

## Attachment "A"

<b>Name/Kind of Record</b>	<b>Original or Copy</b>	<b>If Copy, Where Is Original</b>	<b>Dates</b>
Internal Affairs Investigations with all notes, audio recordings and related information	Original	N/A	01-01-2011 to 12-31-2011
Use of Force Reports	Original	N/A	01-01-2011 to 12-31-2011
Sheriff's Office Recruitment, Examination and Referral files	Original	N/A	01-01-2010 to 12-31-2010
Sheriff's Office Payroll and Fiscal Related Documents	Original	N/A	01-01-2008 to 12-31-2008
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	01-01-2010 to 12-31-2010
Corrections Central Cash Files	Original	N/A	01-01-2010 to 12-31-2011
Corrections Inmate Medical Files	Original	N/A	01-01-2010 to 12-31-2011

Case Files: Abandoned Vehicle Abatement (AVA) and related AVA administrative files	Original	N/A	01-01-2010 To 12-31-2010
Closed - working case files for the tracking of arrest and bench warrants	Copy	Original warrants are with the courts	01-01-2011 to 12-31-2011
Local booking records	Original	N/A	01-01-2009 to 12-31-2009
Court ordered book and release records	Original	N/A	01-01-2009 to 12-31-2009
Citations	Copies	Courts	01-01-2011 to 12-31-2011
Field Interview Cards	Original	N/A	01-01-2011 to 12-31-2011
Crime reports and related investigative files	Original	N/A	01-01-2009 to 12-31-2009
Miscellaneous incident reports and related investigative files	Original	N/A	01-01-2009 to 12-31-2009
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	01-01-2012 thru 12-31-2012

Narcotics Bureau Files and Confidential Informant Files	Original	N/A	01-01-2006 thru 12-31-2006
Asset Forfeiture	Original	N/A	01-01-2007 thru 12-31-2007
Investigative Files	Original	N/A	01-01-2011 thru 12-31-2011
Special Services	Original	N/A	01-01-2007 thru 12-31-2007
Information Security Unit Mobile Data Computer Data User Activity/Signon/ Talk messages	Electronic Original	On Servers and Workstations	01-01-2014 thru 12-31-2014
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.