Suicide: 3 years	GC § 26205 (2) Admin – 3		
			Undetermined Cause of Death or Sudden unexpected infant death ("SUIDS"): 5 years	GC § 26205 (2) Admin – 5		
			Homicide or Suspicious death: 99 years	GC § 26205 (2) Admin – 99		
			Unidentified Decedent ("DOE"): Permanent (∞)	GC § 26205 (2) Admin – permanent		