

Attachment "A"

Name/Kind of Record	Original or Copy	If Copy, Where Is Original	Dates
Internal Affairs Investigations with all notes, audio tapes and related information	Original	N/A	01-01-2007 to 12-31-2007
Use of Force Reports	Original	N/A	01-01-2007 to 12-31-2007
Sheriff's Department Recruitment, Examination and Referral files	Original	N/A	01-01-2007 to 12-31-2007 Previous to 2007
Personnel Files of employees who have ceased employment	Original	N/A	All files seven years or older from date of separation. Any file in litigation will be retained.
Corrections 24 Hour Files	Original	N/A	01-01-2007 to 12-31-2007
Corrections Central Cash Files	Original	N/A	01-01-2007 to 12-31-2007
Corrections Inmate Medical Files	Original	N/A	01-01-2007 to 12-31-2007
Case Files: Abandoned Vehicle Abatement (AVA) and related AVA administrative files	Original	N/A	None

Name/Kind of Record	Original or Copy	If Copy, Where Is Original	Dates
Closed - working case files for the tracking of arrest and bench warrants	Copy	Original warrants are with the courts	01-01-2007 to 12-31-2007
Local booking records	Original	N/A	01-01-2005 to 12-31-2005
Court ordered book and release records	Original	N/A	01-01-2005 to 12-31-2005
Citations	Copies	Courts	01-01-2007 to 12-31-2007
Field Interview Cards	Original	N/A	01-01-2007 to 12-31-2007
Crime reports and related investigative files	Original	N/A	01-01-2005 to 12-31-2005
Miscellaneous incident reports and related investigative files	Original	N/A	01-01-2005 to 12-31-2005
Civil Unit Files: Instructions of Sheriff Trip Tickets Proof of Services Ledgers Writ Returns	Original	N/A	None Requested

Custody Operations Bureau Training Files	Original	N/A	01-01-2005 thru 12-31-2005
Custody Operations Bureau Commander Files	Copy	In Inmate Files	01-01-2010 thru 12-31-2010
Narcotics Bureau Files and Confidential Informant Files	Original	N/A	All files created prior to or on 12-31-2002