

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	01-01-2008 to 12-31-2008
Use of Force Reports	Original	N/A	01-01-2008 to 12-31-2008
Sheriff's Department Recruitment, Examination and Referral files	Original	N/A	01-01-2008 to 12-31-2008 Previous to 2008
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	01-01-2008 to 12-31-2008
Corrections Central Cash Files	Original	N/A	01-01-2008 to 12-31-2008
Corrections Inmate Medical Files	Original	N/A	01-01-2008 to 12-31-2008
Case Files: Abandoned Vehicle Abatement (AVA) and related AVA administrative files	Original	N/A	01-01 2008 To 12-31-2008

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	01-01-2008 to 12-31-2008
Local booking records	Original	N/A	01-01-2006 to 12-31-2006
Court ordered book and release records	Original	N/A	01-01-2006 to 12-31-2006
Citations	Copies	Courts	01-01-2008 to 12-31-2008
Field Interview Cards	Original	N/A	01-01-2008 to 12-31-2008
Crime reports and related investigative files	Original	N/A	01-01-2006 to 12-31-2006
Miscellaneous incident reports and related investigative files	Original	N/A	01-01-2006 to 12-31-2006
Civil Unit Files: Instructions of Sheriff Trip Tickets Proof of Services Ledgers Writ Returns	Original	N/A	None

Custody Operations Bureau Training Files	Original	N/A	01-01-2004 thru 12-31-2004
Custody 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 2003 thru 12-31 2003