

Attachment "A"

Name/Kind of Record	Original or Copy	If Copy, Where Is Original	Dates
Internal Affairs Investigations with all notes, audio recordings and related information	Original	N/A	01-01-2010 to 12-31-2010
Use of Force Reports	Original	N/A	01-01-2010 to 12-31-2010
Sheriff's Office Recruitment, Examination and Referral files	Original	N/A	01-01-2009 to 12-31-2009 Previous to 2009
Sheriff's Office Payroll and Fiscal Related Documents	Original	N/A	Anything prior to 12-31-2007
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	01-01-2009 to 12-31-2009
Corrections Central Cash Files	Original	N/A	01-01-2009 to 12-31-2010
Corrections Inmate Medical Files	Original	N/A	01-01-2009 to 12-31-2010

Case Files: Abandoned Vehicle Abatement (AVA) and related AVA administrative files	Original	N/A	01-01-2009 To 12-31-2009
Closed - working case files for the tracking of arrest and bench warrants	Copy	Original warrants are with the courts	01-01-2009 to 12-31-2010
Local booking records	Original	N/A	01-01-2007 to 12-31-2008
Court ordered book and release records	Original	N/A	01-01-2007 to 12-31-2008
Citations	Copies	Courts	01-01-2009 to 12-31-2010
Field Interview Cards	Original	N/A	01-01-2009 to 12-31-2010
Crime reports and related investigative files	Original	N/A	01-01-2007 to 12-31-2008
Miscellaneous incident reports and related investigative files	Original	N/A	01-01-2007 to 12-31-2008
Civil Unit Files: Instructions of Sheriff Trip Tickets Proof of Services Ledgers Writ Returns	Original	N/A	None
Corrections Operations Bureau Commander Files	Copy	In Inmate Files	01-01-2011 thru 12-31-2011

Narcotics Bureau Files and Confidential Informant Files	Original	N/A	01-01-2004 thru 12-31-2005
Asset Forfeiture	Original	N/A	All years prior to 2006 thru 12-31-2006
Investigative Files	Original	N/A	All years prior to 2010 thru 12-31-2010
Special Services	Original	N/A	All years prior to 2006 thru 12-31-2006
Information Security Unit Mobile Data Computer Data User Activity/Signon/ Talk messages	Electronic Original	On Servers and Workstations	2008 thru 12-31- 2013
Background files for temporary employees that have severed employment, volunteers that have severed employment and those that failed the background process	Original	N/A	All files five years or older from date of separation.