

**California State University, Fresno**  
**RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

Record Series Identifier	Record Series Name								
6.0	University Police								
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6.1	Daily Activity Records								
	911 Calls	Chief of Police	X		X			CSU Practice	30days active/2years inactive
	All incoming calls not classified	Chief of Police	X					CSU Practice	120 days
	ARMS	Chief of Police	X		X			CSU Practice	Indefinitely
	CLETS/CORI Logs	Chief of Police	X		X			Peace Officers Standards and Training	Destroyed after annual CLETS audit.
	Dispatch Telephone Recordings	Chief of Police	X		X			CSU Practice	120 Days
	RIMS - Felony	Chief of Police	X		X			CSU Practice	7 years
	RIMS - Misdemeanor	Chief of Police	X		X			CSU Practice	3 years
	Video Camera Media	Chief of Police	X		X			CSU Practice	120 Days
	Daily Activity Logs	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Daily Crime Log	Chief of Police	X		X			Crime Awareness & Campus Security Report (Jeanne Clery Act)	90 days
	Dispatch Logs	Chief of Police	X		X			Peace Officer Standards & Training	2 years

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	Evidence Room Log	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely	
	Traffic Citation Book Log	Chief of Police	X		X			Peace Officer Standards & Training	2 years	
<b>6.2</b>	<b>Sealed Records</b>									
	Adult found factually innocent	Chief of Police			X			PC 851.8	Mandatory destruction upon and pursuant to Court Order	
	Adult, Completion of Program	Chief of Police			X			PC 1203.45 (Minor May Petition for Ordr Sealing Record; Procedures)	Mandatory destruction upon and pursuant to Court Order	
	Juvenile	Chief of Police			X			WIC 826(a) 7 (b) WIC 781(A)	Mandatory destruction upon and pursuant to Court Order	
<b>6.3</b>	<b>Arrest Reports</b>									
	Arrest/conviction H&S Sections 11357 (b), (c), (d), (e) or H&S Section 11360(b) violations	Chief of Police	X		X			H&S 11361.5	2 years after date of conviction or arrest if not convicted	
	Arrest/conviction H&S section 11357(e) by a juvenile	Chief of Police	X		X			H&S 11361.5	Record is destroyed when the juvenile attains the age of 18 years old	
	Arrests - 647(f) Drunk	Chief of Police	X		X			Peace Officer Standards & Training	2 years	
	Arrests - later termed "detention only" under 849(b) PC	Chief of Police	X		X			Peace Officer Standards & Training	5 years	
	Arrests - violation of local ordinances	Chief of Police	X		X			Peace Officer Standards & Training	2 years	
	Felony Arrest Reports - no disposition, no conviction	Chief of Police	X		X			Peace Officer Standards & Training	7 years	

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	Felony Arrest Reports reduced to misdemeanors	Chief of Police	X		X			Peace Officer Standards & Training	7 years	
	Misdemeanor Arrests - no disposition, no conviction	Chief of Police	X		X			Peace Officer Standards & Training	5 years	
	Misdemeanor Arrests sex and narcotics violations	Chief of Police	X		X			Peace Officer Standards & Training	7 years	
	Misdemeanor arrests w/conviction	Chief of Police	X		X			Peace Officer Standards & Training	7 years	
	Citations	Chief of Police	X		X			Peace Officer Standards & Training	2 years	
	Citation Transmittals, Adult and Juvenile	Chief of Police	X		X			CSU Practice	2 years	
	Parking Citations	Chief of Police	X		X			CSU Practice	5 years (Listing of citations forwarded to court, filed for reference)	
	Traffic Citations	Chief of Police	X		X			CSU Practice	2 years (Originals are forwarded to court, includes citations electronically created.)	
<b>6.4</b>	<b>Crime/Case/Supplemental Incident Reports &amp; Records</b>									
	Alarm Received Records	Chief of Police	X		X			CSU Practice	6 months	
	Child abuse & Neglect Reports	Chief of Police	X		X			PC 11170(a)(3)	10 years from date of last incident	
	Citizen Complaint Report	Chief of Police	X		X			PC 832.5(b)	5 years	
	Criminal History Inquiry Log	Chief of Police	X		X			CSU Practice	3 years	

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	Detective Case Files	Detectives	X		X			Peace Officer Standards & Training	5 years	
	Evidence Disposal Records	Chief of Police	X		X			CSU Practice	Indefinitely	
	Evidence / Property	Chief of Police	X		X			CSU Practice	Case Active	
	Evidence - Body Fluids	Chief of Police	X		X			CSU Practice	Active/Minimum 10 Years	
	Evidence - Audio/Video	Chief of Police	X		X			Peace Officer Standards & Training	Same Retention as Associated Crime Report	
	Field Interview Records	Chief of Police	X		X			CSU Practice	2 years	
	Felony Crime report w/out an arrest - PC Sections 799, 800, 801, 801.5	Chief of Police	X		X			PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c)	Retention per Statue of Limitation	
	Felony Crime reports	Chief of Police	X		X			Peace Officer Standards & Training	7 years	
	Felony Crime reports - murder, embezzlement of public monies; kidnapping for ransom, etc., falsification of public records	Chief of Police	X		X			PC 799	Permanent	
	Misdemeanor Crime reports	Chief of Police	X		X			Peace Officer Standards & Training	3 years	
	Misdemeanor Crime reports w/out arrest - section PC 799 800, 801, 801.5	Chief of Police	X		X			PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c)	Retention per Statue of Limitation	
	Incident Reports (Non-Criminal)	Chief of Police	X		X			CSU Practice	2 years	

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	Incident reports; found property; lost or missing property reports	Chief of Police	X		X			CSU Practice	2 years
	Miscellaneous Complaint Reports	Chief of Police	X		X			CSU Practice	2 years
	Non-criminal Occurrences	Chief of Police	X		X			Peace Officer Standards & Training	2 years
	Offenses where there are no statute of limitations	Chief of Police	X		X			Peace Officer Standards & Training	Permanent
	Fingerprint Applications	Chief of Police	X		X			CSU Practice	2 years
	Key Issue Log	Chief of Police	X		X			CSU Practice	Permanent
	Lost/Stolen Key Reports	Chief of Police	X		X			CSU Practice	Indefinitely
	NCIC Validation	Chief of Police	X		X			CSU Practice	2 years
	Officer Involved Shooting Report	Chief of Police	X		X			Peace Officer Standards & Training	Permanent
	Prisoner Detention Logs	Chief of Police	X		X			CSU Practice	1 year
	Property Records	Chief of Police	X		X			CSU Practice	3 years
	Restraining Orders	Chief of Police	X		X			Peace Officer Standards & Training	Until Expired
	State Property Injury Reports	Chief of Police	X		X			Peace Officer Standards & Training	5 years
	Stored/Impounded Vehicle Reports (not associated with arrests)	Chief of Police	X		X			Peace Officer Standards & Training	2 years

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	Supplemental Reports	Chief of Police	X		X			CSU Practice	Same as parent report	
	Traffic accident - fatal	Chief of Police	X		X			CSU Police Departments Systemwide Operational Guidelines, Chapter 5	Permanent	
	Traffic accident report involving felony arrest	Chief of Police	X		X			Peace Officer Standards & Training	7 years	
	Traffic accident reports - all others	Chief of Police	X		X			CHP Recommendation	2 years	
	UCR	Chief of Police	X		X			CSU Practice	3 years	
<b>6.5</b>	<b>Metrics, Reports, Summaries</b>									
	Crime Stats	Chief of Police	X					CSU Practice	7 years	
	Monthly Crime Reports	Chief of Police	X					CSU Practice	7 years	
	SWITRS Reports	Chief of Police	X		X			CSU Practice	3 years	
	Weekly Media Logs	Chief of Police	X					CSU Practice	2 years	
	Alarm History Files	Chief of Police	X		X			CSU Practice	2 years	
	Administrative Reviews	Chief of Police	X		X			CSU Practice	2 years	
	Crime Awareness & Campus Security Report (Jeanne Clery Act)	Chief of Police	X		X			Dept. of Education	7 years	
	CSU Chancellor's Office Statistical Report	Chief of Police	X		X			Chancellor's Office	Permanent	

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	Uniform Crime Reporting	Chief of Police	X		X			Dept. of Justice	Permanent	
<b>6.6</b>	<b>Office and Maintenance Records</b>									
	Citizen Academy Classes	Chief of Police	X						3 Years	
	Evidence Records	Chief of Police	X		X			CSU Practice	Active	
	Live Scan	Chief of Police	X		X			CSU Practice	1 year	
	Misc Events / Presentations	Chief of Police	X					CSU Practice	3 Years	
	Property Records	Chief of Police	X		X			CSU Practice	5 Years	
	RAD	Chief of Police	X					CSU Practice	3 Years	
	Radar Calibration	Chief of Police	X		X			CSU Practice	1 Year	
	Range Records	Chief of Police	X		X			CSU Practice	Indefinitely	
	Ride-Alongs	Chief of Police	X					CSU Practice	1 Year	
	Vehicle Maintenance	Chief of Police	X					DGS Recommendation	Life of the vehicle	
	Weapons Records	Chief of Police	X		X			CSU Practice	Indefinitely	
	Work Order Requests/Fiscal/Payroll Record	Chief of Police	X					CSU Practice	3 Years	
<b>6.7</b>	<b>Personnel Records</b>									

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	Background Files - Current Employees	Human Resources	X		X			Peace Officer Standards & Training	Indefinitely
	Background Files - Former Employees	Human Resources	X		X			Peace Officer Standards & Training	5 years after termination of employment
	Background Files - Non-hires	Human Resources	X		X			Peace Officer Standards & Training	2 Years
	Community Service Assistant Interview Files	Chief of Police	X		X			CSU Practice	1 year plus current year
	CSA Personnel Files	Chief of Police	X		X			CSU Practice	2 years
	Internal Affairs Files	Chief of Police	X		X			PC 832.5	5 years
	Personnel Files - Current Employees	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely
	Personnel files - Former Employees	Human Resources	X		X			Peace Officer Standards & Training	5 years after termination of employment
	Psych Suitability for Appointment Letter - Current Employees	Human Resources	X		X			Peace Officer Standards & Training	Indefinitely
	Psych Exams - Current Employees	Human Resources	X		X			Peace Officer Standards & Training	Greater of 2 years or on completion of probation
	Psych Recommendation - Former Employees	Human Resources	X		X			Peace Officer Standards & Training	5 years
	Psych Recommendation - Non-hires	Human Resources	X		X			Peace Officer Standards & Training	2 years
	Recruitment Process Records	Human Resources	X		X			Peace Officer Standards & Training	2 years
	Rape & Aggression Defense Course Records	Chief of Police	X		X			CSU Practice	2 years



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	Training files - current employees (including Peace Officer Standards & Training training)	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely
	Training files - former employees (including Peace Officer Standards & Training training)	Chief of Police	X		X			Peace Officer Standards & Training	5 years after termination of employment
	Training Lesson Plans	Chief of Police	X		X			Peace Officer Standards & Training	Until superseded by revision or revoked
	Training - Range Records	Chief of Police	X		X			Peace Officer Standards & Training	Indefinitely