

COUNTY OF MONTEREY - RECORDS MANAGEMENT
 EMERGENCY COMMUNICATIONS DEPARTMENT
 RECORDS RETENTION SCHEDULE

| Record Series Code | Category of Record | Description | Retention Period | | | Justification | Disposition | Confidential or Sensitive Material |
|----------------------------|--|--|------------------|-----|-------------|--|---------------------------------|---|
| | | | Office | RRC | Electronic | | | |
| ADMINISTRATION | | | | | | | | |
| A001 | Public Records Act Requests | Log of Public Records Act Request | CY + 1 YEAR | | CY + 1 YEAR | § GC 6253.4(a) Monterey County Municipal Code 2.69.010 | shred / delete | Information identified for litigation retained until litigation resolved |
| A002 | Public Records Act Requests | Public Records Requests & Correspondence | CY + 1 YEAR | | CY + 1 YEAR | § GC 6250 | shred / delete | Information identified for litigation retained until litigation resolved |
| A003 | Electronic imaging from security cameras | Surveillance images from building site location | | | 14 days | § GC 26202.6 | Files overwritten every 14 days | |
| A004 | Meeting Agendas & Minutes | Includes meeting agendas, minutes & recordings for interagency /intragency & departmental meetings. | CY + 1 YEAR | | CY + 1 YEAR | § GC 26202 | shred / delete | |
| DISPATCH OPERATIONS | | | | | | | | |
| D001 | Computer Aided Dispatch files | Record created by dispatch on each call for service showing date and time call received, nature of call and details of action taken in response to call and map files. | CY+2 | | CY+2 | § GC 26202, § GC 6254(a) | shred / delete | Destroy after CY+2 unless involved with investigation then keep until resolved. |
| D002 | Audio Files Telephone & Radio Communications | Audio files containing 911 and non emergency telephone & radio communications. | CY+1 | | 731 Days | § GC 26202.6; § GC 6204.2(d); § GC; 6205; § GC 6206 | Data overwritten at 731 days | Destroy after 731 Days unless involved with investigation then keep until resolved. |

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| D003 | Citizen Complaints/Records of Complaints | Citizen Complaints/Records of Complaints | CY + 1 YEAR | | CY + 1 YEAR | § GC 6254(f) | shred / delete | Destroy after CY+ 1 YEAR Unless involved in litigation then retain until resolved. |
| D004 | Departmental Reports | Departmental Reports | CY+2 | | CY+2 | § GC 26202 | shred / delete | |
| D005 | Agency Requests & Responses | External agency requests not covered under PRA | 90 days unless involved with investigation | | 90 days unless involved with investigation | § GC 26202 | shred / delete | Destroy afeter 90 days unless involved with investigation then keep until resolved. |
| D006 | Employee Schedule, Adjustments & Deployment | Employee Schedule, Adjustments & Deployment | CY+3 | | CY+3 | § GC 26202 | shred / delete | |
| D007 | External Agency On-Call Lists | Schedule of on-call personnel for external agencies with 24/7 response to public safety calls for service | Until Superseded | | | § GC 26202 | shred / delete | |
| D008 | Tow Logs-Rotation Schedule | Scheduled rotation of various tow company providers within dispatch operations. | CY + 1 YEAR | | CY + 1 YEAR | § GC 26202 | shred / delete | |
| D009 | CLETS Training Records (Less than full access) | California Law Enforcement Telecommunications System - Employee Training Records & Log of Training Records | For the duration of employment of the individual | P | | § GC 2.5; § PC 502; § PC 11105,13300; § PC11141-11143 & 13302-13304; § CVC 1808.41; § PC 11142 & 13303 | | P |

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|------|--|---|-------------|--|--|--------------------------|--|--|
| D010 | Residual media storage for data management | Physical media, such as magnetic tapes used for temporary data storage. | CY +2 Years | | | § GC 26202, § GC 6254(a) | | Destroy after CY+ 1 YEAR Unless involved in litigation then retain until resolved. |
|------|--|---|-------------|--|--|--------------------------|--|--|