

Council Meeting of
July 24, 2007

Honorable Mayor and
Members of the City Council
City Hall
Torrance, California

Members of the Council:

**SUBJECT: Amendment of City of Torrance Records Retention Program
Resolution 2001-01 – Attachment 17**

RECOMMENDATION

The City Clerk recommends that City Council adopt a Resolution authorizing revisions to the City of Torrance Records Retention Schedule amending Resolution 2001-01 and approving destruction of certain Police Department records.

BACKGROUND

The City Clerk is the custodian of records under the Torrance Charter. In January 2001 the City Council approved a comprehensive Records Retention Program. This program is a living document that allows for flexibility due to changes in laws and technology.

Changes sought by the department are studied carefully prior to presenting to the City Council for revision of the resolution. Safeguards are built in to the process to ensure that any records necessary to continue the City's business are retained through a series of checks and balances including reviews that require signatures of more than one individual or department including the City Clerk and City Attorney before final destruction authorization is given.

A reorganization of city departments took place over an extended period with many adjustments. Movements have stabilized and with the advent of technology amendments will be necessary for most departments.

ANALYSIS

In the first of a series of department specific requests that will be brought to the City Council the City Clerk and Police Department are asking for the changes to specific series in Attachment # 17 Police Department for the Emergency Services Division, Personnel and Records Divisions. A narrative is noted and a redline version is on Exhibit C.

From 2003 to 2005, of the 28 different Records Division series classified as Department Reports the 15 have been or will be imaged; with retention periods varying from 6 months to permanent. Actual retention periods were set based upon the potential investigative value of the reports and the difficulty of storing and retrieving them. Due to the changes in systems and methods used over the years, some older original Police Department records may not be or are not legible due to imaging techniques used without proper auditing. Documentation had been made for the record to indicate the facts of the matter.

Audit procedures are currently in place to assure that all of the imaged reports for the Police Department meet quality standards (Exhibit D). State law (California Government Code Section 12168.7 and Sections 34090 – 34090.8) permits the destruction of records that are imaged into a trusted system (Exhibit E.).

Emergency Services Division

1. **Area G Reorganization Project Files**
Delete in its entirety as the series is now obsolete with no new records being created; all records are now eligible for destruction
5. **City of Torrance Disaster Council Applications (Selected)**
Change retention from 2 years to Annual Review; DUPLICATE records.
15. **Multi-Hazard Disaster Response Plan (City of Torrance)**
Change retention from 2 years to Annual Review; DUPLICATE records.
17. **Mutual Aid Agreements**
Change retention from 2 years to Annual Review; DUPLICATE records.

Personnel (Police)

9. **Internal Affairs - Pitchess Cards**
Delete in its entirety as this series is obsolete; no new records are being created and all records in the series are eligible for destruction, superseded by series 5 – Internal Affairs – Internal Affairs Program Case Files
12. **Personnel Files (Medical)**
Change retention from T+7 to Annual Review; DUPLICATE records

Records Division (Police) Department Reports (DR):

4. **Department Report (DR) Files - Death Notifications from Department of Justice**
6. **Department Report (DR) Files - Disposition 849(b)1 or 2 Penal Code**
8. **Department Report (DR) Files - Embezzlement of Public Funds**
9. **Department Report (DR) Files - Falsification of Public Records**
10. **Department Report (DR) Files - Felony Crime Reports with No Arrests**
11. **Department Report (DR) Files - Felony Crimes or Collisions with Suspects/Felony Arrests**
14. **Department Report (DR) Files - Kidnap for Ransom, Extortion or During Commission of a Robbery**
19. **Department Report (DR) Files - Misdemeanor Crimes with Suspects/Misdemeanor Arrests**
20. **Department Report (DR) Files - Missing Persons**
21. **Department Report (DR) Files – Murder**
26. **Department Report (DR) Files – Sex, Narcotic and Arson Registrants Records**
27. **Department Report (DR) Files - Stolen Vehicles**
29. **Department Report (DR) Files – Suicides**
30. **Department Report (DR) Files - Torrance Traffic Warrant Arrests**
31. **Department Report (DR) Files – Warrant Arrests for other Agencies**

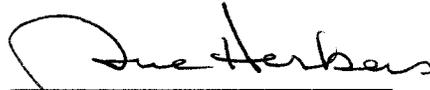
Add language to each of the above as follows:

**This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.*

12. **Department Report (DR) Files - Fingerprint Applicants Files**
Delete; DUPLICATE RECORD SERIES; No longer kept by kept by Records Division; see Police Personnel.
32. **Department Report (DR) Logs**
Amend by adding "NOTE these files are stored as electronic files only.
33. **Officers Logs**
Amend by adding
**This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.*

The City Clerk recommends that City Council approve the proposed revisions and allow the destruction of certain unneeded records according to established records destruction protocols.

Respectfully submitted,


Sue Herbers, City Clerk


LeRoy J. Jackson, City Manager

Exhibits:

- A. Resolution 2007-_____ with Attachment 17-1
- B. Resolution 2001-01 with Index of Departmental Record Series #17 Police
- C. Red-line copy of Proposed changes to Attachment #17 Police
- D. Police Department Quality Control Guidelines
- E. Torrance Charter Section and California Governing Codes

RESOLUTION 2007 - ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TORRANCE, CALIFORNIA AMENDING RESOLUTION 2001-01
CITY OF TORRANCE RECORDS RETENTION POLICY
ATTACHMENT 17 POLICE**

WHEREAS, the Charter of the City of Torrance California delegates the keeping and supervision of the City's records to the City Clerk; and

WHEREAS, the City Council of the City of Torrance California recognizes the need to retain records for administrative, legal and historical purposes, as well as to destroy duplicate, out dated and unneeded records; and

WHEREAS; Section 34090 of the Government code and other statutes and regulations of the State of California and the federal government sets forth the provisions under which certain municipal records may be destroyed in accord with a formally adopted Records Retention Schedule; and

WHEREAS; the City Council recognizes that changing conditions and new legislation may from time to time require that the Records Retention Schedule be revised; and

NOW THEREFORE BE IT RESOLVED that the City Council does hereby approve the attached City of Torrance Records Retention Schedule Attachment 17-1 Police until superseded.

Introduced, approved and adopted this 24th day of July 2007.

Frank Scotto
Mayor of the City of Torrance

ATTEST:

Sue Herbers
City Clerk of the City of Torrance

APPROVED AS TO FORM:
John Fellows, III, City Attorney

By: _____
Ronald T. Pohl, Assistant City Attorney

CITY OF TORRANCE

RECORDS RETENTION SCHEDULE

POLICE DEPARTMENT

Resolution No. 2007-xxx

Attachment # 17-1

COMMON RECORD SERIES (POLICE)	Items 1 – 8	Pages 5 - 6
1. Activity Reports (Divisions)	5. Divisional Personnel Files	
2. Correspondence (E-Mail) Files	6. Equipment Files	
3. Correspondence Files	7. Grants Files	
4. Division Procedures	8. Subject/Reference Files	

OFFICE OF THE CHIEF	Items 1 – 13	Pages 7 - 8
1. Community Relations - Chaplain Corps Files	7. Community Relations - Public Participation / Education Programs Files	
2. Community Relations - Community Relations' Video Programs	8. Community Relations - Speaker Requests	
3. Community Relations - Events Files	9. Community Relations - Volunteers Card Files	
4. Community Relations - Neighborhood Watch Block Captain Roster	10. Correspondence Chronological File	
5. Community Relations - Press Releases	11. Division Activity Reports	
6. Community Relations - Press Releases (Department News Clippings File)	12. Organizations Files	
	13. Secret Service Fund Account Reports	

COMMUNICATIONS	Items 1 – 7	Page 9
1. Line Printer Printouts	5. Equipment Files	
2. Communications Tapes	6. Equipment/Radio Logs	
3. Communications Tapes (Litigated Cases)	7. Response Cards	
4. Communications Tapes (Pursuits)		

DETECTIVES	Items 1 – 18	Pages 10 - 12
1. Court Detail - Court Sign-In Logs	12. Economic Crimes/Identification - Latent Fingerprints (Digitized) Records	
2. Court Detail - Court Tracking System Records	13. Economic Crimes/Identification - "Torrance ID Program" Records	
3. Court Detail - Daily Court Schedules	14. Economic Crimes/Tactical Services - False Alarm Management System Records	
4. Court Detail - Subpoena Officer Logs	15. Economic Crimes/Tactical Services - False Alarms Reports	
5. Court Detail - Subpoenas (Division copies)	16. Economic Crimes/Tactical Services - Pawn Slips	
6. Crimes Persons - Homicide Case Files	17. Investigators' Case Files	
7. Crimes Persons - Officer Involved Shooting (OIS) Case Files (Division Copies)	18. Youth Services/Sex Crimes - Sex Registrants Tracking System Records	
8. Crimes Property - Auto Theft Logs		
9. Crimes Property - Auto Theft Logs		
10. Economic Crimes/Identification Inked Fingerprints/ Palm Cards		
11. Economic Crimes/Identification - Latent Fingerprints Cards		

EMERGENCY SERVICES	Items 1 – 20	Pages 13 - 15
1. Area G Reorganization Project Files (deleted Res 2007-xxx)	12. Emergency Operations Center (EOC) Planning & Development Files	
2. Budget Files	13. Emergency Services Information & Planning Guidance Documents	
3. Business/Industry Emergency Response Plans	14. Exercises & Drills Records	
4. City Departments' Emergency Response Plans Files	15. Multi-Hazard Disaster Response Plan (City of Torrance) (amended Res 2007-xxx)	
5. City of Torrance Disaster Council Applications (Selected) (amended Res 2007-xxx)	16. Multi-Hazard Disaster Response Plans (Other Government Agencies)	
6. City of Torrance Disaster Council Planning Records	17. Mutual Aid Agreements (amended Res 2007-xxx)	
7. City of Torrance Disaster Council Records	18. Presentations Files	
8. Disaster Response Files	19. Standardized Emergency Management System (SEMS) Training Course Materials	
9. Disaster Response Purchase Requisitions	20. Standardized Emergency Management System (SEMS) Workers Training Records	
10. Disaster Service Volunteers Files		
11. Emergency Operations Center (EOC) Operations Files		

All retention periods are in years unless otherwise noted. Retention codes in "Office/Storage/Total" columns are:

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RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

Resolution No. 2007-xxx

Attachment # 17-1

PATROL		Items 1 – 11	Page 16
1. Administration - After-Action Reports (Significant Incidents)	6. Administration - Watch Schedules	7. Field Training Officer (FTO) Training Records	
2. Administration - After-Action Reports (Special Events)	8. Patrol Captain Adjutant - Special Projects Files	9. Reserve Officers Program - Time Cards	
3. Administration - Assignment Sheets	10. Sergeants/Supervisors' Logs	11. STATS Program Records	
4. Administration - Shopping Center Detail Contracts			
5. Administration - Watch Commander Logs			

PERSONNEL (POLICE)		Items 1 – 14	Pages 17 – 18
1. Applicants Files (Not Hired)	8. Internal Affairs - Officer-Involved Shootings Case Files	9. Internal Affairs - Pitchess Cards (deleted Res 2007-xxx)	
2. Grievances Files	10. Personnel Files (Background)	11. Personnel Files (General)	
3. Internal Affairs - Annual Reports to State	12. Personnel Files (Medical) (amended Res 2007-xxx)	13. Polygraph Tests	
4. Internal Affairs - Claims Files	14. Psychological Files		
5. Internal Affairs - Internal Affairs Program Case Records			
6. Internal Affairs - Investigations Case Files			
7. Internal Affairs - Investigations Case Logs			

RECORDS (POLICE)		Items 1 – 34	Pages 19 – 24
1. Administration - Shift Requests	17. Department Report (DR) Files - Microfilm Collection (All Categories)	18. Department Report (DR) Files - Misdemeanor Crime Reports with No Suspects	
2. Administration - Subpoenas for Records (No Records)	19. Department Report (DR) Files - Misdemeanor Crimes with Suspects/Misdemeanor Arrests (amended Res 2007-xxx)	20. Department Report (DR) Files - Missing Persons (amended Res 2007-xxx)	
3. Citations (Copies)	21. Department Report (DR) Files - Murder (amended Res 2007-xxx)	22. Department Report (DR) Files - Officer-Involved Shooting (OIS)	
4. Department Report (DR) Files - Death Notifications from Department of Justice (amended Res 2007-xxx)	23. Department Report (DR) Files - Restraining Orders	24. Department Report (DR) Files - Sealed (per 851.8 Penal Code) Adult Arrests	
5. Department Report (DR) Files - Death Reports/Natural Causes	25. Department Report (DR) Files - Sealed (per Court Order) Juvenile Records	26. Department Report (DR) Files - Sex, Narcotic and Arson Registrants Records (amended Res 2007-xxx)	
6. Department Report (DR) Files - Disposition 849(b)1 or 2 Penal Code (amended Res 2007-xxx)	27. Department Report (DR) Files - Stolen Vehicles (amended Res 2007-xxx)	28. Department Report (DR) Files - Stored, Impounded or Repossessed Vehicles	
7. Department Report (DR) Files - Drivers Report of Collision, Property Damage-Only Collisions, Non-Injury Traffic Collisions, Misdemeanor Hit & Run Reports	29. Department Report (DR) Files - Suicides (amended Res 2007-xxx)	30. Department Report (DR) Files - Torrance Traffic Warrant Arrests (amended Res 2007-xxx)	
8. Department Report (DR) Files - Embezzlement of Public Funds (amended Res 2007-xxx)	31. Department Report (DR) Files - Warrant Arrests for other Agencies (amended Res 2007-xxx)	32. Department Report (DR) Logs (amended Res 2007-xxx)	
9. Department Report (DR) Files - Falsification of Public Records (amended Res 2007-xxx)	33. Officers Logs (amended Res 2007-xxx)	34. Repossessions & Private Impounds Files	
10. Department Report (DR) Files - Felony Crime Reports with No Arrests (amended Res 2007-xxx)			
11. Department Report (DR) Files - Felony Crimes or Collisions with Suspects/Felony Arrests (amended Res 2007-xxx)			
12. Department Report (DR) Files - Fingerprint Applicants Files (deleted Res 2007-xxx)			
13. Department Report (DR) Files - Incident or Other Non-Crime Reports			
14. Department Report (DR) Files - Kidnap for Ransom, Extortion or During Commission of a Robbery (amended Res 2007-xxx)			
15. Department Report (DR) Files - Lost, Found, or Safekeeping Property			
16. Department Report (DR) Files - Marijuana Violations / Possession of Less than an Ounce			

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RECORDS RETENTION SCHEDULE
POLICE DEPARTMENTResolution No. 2007-xxx
PERSONNEL (POLICE)

Attachment # 17-1

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
1	Applicants Files (Not Hired)	5		5	C	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files include general, medical and background documentation for applicants disqualified/not hired. 					
2	Grievances Files	C+2		C+2	C/H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Division copies of grievances files include: __Grievance forms (from employee) & supporting documentation; __Correspondence & memos; __Resolution documentation; Files are maintained until resolution of the grievance (C) plus two years. Files should be evaluated for possible historical value before destruction occurs. 					
3	Internal Affairs - Annual Reports to State	5		5		Citation: CA Government Code, section 34090
4	Internal Affairs - Claims Files	6		6	C	Citation: CA Government Code, section 34090 ; CA Penal Code, section 832.5
	<ul style="list-style-type: none"> Files contain documentation of claims (for damages) from citizens against the City for incidents involving the Police Department. Files include: __Claims copies (original in Personnel/Risk Management); __Correspondence; __Photographs; __Supporting documents 					
5	Internal Affairs - Internal Affairs Program Case Records	6		6	C	Citation: CA Penal Code, section 832.5
	<ul style="list-style-type: none"> Electronic computer system records information on each Internal Affairs case, including: __Type/date of incident; __Case number; __Claimant name; __Officer name; __Case disposition ; This system replaces the hard copy "Pitchess Cards" maintained by the division. Case records are retained on the system for six years, and then deleted. 					
6	Internal Affairs - Investigations Case Files	6		6	C	Citation: CA Penal Code, section 832.5
	<ul style="list-style-type: none"> Citizens' complaints-generated and internally-generated investigations case files include: __Complaints; __Investigation documentation; __Correspondence & supporting data; __Skelley letters; __Interview tape recordings & videotapes; __Case disposition documentation; For officer-involved traffic accident investigations, additional documents may include: __Officer's accident report; __Department TPD-41 report; __CHP-180 accident report; __CHP investigation documentation 					
7	Internal Affairs - Investigations Case Logs	6		6	C	Citation: CA Penal Code, section 832.5
	<ul style="list-style-type: none"> Case logs provide identification, classification, dates and disposition information for investigations. Retention of case log entries matches the retention of the associated case files (6 years). At the end of the retention period, all log entries for the case are obliterated or deleted. 					
8	Internal Affairs - Officer-Involved Shootings Case Files	6		6	C	Citation: CA Penal Code, section 832.5
	<ul style="list-style-type: none"> These case files consist of duplicates of the Detectives division's case files, plus any original administrative or disciplinary documents prepared by this division as a result of the incident. 					

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CITY OF TORRANCE

RECORDS RETENTION SCHEDULE

POLICE DEPARTMENT

Resolution No. 2007-xxx

Attachment # 17-1

RESEARCH & TRAINING	Items 1 – 60	Pages 24 - 30
1. Activity Reports 2. Budget Program Requests 3. Budget Work Files 4. Information Technology - Booking Management System ("Book-Em") Records 5. Information Technology - Case Management (MCI) System Records 6. Information Technology - Course Documentation Files 7. Information Technology - LEADER System Records 8. Information Technology - Systems Backup Tapes (Daily) 9. Information Technology - Systems Backup Tapes (Monthly) 10. Information Technology - Systems Documentation Files 11. Payroll - Charges & Payments Registers (Department Copies) 12. Payroll - Earnings Adjustments Forms (Department Copies) 13. Payroll - Electronic Deposit Forms (Department Copies) 14. Payroll - Employee Files 15. Payroll - Labor Code Change Reports 16. Payroll - Labor Printout Reports (Department Copies) 17. Payroll - Master Time Book 18. Payroll - Overtime Forms (Original/White Copies) 19. Payroll - Overtime Forms (Yellow Copies) 20. Payroll - Overtime/Sick Leave Reports 21. Payroll - Reassignment Orders 22. Payroll Requests for Billing (Department Copies) 23. Payroll - Sick Leave Forms (Pink Copies) 24. Payroll - Vacation Leave Forms 25. Payroll - Vacation/Sick Leave Reports 26. Payroll - Watch Assignment Records (Computer Files) 27. Payroll - Watch Assignment Records (Hard Copy) 28. Payroll - Work Order Requests (Department Copies) 29. Purchasing - Expenditures Files 30. Purchasing - Petty Cash Reconciliation Files	31. Range - Range Activity Sheets (Shoot Cards) - 1992 and Prior 32. Range Activity Sheets (Shoot Cards) - 1993 and Forward 33. Range - Range Database/ Ammunition Inventory Records 34. Range - Range Database/Ammunition Inventory Records 35. Range - Range Database/ Officer Practice Records 36. Range - Range Database/ Officer Training & Qualification Records 37. Range - Range Database/ Retiree Qualifications Records 38. Range Database/Taser Inventory Records 39. Range - Range Database/Weapons Records 40. Range - Training Lesson Plans 41. Range - Training Schedules 42. Research - Project Files 43. Research - Special Projects Database 44. Survey Response Files 45. Torrance Police Department General Orders 46. Torrance Police Department General Orders (Computer Files) 47. Torrance Police Department Historical Files 48. Torrance Police Department Manual 49. Torrance Police Department Manual (Computer Files) 50. Torrance Police Department Notices 51. Torrance Police Department Notices (Computer Files) 52. Torrance Police Department Staff Orders 53. Torrance Police Department Staff Orders (Computer Files) 54. Torrance Police Department Training Bulletins 55. Training - Range Inventory Reports 56. Training - Supervisory Review of Use of Force Files 57. Training - Training Records Management System (TRMS) 58. Training - Training Records (Name Folders) 59. Uniform Vouchers 60. Vest Letters	

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Attachment # 17-1

TECHNICAL SERVICES	Items 1 – 34	Pages 31 - 34
1. Administration - Gasoline/Service Stations Credit Cards Statements	18. Photo Lab - Equipment Inventory/ Sign-Out Cards	
2. Administration - Jail Inspections Files	19. Photo Lab - Equipment Operations Files	
3. Administration - Jail Surveys	20. Photo Lab - Film/Chemicals Inventories	
4. Administration - Radar Instrument Calibration Records	21. Photo Lab - Negatives Logs	
5. Administration - Vehicles Files	22. Photo Lab - Negatives (Miscellaneous #)	
6. Administration - Work Orders	23. Photo Lab - SCAQMD Emissions Reports	
7. Jail - Custody Lists	24. Property Room - City Treasurer Receipts	
8. Jail - Inter-Agency Billings	25. Property Room - Gun Destruction Reports	
9. Jail - Jail Incidents Records	26. Property Room - Narcotics Destruction Reports	
10. Jail - Jail Inspections Files	27. Property Room - Property Control	
11. Jail - Juvenile Detention Logs ("Monthly Log for Confinement of Juveniles")	28. Property Room - Property Reports	
12. Jail - Surveillance/Security Video Tapes	29. Vehicle Transport - Patrol Vehicle Assignment Reports	
13. Jail - TPD Daily Jail Logs (TPD18)	30. Vehicle Transport - TPD Vehicles Reports	
14. Photo Lab - Densitometer Tests Results	31. Vehicle Transport - Vehicle Down Reports	
15. Photo Lab - Department Employees Identification Photos Photo Lab - Equipment Inventory/Sign-Out Cards	32. Vehicle Transport - Vehicle Service Schedules	
16. Photo Lab - Mug Shots Negatives	33. Vehicle Transport - Vehicle Tracking System (VTS) Vehicle Records	
17. Photo Lab - Negatives (DR #)	34. Vehicle Transport - Vehicles Files	

TRAFFIC & SPECIAL EVENTS	Items 1 – 9	Page 35
1. Citations Transmittals	6. Parades & Special Events Files	
2. Citizens' Traffic Query Letters	7. Patrol Requests	
3. Daily Schedules	8. Traffic Division Rosters	
4. Equipment Inventories	9. Watch Assignment & Timekeeping Records	
5. Fee Letters Files		

VICE & NARCOTICS	Items 1 – 18	Pages 36 - 37
1. ABC Enforcement Files (Alcoholic Beverage Control)	9. Ex Parte Files	
2. Asset Forfeiture/Innocent Owner Notifications	10. Informants Files	
3. Asset Forfeiture Investigations & Proceedings Case Files	11. Investigative Case Books	
4. Crime Analysis - ACT Program Records (Case Management System)	12. License Review Board Administrative Files	
5. Crime Analysis - Field Interview Cards	13. Narcotics Case Files (No-Arrest / Patrol Division-Initiated / Street Narcotics Cases)	
6. Crime Analysis - Project Files	14. Narcotics Case Files (No-Arrest / Vice & Narcotics Division-Initiated / Major Narcotics Cases)	
7. Crime Impact Team (CIT) Logs	15. Pre-Arrest Investigative Logs	
8. Division Lieutenant - Operational/Secret Service Funds Accounts Files	16. Rap Request Logs	

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RECORDS RETENTION SCHEDULE

POLICE DEPARTMENT

Resolution No. 2007-xxx

Attachment # 17-1

COMMON RECORD SERIES (POLICE)

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
1	Activity Reports (Divisions)	6		6		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Includes final versions of weekly, monthly, quarterly, or annual activity/statistics reports by a division. If record exists in paper and electronic format, only one format need be retained for the full 6 year retention. Note: Divisions that submit activity reports to the Research & Training division only need to retain their copies for 2 years; Research & Training becomes the office responsible for full retention. 					
2	Correspondence (E-Mail) Files	6mos		6mos		Citation: None Given
	<ul style="list-style-type: none"> E-Mail messages received or sent that relate to a specific record series listed in the Torrance Police Department Records Retention Schedule should be retained for the period of time specified for that record series. E-mail is retained on the computer system for 6 months. 					
3	Correspondence Files	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Correspondence received or sent that relates to a specific record series listed in the Torrance Police Department Records Retention Schedule should be retained for the period of time specified for that record series. General, administrative correspondence to City and Department employees, other agencies and the public should be retained for two years. If record exists in paper and electronic format, only one format need be retained for the full 2 year retention. 					
4	Division Procedures	S+2		S+2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Includes manuals, instructions and procedures prepared by the division. Examples include desk manuals, job instruction sheets, etc. For official Department procedures, see the record series "Torrance Police Department General Orders, Manuals, Notices, & Staff Orders" held by the Research & Training division. 					
5	Divisional Personnel Files	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Divisional personnel files are maintained for evaluation purposes. Files include: __Performance evaluations copies; __Sick slips copies; __Performance audits; __Commendations; __Reprimands; __Control inventory sheets; __Supporting data; Includes documents in paper and electronic format. If an officer moves to another division or section, the Divisional Personnel File follows the officer. When an officer leaves the Department (retires, resigns, transfers, is terminated), the file is turned over to the Personnel division. 					
6	Equipment Files	T		T		Citation: None Given
	<ul style="list-style-type: none"> Files include: __Operations manuals, instructions; __Identification/registration information; __Warranty information; __Maintenance & repair information; __Purchase information; __Vendor information & correspondence; Files are maintained until termination of use/ownership of the equipment (T). 					

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RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

Resolution No. 2007-xxx

Attachment # 17-1

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
7	Grants Files	C+5		C+5		Citation: 7 CFR 3016.42 (Office of Finance and Management - State and local governments receiving Federal Grants and cooperative agreements; 28 CFR 66.42 (Justice Department - State and local governments receiving Federal Grants and cooperative agreements))
	<ul style="list-style-type: none"> This record series is for divisional copies of grants documentation. Includes grants from local, county, state, federal and external organizations. Files may include: __ Applications & supporting data; __ Contracts (copies; original in City Clerk Department); __ City Council documentation (copies; original in City Clerk Department); __ Budgeting & financial data; __ Reports to granting agency; __ Correspondence & supporting data; __ Audits, approvals and releases (grant completion documentation); __ Rules, regulations & procedures For this record series, C (Closed/Completed) represents completion of all terms of the grant as specified by the granting agency, including any audit periods, monitoring periods, etc. 					
8	Subject/Reference Files	AR		AR		Citation: None Given
	<p>Includes informational correspondence from the Department of Justice, Federal Bureau of Investigation, DMV, and other law enforcement-related organizations.</p> <p>Scope note: Subject/Reference Files are collections of materials about a particular topic or subject compiled for reference and informational purposes. They do not record City or Department business transactions or policy decisions. Subject/reference files are defined as "non-records". They should be evaluated annually by the person(s) who compiles and uses them. Current, relevant material can be retained, and obsolete materials discarded. Examples include reference publications (books, magazines, reports); information from organizations, vendors and other service providers; and promotional information on products and equipment; and alpha files on subjects of interest and information.</p>					

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OFFICE OF THE CHIEF

Attachment # 17-1

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
1	Community Relations - Chaplain Corp Files	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files of information on the Department's Chaplain Corps includes correspondence, letters of commendation, and supporting data. 					
2	Community Relations - Community Relations' Video Programs	C+2		C+2	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Includes the collection of videos of programs and events initiated by this office, and outside press coverage of the Department. Examples include Adopt-A-Cop, domestic violence programs, and television news clippings. Videos should be evaluated for possible historical value before destruction occurs. 					
3	Community Relations - Events Files	2		2	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files contain: __Correspondence & memos; __Brochures & promotional materials; __Information on speakers, guests; __Supporting materials; Examples of events include Employee of the Year, Safety Fair, Operation Sober, Baker to Vegas Relays, and Medal Of Valor. Files should be evaluated for possible historical value before destruction occurs. 					
4	Community Relations - Neighborhood Watch Block Captain Roster	S+1		S+1		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> See series title 					
5	Community Relations - Press Releases	2		2	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Original text files of Department press releases. Files should be evaluated for possible historical value before destruction occurs. 					
6	Community Relations - Press Releases (Department News Clippings File)	2		2	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> File of news clippings of Department press releases as published. Files should be evaluated for possible historical value before destruction occurs. 					
7	Community Relations - Public Participation/Education Programs Files	C+2		C+2	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Includes applications, correspondence, ridealong waivers and program materials for public education programs sponsored by this office (e.g., Partners in Policing program). Files should be evaluated for possible historical value before destruction occurs. 					
8	Community Relations - Speaker Requests	6mos		6mos		Citation: None Given
	<ul style="list-style-type: none"> Includes requests from community and business organizations for speakers from the Torrance Police Department. 					
9	Community Relations - Volunteers Card Files	T		T	C	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Cards contain volunteers' identification and contact information. Cards are maintained until volunteer leaves the program (T) and then transferred to the Personnel division to be placed in the volunteer's Personnel File. 					

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Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
10	Correspondence Chronological File	5		5		Citation: CA Government Code, section 34090
	• File contains copies of outgoing correspondence from the office of the Chief of Police to the department, city and public.					
11	Division Activity Reports	AR		AR		Citation: CA Government Code, section 34090.7
	• Files contain reference copies of activity reports from the divisions of the Torrance Police Department. Original is in Research & Training division.					
12	Organizations Files	AR		AR		Citation: None Given
	• Files, organized by organization name, contain informational correspondence, mailings and publications from the various organizations the Chief of Police corresponds with.					
13	Secret Service Fund Account Reports	2		2		Citation: CA Government Code, section 34090.7
	• Files contain copies of reports and check copies for the Secret Service Fund. Original is in City Finance Department.					

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COMMUNICATIONS

Attachment # 17-1

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
1	Line Printer Printouts	13 mos		13 mos		Citation: CA Government Code, section 34090.7
	Line printer attached to the CAD system automatically prints out records of 911 calls.					
2	Communications Tapes	13 mos		13 mos		Citation: CA Government Code, section 34090.6
	Tape reels record all daily activity on the voice recording system.					
3	Communications Tapes (Litigated Cases)	C		C		Citation: CA Government Code, section 34090
	When communications tapes are produced for cases in litigation, the relevant communications are duplicated to cassette tape from the original communications tape reel. The complete original communications tape reel and the cassette duplicates are retained for completion of the case (C).					
4	Communications Tapes (Pursuits)	13 mos		13 mos		Citation: CA Government Code, section 34090.6
	When a pursuit occurs, all communications from the incident are duplicated to cassette tape from the original communications tape reel for review and analysis by Department management. Cassette duplicates are retained for 13 months.					
5	Equipment Files	T		T		Citation: None Given
	Files contain manuals, instructions, procedures, etc. for operation of communications-related equipment used by the division. Records are retained until termination of use of the equipment (T).					
6	Equipment/Radio Logs	2		2		Citation: CA Government Code, section 34090
	Logs are used to record problems and malfunctions of equipment/radios and track their resolution, and to provide history of equipment performance.					
7	Response Cards	C		C		Citation:
	Response cards are used to record call and response data only when the CAD system is down for repair and maintenance. When the CAD system is repaired, data from the cards are entered into the system and the cards are destroyed (C).					

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DETECTIVES

Attachment # 17-1

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
1	Court Detail - Court Sign-In Logs	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Logs record officer name, time in and time out for officers' appearances in court. Information from logs is entered into the Court Tracking System. 					
2	Court Detail - Court Tracking System Records	5		5		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> This system is maintained by IT for the Court Detail section; records are archived, retained, and disposed under the direction and control of the division. The Court Tracking System is used to manage officers' appearances at court. Each record represents service of an individual subpoena and associated information, including: __Subpoena number; __Officer name; __Case number; __Defendant name; __District Attorney name; __Court information; __Disposition 					
3	Court Detail - Daily Court Schedules	1		1		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> This record series describes printouts of daily court scheduling data from the Court Tracking System, kept in hard copy for reference and research. Original data is stored in the Court Tracking System maintained by the Information Technology section of the Research & Training division. 					
4	Court Detail - Subpoena Officer Logs	1		1		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Logs maintained by the Court Detail Subpoena Officer record daily activity (subpoenas received/served), used for evaluation purposes. 					
5	Court Detail - Subpoenas (Division copies)	1		1		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Department copies of subpoenas served to Department officers are retained for reference after information is input into the Court Tracking System. 					
6	Crimes Persons - Homicide Case Files	P		P		Citation: CA Penal Code, section 799
	<ul style="list-style-type: none"> Original homicide case files (also called Murder Books) are retained permanently in this division. 					
7	Crimes Persons - Officer Involved Shooting (OIS) Case Files (Division Copies)	25		25	H,C	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Division copies of OIS case files (also called Shoot Books) are retained in this division. Duplicate record series. Official is in Records Division. 					
8	Crimes Property - Auto Theft Logs	S		S		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Logs of stolen vehicles are maintained for reference and statistical analysis. Logs are updated periodically, and the most current version is retained. 					
9	Crimes Property - Warrants Investigative Files	C		C	C	Citation: None Given
	<ul style="list-style-type: none"> Hard copy files of warrants issued, arranged by name, include copies of warrants and supporting documents (identification information, photographs, vehicle identification, associates, etc.). Warrant copies are removed and destroyed when an arrest is made. Supporting documents are retained longer, while the information is useful to Detectives for investigative purposes (C), then destroyed. 					

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Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
10	Economic Crimes/Identification - Inked Fingerprints/ Palm Cards	20		20		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Includes inked fingerprints and palm impressions for all persons booked into the Torrance Police Department Jail. Cards are organized alphabetically by arrestee name. Copies are distributed to county, state and federal agencies. 					
11	Economic Crimes/Identification - Latent Fingerprints Cards	*		*		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Cards contain lifts of prints gathered by crime scene investigators, organized by DR file number. * Note: Latent Fingerprints Cards are retained 1) for the applicable statute of limitations, or 2) until evidence in the associated case is destroyed. 					
12	Economic Crimes/Identification - Latent Fingerprints (Digitized) Records	*		*		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Quality latent fingerprints are scanned/converted into digitized electronic records and entered into the Automatic Fingerprint Identification System (AFIS) maintained by Los Angeles County. Copies are retained electronically by this section, with logs of any clarifications or enhancements performed by Identification section analysts. * Note: Digitized Latent Fingerprints Records are retained 1) for the applicable statute of limitations, or 2) until evidence in the associated case is destroyed. 					
13	Economic Crimes/Identification - "Torrance ID Program" Records	*		*		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Electronic database program serves as a case management system for the Identification section. Records include data on latent fingerprints collected (DR number, crime, victim, date, etc.) and analysts' activity (AFIS searches performed, status of search). * Note: Records are retained 1) for the applicable statute of limitations, or 2) until evidence in the associated case is destroyed. 					
14	Economic Crimes/Tactical Services - False Alarm Management System Records	*		*		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> This system is maintained by IT for the Economic Crimes/Tactical Services section; records are archived, retained, and disposed under the direction and control of the division. Computer database system records information on locations and persons in the City holding alarm permits, including name, address, alarm permit number, contact information, etc. Alarm incidents are also recorded, providing a history of alarm incidents, responses, and false alarm calls. Records are maintained in the system for 1) five years, or 2) the permit is terminated, whichever occurs first. * Records are maintained in the system for 1) five years, or 2) the permit is terminated, whichever occurs first. 					
15	Economic Crimes/Tactical Services - False Alarms Reports	2		2		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Reports on false alarm calls and responses are prepared here for billing to the alarm permit holder. The original goes to the Finance Department for billing processing, and a copy is retained here for reference. Duplicate record series. Official is in Finance Department. 					
16	Economic Crimes/Tactical Services - Pawn Slips	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Tactical Services receives copies of pawn slips from pawn shops for all transactions involving serialized property. They are reviewed and filed by type of property. 					

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Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
17	Investigators' Case Files	C		C	C	Citation: None Given
	<ul style="list-style-type: none"> This record series describes the case files compiled by investigators in the Detectives division. A case file starts as a duplicate copy of the DR File (original in Records Division). Files are supplemented with additional information, including: __Prior cases/convictions; __Research & investigative information; __Subsequent crimes; __Photographs; __Communications with other agencies; __Work notes and supporting documents; The resulting file contains information not present in the DR File. Files are retained while a case is active and thereafter as long as the information is useful to Detectives for investigative purposes (C); files are then transferred to the Records division to be filed with the associated DR File. 					
18	Youth Services/Sex Crimes - Sex Registrants Tracking System Records	*		*		Citation: CA Penal Code, section 290 (C) (6) ; CA Penal Code, section 457.1
	<ul style="list-style-type: none"> The "290 Registrant Tracking File" is an electronic database of information on Torrance residents required to register with the Department annually per California Penal Code section 290. * Note: Records are retained for one year after Department of Justice death notification or twenty (20) years after expiration of probation or parole (unless ordered sealed per 781 WIC). 					

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EMERGENCY SERVICES

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
1	Area G Reorganization Project Files	10		10		Citation: CA Government Code, section 34090
	• Files contain documentation of the 1989 Area G reorganization project. Includes proposals, reports, correspondence and supporting documentation.					
2	Budget Files	*		*		Citation: None Given
	<ul style="list-style-type: none"> The Emergency Services division's annual budget files are retained as documentation of the planning process for SEMS. * Special retention instructions: Files are retained until audit by FEMA/OES plus two years (A+2), or 10 years, whichever occurs first. This record supersedes the "Budget Files" record series retention listed for other TPD divisions. 					
3	Business/Industry Emergency Response Plans	S/T		S/T		Citation: None Given
	• Copies of emergency response plans received from businesses and industries in the City of Torrance are retained until superseded by a new plan (S), or the business ceases operation (T).					
4	City Departments' Emergency Response Plans Files	S		S		Citation: None Given
	• Files contain documentation of the emergency response plans for the departments of the City of Torrance. Files include: __Emergency response plan (original in City department); __Emergency Services' comments & recommendations; __Correspondence & supporting data; Files are retained until recommendations are implemented and/or emergency response plan is updated (S).					
5	City of Torrance Disaster Council Applications (Selected)	AR		AR		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Department copies of applications for selected/appointed Disaster Council members. Duplicate record series. Official is in City Clerk. 					
6	City of Torrance Disaster Council Planning Records	C		C		Citation: CA Government Code, section 34090
	• This record series describes all files compiled by the Disaster Council in development and preparation of the final Multi-Hazard Disaster Response Plan. Files include: __Reports; __Project files; __Draft plans; __Planning committee records; __Correspondence & supporting data; Files provide documentation of the planning process. Files are retained until the final plan has been approved by the City Council ©					
7	City of Torrance Disaster Council Records	2		2*	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Original minutes, agendas and annual reports of the Disaster Council are retained by this office for two years then transferred to the City Clerk Department for permanent retention. *Note: Records are retained two years by the division, then transferred to City Clerk Department. 					
8	Disaster Response Files	*		*		Citation: None Given
	<ul style="list-style-type: none"> Documentation of actual disaster response events is kept to support requests to state (OES) and federal (FEMA) agencies for reimbursement of costs. Files include: __Activities logs; __After-action reports; __Correspondence & supporting data; The City Finance Department has official records of billings and payments. * Special retention instructions: Files are retained until audit by FEMA/OES plus two years (A+2), or 10 years, whichever occurs first. 					

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Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
9	Disaster Response Purchase Requisitions	*		*		Citation: None Given
	<ul style="list-style-type: none"> Purchase requisitions (for emergency response & mitigation supplies) provide documentation of requests to state (OES) and federal (FEMA) agencies for reimbursement of costs. The City Finance Department has official records of billings and payments. * Special retention instructions: Files are retained until audit by FEMA/OES plus two years (A+2), or 10 years, whichever occurs first. 					
10	Disaster Service Volunteers Files	T		T	C	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Original files on local registered disaster volunteers in the state Standardized Emergency Management System (SEMS) are organized by name and function. Files include: __Applications; __Fingerprints; __Background information; __Training information; Files are retained until death of the volunteer (T). 					
11	Emergency Operations Center (EOC) Operations Files	S		S	V	Citation: None Given
	<ul style="list-style-type: none"> This record series describes the working collection of files used for EOC operations in the event of a disaster. Files are updated whenever changes occur (S). Files include: __City disaster plan; __Department disaster plans; __Business/industry plans; __Maps, charts, schematics; __Contacts lists; __Radio frequencies data; __Procedures/guidelines; __Systems information (telephone, computer, equipment); __Staffing information; Departments' records copies 					
12	Emergency Operations Center (EOC) Planning & Development Files	*		*		Citation: None Given
	<ul style="list-style-type: none"> Files contain documentation of requests for supplies, equipment, support and services in the planning and development of EOC. Files are retained as documentation of the planning process as required by SEMS. * Special retention instructions: Files are retained until audit by FEMA/OES plus two years (A+2), or 10 years, whichever occurs first. 					
13	Emergency Services Information & Planning Guidance Documents	AR		AR		Citation: None Given
	<ul style="list-style-type: none"> This record series describes the division's collection of pamphlets, brochures, booklets, handouts, etc. maintained for distribution to the community and businesses/industry. Materials are retained while they are current only, and are reviewed annually (AR) to remove obsolete materials. 					
14	Exercises & Drills Records	*		*		Citation: None Given
	<ul style="list-style-type: none"> Files contain narrative reports and videocassettes of preparedness exercises and drills held, retained as documentation of the planning process as required by SEMS. * Special retention instructions: Files are retained until audit by FEMA/OES plus two years (A+2), or 10 years, whichever occurs first. 					
15	Multi-Hazard Disaster Response Plan (City of Torrance)	AR		AR	V	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Division copies of the plan are retained until superseded by new version (currently on a five year cycle). Official copy is part of the City Council record held by City Clerk Department. Duplicate record series. Official is in the City Clerk Department. 					
16	Multi-Hazard Disaster Response Plans (Other Government Agencies)	S		S		Citation: None Given
	<ul style="list-style-type: none"> Division copies of other government agencies' plans (e.g., state plan, school districts' plans) are retained until superseded by new versions. 					

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Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
17	Mutual Aid Agreements	AR		AR		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Files contain division copies of mutual aid agreements between the City of Torrance and other local police, fire, public works, and Area G agencies. Official agreements are held by City Clerk Department Duplicate record series. Official is in City Clerk. 					
18	Presentations Files	10		10		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files, organized by event, contain documentation of presentations given by this office as part of the disaster preparedness education and awareness function. Includes speaker request forms, meeting attendance reports and supporting documents. 					
19	Standardized Emergency Management System (SEMS) Training Course Materials	*		*		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files contain a record copy of course materials for all SEMS training given by this office. A single copy is retained for program documentation as required by SEMS. Includes documents, presentation materials, and video cassettes. * Special retention instructions: Files are retained until audit by FEMA/OES plus two years (A+2), or 10 years, whichever occurs first. 					
20	Standardized Emergency Management System (SEMS) Workers Training Records	*		*		Citation: None Given
	<ul style="list-style-type: none"> Records of training completed by participants on the City's SEMS team are retained by this office as required by SEMS. Files include: _Attendance/completion logs; __Course sign-in sheets; __Completed tests * Special retention instructions: If, upon a worker's death, the worker had not participated in a disaster event for which a claim was filed by the City, training records are destroyed after death. If the worker had participated in a disaster event, training records are retained until audit by FEMA/OES plus two years (A+2), or 10 years, whichever occurs first. 					

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PATROL

Attachment # 17-1

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1	Administration - After-Action Reports (Significant Incidents)	6		6	H	Citation: CA Government Code, section 34090
	• Includes Hostage Negotiation team and SWAT team summary reports of significant incidents, used for training, analysis and operations review. Files should be evaluated for possible historical value before destruction occurs.					
2	Administration - After-Action Reports (Special Events)	2		2		Citation: CA Government Code, section 34090
	• Includes summary reports of operations during special events (parades, special assignments, etc.) used for training, analysis and review.					
3	Administration - Assignment Sheets	2		2		Citation: CA Government Code, section 34090
	• Includes daily and monthly personnel assignment sheets.					
4	Administration - Shopping Center Detail Contracts	E		E		Citation: CA Government Code, section 34090.7
	• Files contain reference copies of contracts/leases for the Shopping Center Detail's office. Original contracts are held by the City Clerk Department. Duplicate record series. Official is in City Clerk.					
5	Administration - Watch Commander Logs	2		2		Citation: CA Government Code, section 34090
	• Logs are prepared by the Watch Commander, transmitted to this office, and retained here in electronic format.					
6	Administration - Watch Schedules	2		2		Citation: CA Government Code, section 34090
7	Field Training Officer (FTO) Training Records	T+7		T+7		Citation: CA Government Code, section 34090
	• Files include: __Daily observation reports ; __Monthly observation reports (copies; original to Personnel); __Supplemental reports; Files are retained until separation from service (T) plus 7 years.					
8	Patrol Captain Adjutant - Special Projects Files	C+2		C+2		Citation: CA Government Code, section 34090
	• Files include documentation of special projects assigned to the Patrol Captain Adjutant (e.g., Community Police Center). Includes correspondence, memos and supporting documentation.					
9	Reserve Officers Program - Time Cards	2		2		Citation: CA Government Code, section 34090
	• Reserve officers' time cards are kept to confirm Reserve program participation requirements, although the officers are not paid. These time cards are not payroll records, and are not given or copied to Research & Training or the City Payroll department.					
10	Sergeants/Supervisors' Logs	2		2		Citation: CA Government Code, section 34090
	• Logs of incidents and activities during each shift are prepared daily by Sergeants.					
11	STATS Program Records	6		6		Citation: CA Government Code, section 34090
	• This system is maintained by the Patrol division and Traffic & Special Events division; records are archived, retained, and disposed under the direction and control of the divisions in conjunction with IT. The "Torrance Police Department Division Statistics Information System" (known as STATS) records statistical data on the daily activities of Patrol officers. Records include: __Number of calls or self-generated responses; __Number of field interview cards generated; __Number of citations issued; __Number of arrests by category					

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Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
9	Internal Affairs – Pitchess Cards	6		6	C	Citation: CA Penal Code, section 832.5
	<ul style="list-style-type: none"> • Cards record information on each Internal Affairs case, including: __Type/date of incident; __Case number; __Claimant name; __Officer name; __Case disposition ; Since 1990, the hard copy "Pitchess Cards" maintained by the division have been replaced by the "Internal Affairs Program Case Records" system. Case entries on the Pitchess Cards are retained for six years, and then obliterated/deleted. <i>Superseded by Series 5 Internal Affairs Program Case Files</i> 					
10	Personnel Files (Background)	T+7		T+7	C	Citation: 29 USC 1113
	<ul style="list-style-type: none"> • Background personnel files on Department employees include: __Identification documentation; __Waivers/acknowledgments; __Interview cassette tapes; __Interview transcripts; __Personal history statements; __Letters of recommendation; __DMV documentation; Files are retained until separation from service (T) plus seven years. 					
11	Personnel Files (General)	T+7		T+7	C	Citation: 29 USC 1113
	<ul style="list-style-type: none"> • General personnel files on Department employees include: __Initial requisitions; __Acknowledgments; __Identification data; __Education information; __Benefits data (copies; original in City Human Resources Department); __Performance evaluations (copies; original in City Human Resources Department); __Commendations; __Written reprimands; __Disciplinary documentation; __Training records & certificates; __Assignment history; __Correspondence; Files are retained until separation from service (T) plus seven years. The City Human Resources Department has the official City Personnel File for each employee. 					
12	Personnel Files (Medical)	AR		AR	C	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> • Medical personnel files on Department employees include: __Workers compensation claims and supporting documents (copies; original in City Risk Management Office); __Requests for medical leave of absence (copies; original in City Human Resources Department); • Duplicate record series. Official is in City Human Resources and Risk Management. 					
13	Polygraph Tests	C		C	C	Citation: None Given
	<ul style="list-style-type: none"> • Files contain personnel polygraph tests reports and cover letters. Files are used for initial background investigation purposes, and are retained until the decision is made to hire/not hire an officer (C), then shredded. 					
14	Psychological Files	T+7		T+7	C	Citation: 29 USC 1113
	<ul style="list-style-type: none"> • Files contain psychological fitness for duty evaluation reports, other psychological tests reports, and cover letters. Files are retained until separation from service (T) plus seven years. 					

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1	Administration - Shift Requests	6		6		Citation: CA Government Code, section 34090
	Files contain requests from employees for shift assignments, used for planning and scheduling purposes.					
2	Administration - Subpoenas for Records (No Records)	2		2		Citation: CA Government Code, section 34090
	This office retains a copy of the subpoena/request for records, and its declaration of compliance stating that no records were found. \$					
3	Citations (Copies)	2*		2*		Citation: CA Government Code, section 34090
	Includes moving and parking citations. Original citations are held by the court. * Two years from date of citation.					
4	Department Report (DR) Files - Death Notifications from Department of Justice	6mos* **		6mos* **		Citation: CA Government Code, section 34090
	This record series describes DR Files of all types (except 799 PC) where the department has been notified by DOJ that the offender has died. Files contain original reports, supplemental documentation and DOJ death notifications. *Six months from date of notification unless 799 PC applies (see separate record series). If 799 PC applies (see separate record series 21). **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
5	Department Report (DR) Files - Death Reports/Natural Causes	2*		2*		Citation: CA Government Code, section 34090
	Files contain original reports, DOJ or FBI death notifications, and supplemental documentation. (Note: Does not include Suicides; see separate record series). * Two year retention from date of report.					
6	Department Report (DR) Files - Disposition 849(b)1 or 2 Penal Code	20*		20*		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
	This record series describes DR Files for cases that have been dropped for lack of evidence or other reasons resulting in a decision not to prosecute. Files contain original reports and supplemental documentation. *This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					

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7	Department Report (DR) Files – Drivers Report of Collision, Property Damage-Only Collisions, Non-Injury Traffic Collisions, Misdemeanor Hit & Run Reports	2*		2*		Citation: CA Government Code, section 34090 CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. * Two year retention from date of last event.					
8	Department Report (DR) Files - Embezzlement of Public Funds	P*		P*		Citation: CA Penal Code, section 799
	Files contain original reports and supplemental documentation. *This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
9	Department Report (DR) Files - Falsification of Public Records	P*		P*		Citation: CA Penal Code, section 799
	Files contain original reports and supplemental documentation. * This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
10	Department Report (DR) Files - Felony Crime Reports with No Arrests	4* **		4* **		Citation: CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. (Note: Does not include reports within 799PC; see separate record series.) * Four years from date of report. **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
11	Department Report (DR) Files - Felony Crimes or Collisions with Suspects/Felony Arrests	20* **		20* **		Citation: CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. * Retain 20 years from date of disposition unless 799 PC applies (see separate record series). Hierarchy rule applies. **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
12	Department Report (DR) Files - Fingerprint Applicants Files	2		2		Citation: CA Government Code, section 34090
	This record series describes files of paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants. Files are assigned a DR number for tracking purposes. Files do not contain the resulting fingerprints or rap sheets which are held by the City department requesting the research.					

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13	Department Report (DR) Files - Incident or Other Non-Crime Reports	2		2		Citation: CA Government Code, section 34090
	Files contain original reports and supplemental documentation.					
14	Department Report (DR) Files - Kidnap for Ransom, Extortion or During Commission of a Robbery	P*		P*		Citation: CA Penal Code, section 799
	Files contain original reports and supplemental documentation. *This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
15	Department Report (DR) Files - Lost, Found, or Safekeeping Property	2*		2*		Citation: CA Government Code, section 34090
	Files contain original reports and supplemental documentation. * Two years from date of report.					
16	Department Report (DR) Files - Marijuana Violations / Possession of Less than an Ounce	2*		2*		Citation: CA Health & Safety Code, section 11361.5
	Files contain original reports or citations and supplemental documentation. * Mandatory destruction of no later than two years from date of conviction or date of arrest if no conviction.					
17	Department Report (DR) Files - Microfilm Collection (All Categories)	P		P		Citation: CA Penal Code, section 799
	Files on microfilm contain original reports and supplemental documentation for all DR file categories for the years mid-1986 and earlier. No hard copies of these DR files exist. Note: Microfilm must be retained permanently because of the 799 PC case documentation contained here.					
18	Department Report (DR) Files - Misdemeanor Crime Reports with No Suspects	1*		1*		Citation: CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. * One year from date of report.					
19	Department Report (DR) Files - Misdemeanor Crimes with Suspects/Misdemeanor Arrests	20* **		20* **		Citation: CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. * Retain 20 years from date of disposition unless 799 PC applies (see separate record series). Hierarchy rule applies. **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					

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20	Department Report (DR) Files - Missing Persons	* **		* **		Citation: CA Government Code, section 34090
	Files contain original reports and supplemental documentation. * Indefinite retention if person is not found. If found, retain five (5) years after "found date." **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
21	Department Report (DR) Files - Murder	P*		P*		Citation: CA Penal Code, section 799
	Files contain original reports, related arrests records, and supplemental documentation. *This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
22	Department Report (DR) Files - Officer-Involved Shooting (OIS)	25		25	C,H	Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation.					
23	Department Report (DR) Files - Restraining Orders	E+2		E+2		Citation: CA Government Code, section 34090
	Files contain original reports, restraining order copies and supplemental documentation.					
24	Department Report (DR) Files – Sealed (per 851.8 Penal Code) Adult Arrests	*		*		Citation: CA Penal Code, section 851.8
	Files contain original reports, supplemental documentation, and court orders to seal the file. OR * Upon approval of a factually innocent petition pursuant to 851.8 of the CA Penal Code, the record is sealed for 3 years from the date of arrest and then destroyed.					
25	Department Report (DR) Files – Sealed (per Court Order) Juvenile Records	*		*		Citation: CA Welfare and Institutions Code, section 781(d)
	Files contain original reports, supplemental documentation, and court orders to seal the file. * If detained per section 601 Welfare & Institutions Code, five years from date of court ordered seal. * If detained per section 602 Welfare & Institutions Code, when subject of the records reaches age 38. * All other court-ordered sealed juvenile records, five years from date of court ordered seal.					

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26	Department Report (DR) Files – Sex, Narcotic and Arson Registrants Records	* **		* **		Citation: CA Health & Safety Code, section 11590 ; CA Penal Code, section 290 (C) (6) ; CA Penal Code, section 457.1
Files contain original reports and supplemental documentation. * One year after Department of Justice death notification or twenty years after expiration of probation or parole (unless ordered sealed per 781 WIC; see separate record series). **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.						
27	Department Report (DR) Files - Stolen Vehicles	* **		* **		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
Files contain original reports and supplemental documentation. * Retain six years if vehicle is not recovered. If recovered, retain for two years from date of recovery. **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.						
28	Department Report (DR) Files – Stored, Impounded or Repossessed Vehicles	2*		2*		Citation: CA Government Code, section 34090
Files contain original reports and supplemental documentation. * Two years from date of report.						
29	Department Report (DR) Files - Suicides	5* **		5* **		Citation: CA Penal Code, sections 800 - 803
Files contain original reports and supplemental documentation. * Five years from reported date of suicide. Reports are also filed at Los Angeles County Coroner's Office. **This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.						
30	Department Report (DR) Files - Torrance Traffic Warrant Arrests	20		20		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
Files contain original reports and supplemental documentation.						

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31	Department Report (DR) Files – Warrant Arrests for other Agencies	20*		20*		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. *This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
32	Department Report (DR) Logs	P		P		Citation: CA Government Code, section 34090
	Logs containing report numbers, report type, names and dates are retained for research value. These files are stored as electronic records only.					
33	Officers Logs	6*		6*		Citation: CA Government Code, section 34090
	Daily logs of all Patrol and Traffic division officers' activities are stored by this division. *This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.					
34	Repossessions & Private Impounds Files	2		2		Citation: CA Government Code, section 34090
	Files contain notifications from automobile towing and repossession companies of impounds and repossessions occurring in the City.					

RESEARCH & TRAINING

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
1	Activity Reports	10		10	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Research & Training division is the office of record for all quarterly and annual statistics and/or activity reports prepared by all TPD divisions. Includes Uniform Crime Reports to the State. Files should be evaluated for possible historical value before destruction occurs. 					
2	Budget Program Requests	10		10		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Department copies of budget program requests ("green sheets") are retained for research and reference. 					
3	Budget Work Files	3		3		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Research & Training has the master budget file for the Department. It receives budget requests from each division and compiles the divisional files into the final Department budget submission which goes to the Finance Department. The budget work file includes the final budget submission (department copies; originals in Finance Dept.) and supporting documentation. 					

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4	Information Technology - Booking Management System ("Book-Em") Records	20		20	C	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> This system is maintained by IT for the Jail (Technical Services division); records are archived, retained, and disposed under the direction and control of the division. Computerized system is used to record all booking information and mug shots for detainees. 					
5	Information Technology - Case Management (MCI) System Records	20		20		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> This system is maintained by IT for the Detectives division; records are archived, retained, and disposed under the direction and control of the division. The case management system (MCI, for Managing Criminal Investigations) records information on all cases handled by the Detectives division, including case type, date, investigator, disposition, and other case data. 					
6	Information Technology - Course Documentation Files	T		T		Citation: None Given
	<ul style="list-style-type: none"> Files contain developmental, administrative, and presentation materials for training courses & computer classes administered by this section. Includes: __Course outlines; __Class handouts; __Instructional materials For this record series, T (Termination) represents termination of presentation or use of a course. 					
7	Information Technology - LEADER System Records	20		20		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> This system is maintained by IT for the Traffic & Special Events division; records are archived, retained, and disposed under the direction and control of the division. The LEADER system records information on traffic citations issued by the division. It provides statistical information as well as data on individual vehicles/citations. 					
8	Information Technology - Systems Backup Tapes (Daily)	14d		14d		Citation: None Given
	<ul style="list-style-type: none"> Daily backup tape of the Torrance Police Department's computer systems. Includes RMS, CAD, and network systems (word processing, databases, e-mail, etc.). Tapes are held for 13 days, then recycled on the 14th day. 					
9	Information Technology - Systems Backup Tapes (Monthly)	6mos		6mos		Citation: None Given
	<ul style="list-style-type: none"> Monthly backup tape of the Torrance Police Department's computer systems data. Includes RMS, CAD, and network systems (word processing, databases, e-mail, etc.). Tapes are held for 6 months, then recycled on the 7th month. 					
10	Information Technology - Systems Documentation Files	T		T		Citation: None Given
	<ul style="list-style-type: none"> Systems documentation (for systems, software, hardware, peripherals, etc.) includes: __Manuals and instructions; __Programming documentation; __Work notes; __Correspondence; __Vendor literature; __Background & reference data; __Purchase/delivery information For this record series, T (Termination) represents the termination of use of a system, and the approved disposal or conversion of any computer records, files, databases, or tables reliant on that system for retrieval. 					
11	Payroll - Charges & Payments Registers (Department Copies)	2		2		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Original registers (recaps of invoices issued/paid) are sent to the Finance Department; copies are retained here for reference and research. Duplicate record series. Original is in Finance Department. 					
12	Payroll - Earnings Adjustments Forms (Department Copies)	2		2		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Original earnings adjustments forms are sent to the Payroll Department. Copies are retained here for reference. Duplicate record series. Original is in Finance/Payroll. 					

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13	Payroll - Electronic Deposit Forms (Department Copies)	1mo		1mo		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Original electronic deposit forms are sent to the Payroll Department. Copies are retained here for reference for one month. Duplicate record series. Original is in Finance/Payroll. 					
14	Payroll - Employee Files	T+3		T+3		Citation: 29 CFR 516.5
	<ul style="list-style-type: none"> Files, organized by employee name, contain Department copies of employees' payroll records. Includes: __W-4 copies (originals in Payroll); __Deferred compensation forms (originals in City Treasurer); __Cash down forms (originals in Payroll); __Sick leave recaps; __Deferred holiday forms; __Jury duty information; __Personnel action forms (originals in Personnel); Files are maintained until separation from service (T) plus 3 years. 					
15	Payroll - Labor Code Change Reports	2		2		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Reports of changes in labor code changes from employee reassignments. Original is held by Payroll. Duplicate record series. Official is in Finance/Payroll. 					
16	Payroll - Labor Printout Reports (Department Copies)	S		S		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Original reports (matching labor codes to employee names) are sent to the Payroll Department. Copies are retained here for reference. Duplicate record series. Original is in Finance/Payroll. 					
17	Payroll - Master Time Book	10		10		Citation: 29 CFR 516.2 - 516.6
	<ul style="list-style-type: none"> The master time book contains a day by day entry of the time records for all Department employees, with job assignment numbers. 					
18	Payroll - Overtime Forms (Original/White Copies)	7		7		Citation: 29 CFR 516.2 - 516.6
	<ul style="list-style-type: none"> Information from overtime forms is input into a computer and transmitted to the City Payroll Department. The original, white copies of the overtime forms (with original signatures) are retained here as backup documentation. 					
19	Payroll - Overtime Forms (Yellow Copies)	C		C		Citation: None Given
	<ul style="list-style-type: none"> Information from overtime forms is input into a computer and transmitted to the City Payroll Department. Yellow copies are used as an input form and then discarded when completed (C). 					
20	Payroll - Overtime/Sick Leave Reports	2		2		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Reports showing employees' overtime and sick leave balances are printed out monthly from the Payroll Department payroll system; original information is held there. Report copies are retained here for reference. Duplicate record series. Original is in Finance/Payroll. 					
21	Payroll - Reassignment Orders	5		5		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Reassignment orders are received from the Personnel division, documenting employee job reassignments and associated changes in labor codes for payroll reporting purposes. 					
22	Payroll Requests for Billing (Department Copies)	2		2		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Original requests for billing are sent to the Finance Department; copies are retained here for reference and research. Duplicate record series. Official is in Finance Department. 					
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No.	Title and Description				Statutory Reference
23	Payroll - Sick Leave Forms (Pink Copies)	7		7	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Information from sick leave forms is input into a computer and transmitted to the City Payroll Department. The pink copies of the forms are retained here as backup documentation. 				
24	Payroll - Vacation Leave Forms	2		2	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Information from vacation leave forms is input into a computer and transmitted to the City Payroll Department. The originals are retained here as backup documentation and for planning. 				
25	Payroll - Vacation/Sick Leave Reports	2		2	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Reports showing employees' vacation and sick leave balances are printed out from the Payroll Department payroll system; original information is held there. Report copies are retained here for reference. Duplicate record series. Original is in Finance/Payroll. 				
26	Payroll - Watch Assignment Records (Computer Files)	5		5	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Payroll compiles the divisions' watch assignment records into the master record for the Department and transmits the information to the Payroll Department electronically. A computer file copy of the information is retained for reference. Duplicate record series. Official is in Finance/Payroll Department. 				
27	Payroll - Watch Assignment Records (Hard Copy)	5		5	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Payroll compiles the divisions' watch assignment records into the master record for the Department and transmits the information to the City Payroll Department electronically. A hard copy of the information (the Payroll Input Report) is retained for reference. Duplicate record series. Official is in Finance/Payroll Department. 				
28	Payroll - Work Order Requests (Department Copies)	2		2	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Original work order requests are sent to the Finance Department; copies are retained here for reference and research. Duplicate record series. Original is in Finance Department. 				
29	Purchasing - Expenditures Files	5		5	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files, organized by vendor name, contain purchasing documentation including: __Initiating memos/requests from division; __Material requisition form system printouts (Department copies); __Purchase orders (Department copies); __Vendor invoices (Department copies; original in Accounts Payable); __Final/partial receivers; __Petty cash vouchers & receipts copies (original in City Treasurer); __Petty cash requisitions 				
30	Purchasing - Petty Cash Reconciliation Files	3		3	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> __Worksheets; __Recap sheets copies (originals in City Treasurer); __Petty cash reports copies (originals in City Treasurer) 				
31	Range - Range Activity Sheets (Shoot Cards) - 1992 and Prior	T+7		T+7	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Range activity sheets (filled out each time an officer visits the range) are the official range training records prior to development of the Range Database in 1993. Files are retained until separation from service (T) plus seven years. 				

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CITY OF TORRANCE

RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

Resolution No. 2007-xxx

Attachment # 17-1

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
32	Range Activity Sheets (Shoot Cards) - 1993 and Forward	1		1		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Range activity sheets are filled out each time an officer visits the range to collect data for the Range Database. The officer keeps a copy, and the other copy is kept here for input and confirmation of the database record. The official, long-term record is in the Range Database. 					
33	Range - Range Database/Ammunition Inventory Records	3		3		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Range Database is used to manage and track the ordering, receipt, status and supply of ammunition for the range. Information is also used for inventory reporting, budgeting and planning purposes. 					
34	Range - Range Database/Ammunition Inventory Records	3		3		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Range Database is used to manage and track the ordering, receipt, status and supply of ammunition for the range. Information is also used for inventory reporting, budgeting and planning purposes. 					
35	Range - Range Database/Officer Practice Records	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Range Database is used to record information on officers' practice sessions at the range. This information is not part of an officer's training and qualification record, but is used to track range activity and ammunition supplies. Information is also used for inventory reporting, budgeting and planning purposes. 					
36	Range - Range Database/Officer Training & Qualification Records	T+7		T+7		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Range Database is the official location of officers' range training and qualification records since 1993. Although the Department's Training Records Management System (TRMS) contains summary information on officers' range training and qualification, the Range Database contains supplemental detail on performance and rating. Files are retained until separation from service (T) plus seven years. 					
37	Range - Range Database/Retiree Qualifications Records	E+2		E+2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Range Database is used to record information on retired officers' qualifications at the range, a requirement for issuance of a concealed weapons permit to the retiree. Records are maintained until expiration of the permit (E) plus two years. 					
38	Range Database/Taser Inventory Records	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Range Database is used to manage and track the ordering, receipt, status, supply and assignment of tasers. Information is also used for inventory reporting, budgeting and planning purposes. 					
39	Range - Range Database/Weapons Records	P		P		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The Range Database is the official location of weapons information since 1993. Includes information on Department-owned weapons, personal weapons, alternate weapons, and secondary handguns. Weapons data are also used to produce weapons inventory reports. Database records include: __Weapon identification data; __Owner identification data; __Acquisition/purchase information; __Assignment/location information; __Status/disposition; __Maintenance information; __Inspection information; __Repair history Records are retained on the database system until sale or disposal of the weapon (T), then archived to tape for permanent retention 					

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RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

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Attachment # 17-1

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
40	Range - Training Lesson Plans	15		15		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Lesson plans provide information on the scope, content, and time period of training courses given by the range. Plans are in paper and computer file formats. 					
41	Range - Training Schedules	1		1		Citation: None Given
	<ul style="list-style-type: none"> Includes daily, weekly and monthly schedules of training events at the range. 					
42	Research - Project Files	10		10	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files documenting Research projects are organized by project number and title. Includes project request forms (TPD-55), background materials, staff reports, final project reports and supporting data. Files should be evaluated for possible historical value before destruction occurs. 					
43	Research - Special Projects Database	25		25	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Database tracks Research projects, recording project number, title, final report number and title, status, and summary information. 					
44	Survey Response Files	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files contain surveys, responses and correspondence with other agencies requesting statistical data from the Department. 					
45	Torrance Police Department General Orders	P		P	V,H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Original general orders with signatures are held by the Research & Training division. 					
46	Torrance Police Department General Orders (Computer Files)	P		P	V,H	Citation: CA Government Code, section 34090
47	Torrance Police Department Historical Files	P		P	H	Citation: None Given
	<ul style="list-style-type: none"> The Research & Training division is the office of record for the Department's historical files. Includes photographs, news clippings, reports, documents, videos, etc. selected from divisions' files for historical value. 					
48	Torrance Police Department Manual	S		S	V	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> The original, master copy of the Torrance Police Department Manual is held by the Research & Training division. The master version is updated whenever changes occur (S). Changes to the manual are recorded in the General Orders, which are the permanent, historical record. 					
49	Torrance Police Department Manual (Computer Files)	S		S	V	Citation: CA Government Code, section 34090
50	Torrance Police Department Notices	4		4	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Original notices are held by the Research & Training division. Files should be evaluated for possible historical value before destruction occurs. 					

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Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
51	Torrance Police Department Notices (Computer Files)	2		2	H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files should be evaluated for possible historical value before destruction occurs. 					
52	Torrance Police Department Staff Orders	P		P	V,H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Original staff orders with signatures are held by the Research & Training division. 					
53	Torrance Police Department Staff Orders (Computer Files)	S	P	P	V,H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Note: Staff orders are kept on the active system until superseded, then archived to tape for permanent retention. 					
54	Torrance Police Department Training Bulletins	P		P	V,H	Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Original training bulletins are held by the Research & Training division. 					
55	Training - Range Inventory Reports	5		5		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Quarterly reports of inventories of weapons and ammunition held by the Department Range. 					
56	Training - Supervisory Review of Use of Force Files	6		6		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files include review forms, arrest report copies and logs. 					
57	Training - Training Records Management System (TRMS)	T+7		T+7		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Computer files in the TRMS contain documentation of officers' training experience (internal and external), including certificates and degrees earned, POST documentation, internal training courses attended, etc. Files are retained until separation from service (T) plus seven years. * The Training section has used the Training Records Management System (TRMS) to document officers' training since 1990; the hard copy Training Records (Name Folders) contain all training records from 1990 and earlier. 					
58	Training - Training Records (Name Folders)	T+7		T+7		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files contain all paperwork documenting officers' training experience (internal and external), including: __Certificates; __Degrees; __POST documentation; __Internal class rosters; Files are retained until separation from service (T) plus seven years. Note: Since 1990, the Training section has used the Training Records Management System (TRMS) to document officers' training; the Name Folders described here generally contain training data from 1990 and earlier. 					
59	Uniform Vouchers	2		2		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files contain vouchers, organized by name, authorizing the purchase of a new uniform for an officer. 					
60	Vest Letters	6		6		Citation: CA Government Code, section 34090
	<ul style="list-style-type: none"> Files contain letters, organized by name, authorizing the purchase of a new bulletproof vest for an officer. 					

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RESOLUTION 2001 - 01

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TORRANCE, CALIFORNIA ESTABLISHING A RECORDS
RETENTION POLICY BY ADOPTION OF A RECORDS
RETENTION SCHEDULE**

WHEREAS, the Charter of the City of Torrance California delegates the keeping and supervision of the City's records to the City Clerk; and

WHEREAS, the City Council of the City of Torrance California recognizes the need to retain records for administrative, legal and historical purposes, as well as to destroy duplicate, out dated and unneeded records; and

WHEREAS; Section 34090 of the Government code and other statutes and regulations of the State of California and the federal government sets forth the provisions under which certain municipal records may be destroyed in accord with a formally adopted Records Retention Schedule; and

WHEREAS; the City has engaged the services of a consultant, Mr. David C. (Cal) Jackson, CRM, to survey, describe and recommend an appropriate retention period for each of the city's records series; and that he has embodied the descriptions and recommendations into a draft Records Retention Schedule, which is attached hereto and made a part of this resolution; and

WHEREAS; the City Attorney, the City Clerk, and the directors of all of the city departments have reviewed and concur with the retention recommendations contained in the Records Retention Schedule referred to above, dated December 1, 2000; and

WHEREAS; the City Council recognizes that changing conditions and new legislation may from time to time require that the Records Retention Schedule be revised; and

WHEREAS; the City Council has previously passed Resolutions 96-07 Regarding Retention & Destruction of Fire Department Records and 98-41 Regarding the Retention and Destruction of Police Department Records adopting Records Retention Schedules for the Fire and Police departments respectively;

NOW THEREFORE BE IT RESOLVED that the City Council does hereby approve the City of Torrance Records Retention Schedule

(Attachments 1 through 21)

Attachment 1	All City Records	Attachment 11	General Services
Attachment 2	City Attorney	Attachment 12	Human Resources
Attachment 3	Building & Safety	Attachment 13	Library
Attachment 4	Cable Television	Attachment 14	City Manager
Attachment 5	Civil Service	Attachment 15	Parks & Recreation
Attachment 6	City Clerk	Attachment 16	Planning
Attachment 7	Communications & Information Technology	Attachment 17	Police
Attachment 8	Engineering	Attachment 18	Street Services
Attachment 9	Finance	Attachment 19	Transit
Attachment 10	Fire Department	Attachment 20	Treasurer
		Attachment 21	Airport

until superseded; and

BE IT FURTHER RESOLVED; that the records noted in said Schedule may only be destroyed, without further action by the City Council, and the City of Torrance, upon written request of the department head and with the consent, in writing, of the City Attorney and the City Clerk; and

BE IT FURTHER RESOLVED; That the City Clerk be authorized and directed to develop, publish and revise such procedures as are necessary to implement the Records Retention Policy according to the records retention schedule; and

BE IT FURTHER RESOLVED; that the City Clerk be directed and authorized to confer with the City Attorney whenever necessary to revise the Records Retention Schedule and to bring forth such changes by resolution of the City Council from time to time as necessary; and

BE IT FURTHER RESOLVED; that the Resolutions 96-07 and 98-41 be repealed in their entirety with the corresponding Fire and Police schedules be incorporated in the attached Records Retention Schedule as formatted.

Introduced, approved and adopted this 16th day of January 2001.

/s/ Dee Hardison

Dee Hardison
Mayor of the City of Torrance

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

by /s/ Ronald T. Pohl
Ronald T. Pohl, Assistant City Attorney

/s/ Sue Herbers
City Clerk of the City of Torrance

TORRANCE CITY COUNCIL
RESOLUTION NO. 2001-01

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, Sue Herbers, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 16th day of January 2001, by the following roll call vote:

AYES:	COUNCILMEMBERS	Cribbs, Messerlian, Nowatka, Scotto, Walker, Witkowsky, and Mayor Hardison.
NOES:	COUNCILMEMBERS	None
ABSTAIN:	COUNCILMEMBERS	None.
ABSENT:	COUNCILMEMBERS	None.

/s/ Sue Herbers
Clerk of the City of Torrance

CITY OF TORRANCE

RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

Resolution No. 2001-01

Attachment # 17

COMMON RECORD SERIES (POLICE)		Items 1 – 8	Pages 5 - 6
1. Activity Reports (Divisions)	5. Divisional Personnel Files		
2. Correspondence (E-Mail) Files	6. Equipment Files		
3. Correspondence Files	7. Grants Files		
4. Division Procedures	8. Subject/Reference Files		

OFFICE OF THE CHIEF		Items 1 – 13	Pages 7 - 8
1. Community Relations - Chaplain Corps Files	7. Community Relations - Public Participation / Education Programs Files		
2. Community Relations - Community Relations' Video Programs	8. Community Relations - Speaker Requests		
3. Community Relations - Events Files	9. Community Relations - Volunteers Card Files		
4. Community Relations - Neighborhood Watch Block Captain Roster	10. Correspondence Chronological File		
5. Community Relations - Press Releases	11. Division Activity Reports		
6. Community Relations - Press Releases (Department News Clippings File)	12. Organizations Files		
	13. Secret Service Fund Account Reports		

COMMUNICATIONS		Items 1 – 7	Page 9
1. Line Printer Printouts	5. Equipment Files		
2. Communications Tapes	6. Equipment/Radio Logs		
3. Communications Tapes (Litigated Cases)	7. Response Cards		
4. Communications Tapes (Pursuits)			

DETECTIVES		Items 1 – 18	Pages 10 - 12
1. Court Detail - Court Sign-In Logs	12. Economic Crimes/Identification - Latent Fingerprints (Digitized) Records		
2. Court Detail - Court Tracking System Records	13. Economic Crimes/Identification - "Torrance ID Program" Records		
3. Court Detail - Daily Court Schedules	14. Economic Crimes/Tactical Services - False Alarm Management System Records		
4. Court Detail - Subpoena Officer Logs	15. Economic Crimes/Tactical Services - False Alarms Reports		
5. Court Detail - Subpoenas (Division copies)	16. Economic Crimes/Tactical Services - Pawn Slips		
6. Crimes Persons - Homicide Case Files	17. Investigators' Case Files		
7. Crimes Persons - Officer Involved Shooting (OIS) Case Files (Division Copies)	18. Youth Services/Sex Crimes - Sex Registrants Tracking System Records		
8. Crimes Property - Auto Theft Logs			
9. Crimes Property - Auto Theft Logs			
10. Economic Crimes/Identification Inked Fingerprints/ Palm Cards			
11. Economic Crimes/Identification - Latent Fingerprints Cards			

EMERGENCY SERVICES		Items 1 – 20	Pages 13 - 15
1. Area G Reorganization Project Files	12. Emergency Operations Center (EOC) Planning & Development Files		
2. Budget Files	13. Emergency Services Information & Planning Guidance Documents		
3. Business/Industry Emergency Response Plans	14. Exercises & Drills Records		
4. City Departments' Emergency Response Plans Files	15. Multi-Hazard Disaster Response Plan (City of Torrance)		
5. City of Torrance Disaster Council Applications (Selected)	16. Multi-Hazard Disaster Response Plans (Other Government Agencies)		
6. City of Torrance Disaster Council Planning Records	17. Mutual Aid Agreements		
7. City of Torrance Disaster Council Records	18. Presentations Files		
8. Disaster Response Files	19. Standardized Emergency Management System (SEMS) Training Course Materials		
9. Disaster Response Purchase Requisitions	20. Standardized Emergency Management System (SEMS) Workers Training Records		
10. Disaster Service Volunteers Files			
11. Emergency Operations Center (EOC) Operations Files			

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CITY OF TORRANCE

RECORDS RETENTION SCHEDULE
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PATROL		Items 1 – 11	Page 16
1. Administration - After-Action Reports (Significant Incidents)	6. Administration - Watch Schedules		
2. Administration - After-Action Reports (Special Events)	7. Field Training Officer (FTO) Training Records		
3. Administration - Assignment Sheets	8. Patrol Captain Adjutant - Special Projects Files		
4. Administration - Shopping Center Detail Contracts	9. Reserve Officers Program - Time Cards		
5. Administration - Watch Commander Logs	10. Sergeants/Supervisors' Logs		
	11. STATS Program Records		

PERSONNEL (POLICE)		Items 1 – 14	Pages 17 – 18
1. Applicants Files (Not Hired)	8. Internal Affairs - Officer-Involved Shootings Case Files		
2. Grievances Files	9. Internal Affairs - Pitchess Cards		
3. Internal Affairs - Annual Reports to State	10. Personnel Files (Background)		
4. Internal Affairs - Claims Files	11. Personnel Files (General)		
5. Internal Affairs - Internal Affairs Program Case Records	12. Personnel Files (Medical)		
6. Internal Affairs - Investigations Case Files	13. Polygraph Tests		
7. Internal Affairs - Investigations Case Logs	14. Psychological Files		

RECORDS (POLICE)		Items 1 – 34	Pages 19 – 23
1. Administration - Shift Requests	17. Department Report (DR) Files - Microfilm Collection (All Categories)		
2. Administration - Subpoenas for Records (No Records)	18. Department Report (DR) Files - Misdemeanor Crime Reports with No Suspects		
3. Citations (Copies)	19. Department Report (DR) Files - Misdemeanor Crimes with Suspects/Misdemeanor Arrests		
4. Department Report (DR) Files - Death Notifications from Department of Justice	20. Department Report (DR) Files - Missing Persons		
5. Department Report (DR) Files - Death Reports/Natural Causes	21. Department Report (DR) Files - Murder		
6. Department Report (DR) Files - Disposition 849(b)1 or 2 Penal Code	22. Department Report (DR) Files - Officer-Involved Shooting (OIS)		
7. Department Report (DR) Files - Drivers Report of Collision, Property Damage-Only Collisions, Non-Injury Traffic Collisions, Misdemeanor Hit & Run Reports	23. Department Report (DR) Files - Restraining Orders		
8. Department Report (DR) Files - Embezzlement of Public Funds	24. Department Report (DR) Files - Sealed (per 851.8 Penal Code) Adult Arrests		
9. Department Report (DR) Files - Falsification of Public Records	25. Department Report (DR) Files - Sealed (per Court Order) Juvenile Records		
10. Department Report (DR) Files - Felony Crime Reports with No Arrests	26. Department Report (DR) Files - Sex, Narcotic and Arson Registrants Records		
11. Department Report (DR) Files - Felony Crimes or Collisions with Suspects/Felony Arrests	27. Department Report (DR) Files - Stolen Vehicles		
12. Department Report (DR) Files - Fingerprint Applicants Files	28. Department Report (DR) Files - Stored, Impounded or Repossessed Vehicles		
13. Department Report (DR) Files - Incident or Other Non-Crime Reports	29. Department Report (DR) Files - Suicides		
14. Department Report (DR) Files - Kidnap for Ransom, Extortion or During Commission of a Robbery	30. Department Report (DR) Files - Torrance Traffic Warrant Arrests		
15. Department Report (DR) Files - Lost, Found, or Safekeeping Property	31. Department Report (DR) Files - Warrant Arrests for other Agencies		
16. Department Report (DR) Files - Marijuana Violations / Possession of Less than an Ounce	32. Department Report (DR) Logs		
	33. Officers Logs		
	34. Repossessions & Private Impounds Files		

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RESEARCH & TRAINING		Items 1 – 60	Pages 24 - 30
1.	Activity Reports	31.	Range - Range Activity Sheets (Shoot Cards) - 1992 and Prior
2.	Budget Program Requests	32.	Range Activity Sheets (Shoot Cards) - 1993 and Forward
3.	Budget Work Files	33.	Range - Range Database/ Ammunition Inventory Records
4.	Information Technology - Booking Management System ("Book-Em") Records	34.	Range - Range Database/Ammunition Inventory Records
5.	Information Technology - Case Management (MCI) System Records	35.	Range - Range Database/ Officer Practice Records
6.	Information Technology - Course Documentation Files	36.	Range - Range Database/ Officer Training & Qualification Records
7.	Information Technology - LEADER System Records	37.	Range - Range Database/ Retiree Qualifications Records
8.	Information Technology - Systems Backup Tapes (Daily)	38.	Range Database/Taser Inventory Records
9.	Information Technology - Systems Backup Tapes (Monthly)	39.	Range - Range Database/Weapons Records
10.	Information Technology - Systems Documentation Files	40.	Range - Training Lesson Plans
11.	Payroll - Charges & Payments Registers (Department Copies)	41.	Range - Training Schedules
12.	Payroll - Earnings Adjustments Forms (Department Copies)	42.	Research - Project Files
13.	Payroll - Electronic Deposit Forms (Department Copies)	43.	Research - Special Projects Database
14.	Payroll - Employee Files	44.	Survey Response Files
15.	Payroll - Labor Code Change Reports	45.	Torrance Police Department General Orders
16.	Payroll - Labor Printout Reports (Department Copies)	46.	Torrance Police Department General Orders (Computer Files)
17.	Payroll - Master Time Book	47.	Torrance Police Department Historical Files
18.	Payroll - Overtime Forms (Original/White Copies)	48.	Torrance Police Department Manual
19.	Payroll - Overtime Forms (Yellow Copies)	49.	Torrance Police Department Manual (Computer Files)
20.	Payroll - Overtime/Sick Leave Reports	50.	Torrance Police Department Notices
21.	Payroll - Reassignment Orders	51.	Torrance Police Department Notices (Computer Files)
22.	Payroll Requests for Billing (Department Copies)	52.	Torrance Police Department Staff Orders
23.	Payroll - Sick Leave Forms (Pink Copies)	53.	Torrance Police Department Staff Orders (Computer Files)
24.	Payroll - Vacation Leave Forms	54.	Torrance Police Department Training Bulletins
25.	Payroll - Vacation/Sick Leave Reports	55.	Training - Range Inventory Reports
26.	Payroll - Watch Assignment Records (Computer Files)	56.	Training - Supervisory Review of Use of Force Files
27.	Payroll - Watch Assignment Records (Hard Copy)	57.	Training - Training Records Management System (TRMS)
28.	Payroll - Work Order Requests (Department Copies)	58.	Training - Training Records (Name Folders)
29.	Purchasing - Expenditures Files	59.	Uniform Vouchers
30.	Purchasing - Petty Cash Reconciliation Files	60.	Vest Letters

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TECHNICAL SERVICES		Items 1 – 34	Pages 31 - 34
1. Administration - Gasoline/Service Stations Credit Cards Statements	18. Photo Lab - Equipment Inventory/ Sign-Out Cards		
2. Administration - Jail Inspections Files	19. Photo Lab - Equipment Operations Files		
3. Administration - Jail Surveys	20. Photo Lab - Film/Chemicals Inventories		
4. Administration - Radar Instrument Calibration Records	21. Photo Lab - Negatives Logs		
5. Administration - Vehicles Files	22. Photo Lab - Negatives (Miscellaneous #)		
6. Administration - Work Orders	23. Photo Lab - SCAQMD Emissions Reports		
7. Jail - Custody Lists	24. Property Room - City Treasurer Receipts		
8. Jail - Inter-Agency Billings	25. Property Room - Gun Destruction Reports		
9. Jail - Jail Incidents Records	26. Property Room - Narcotics Destruction Reports		
10. Jail - Jail Inspections Files	27. Property Room - Property Control		
11. Jail - Juvenile Detention Logs ("Monthly Log for Confinement of Juveniles")	28. Property Room - Property Reports		
12. Jail - Surveillance/Security Video Tapes	29. Vehicle Transport - Patrol Vehicle Assignment Reports		
13. Jail - TPD Daily Jail Logs (TPD18)	30. Vehicle Transport - TPD Vehicles Reports		
14. Photo Lab - Densitometer Tests Results	31. Vehicle Transport - Vehicle Down Reports		
15. Photo Lab - Department Employees Identification Photos Photo Lab - Equipment Inventory/Sign-Out Cards	32. Vehicle Transport - Vehicle Service Schedules		
16. Photo Lab - Mug Shots Negatives	33. Vehicle Transport - Vehicle Tracking System (VTS) Vehicle Records		
17. Photo Lab - Negatives (DR #)	34. Vehicle Transport - Vehicles Files		

TRAFFIC & SPECIAL EVENTS		Items 1 – 9	Page 35
1. Citations Transmittals	6. Parades & Special Events Files		
2. Citizens' Traffic Query Letters	7. Patrol Requests		
3. Daily Schedules	8. Traffic Division Rosters		
4. Equipment Inventories	9. Watch Assignment & Timekeeping Records		
5. Fee Letters Files			

VICE & NARCOTICS		Items 1 – 18	Pages 36 - 37
1. ABC Enforcement Files (Alcoholic Beverage Control)	9. Ex Parte Files		
2. Asset Forfeiture/Innocent Owner Notifications	10. Informants Files		
3. Asset Forfeiture Investigations & Proceedings Case Files	11. Investigative Case Books		
4. Crime Analysis - ACT Program Records (Case Management System)	12. License Review Board Administrative Files		
5. Crime Analysis - Field Interview Cards	13. Narcotics Case Files (No-Arrest / Patrol Division-Initiated / Street Narcotics Cases)		
6. Crime Analysis - Project Files	14. Narcotics Case Files (No-Arrest / Vice & Narcotics Division-Initiated / Major Narcotics Cases)		
7. Crime Impact Team (CIT) Logs	15. Pre-Arrest Investigative Logs		
8. Division Lieutenant - Operational/Secret Service Funds Accounts Files	16. Rap Request Logs		

All retention periods are in years unless otherwise noted. Retention codes in "Office/Storage/Total" columns are:

AR = Annual Review A = Audit C = Closed/Completed E = Expiration P = Permanent S = Superseded T = Termination

"V/H/C" column codes: V = Vital H = Historical C = Confidential

Date: 12/01/00

Page 4 of 37

REDLINE CHANGES FOR POLICE DEPARTMENT ATTACHMENT #17-1

Emergency Services Division

DELETE

1	Area G Reorganization Project Files	10		10		Citation: -CA Government Code, section 34090
	<ul style="list-style-type: none"> Files contain documentation of the 1989 Area G reorganization project. Includes proposals, reports, correspondence and supporting documentation. This series is obsolete, all records of the project are eligible for destruction and no new records are being created. 					

5. City of Torrance Disaster Council Applications (Selected)

Change retention from 2 years to Annual Review; DUPLICATE records.

5	City of Torrance Disaster Council Applications (Selected)	2 AR		2 AR		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Department copies of applications for selected/appointed Disaster Council members. Duplicate record series. Official is in City Clerk. 					

15. Multi-Hazard Disaster Response Plan (City of Torrance)

Change retention from 2 years to Annual Review; DUPLICATE records.

15	Multi-Hazard Disaster Response Plan (City of Torrance)	S AR		S AR	V	Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Division copies of the plan are retained until superseded by new version (currently on a five year cycle). Official copy is part of the City Council record held by City Clerk Department. Duplicate record series. Official is in the City Clerk Department. 					

17. Mutual Aid Agreements

Change retention from 2 years to Annual Review; DUPLICATE records.

17	Mutual Aid Agreements	C+10 AR		C+10 AR		Citation: CA Government Code, section 34090.7
	<ul style="list-style-type: none"> Files contain division copies of mutual aid agreements between the City of Torrance and other local police, fire, public works, and Area G agencies. Official agreements are held by City Clerk Department Duplicate record series. Official is in City Clerk. 					

Personnel (Police)**9. Internal Affairs - Pitchess Cards**

Delete in its entirety as this series is obsolete; no new records are being created and all records in the series are eligible for destruction, superseded by series 5 – Internal Affairs – Internal Affairs Program Case Files

9	Internal Affairs – Pitchess Cards	6		6	C	Citation: -CA Penal Code, section 832.5
	<ul style="list-style-type: none"> Cards record information on each Internal Affairs case, including: ___Type/date of incident; ___Case number; ___Claimant name; ___Officer name; ___Case disposition; Since 1990, the hard copy "Pitchess Cards" maintained by the division have been replaced by the "Internal Affairs Program Case Records" system. Case entries on the Pitchess Cards are retained for six years, and then obliterated/deleted. This series is obsolete, all records in the series are eligible for destruction and no new records are being created, superseded by series 5. 					

12. Personnel Files (Medical)

Change retention from T+7 to Annual Review; DUPLICATE records

12	Personnel Files (Medical)	T+7 AR		T+7 AR	C	Citation: CA Government Code,
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					section 34090.7
	<ul style="list-style-type: none"> Medical personnel files on Department employees include: __Workers compensation claims and supporting documents (copies; original in City Risk Management Office); __Requests for medical leave of absence (copies; original in City Human Resources Department); Files are retained until separation from service (T) plus seven years. Duplicate record series. Official is in City Human Resources and Risk Management. 				

RECORDS (POLICE)

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
4	Department Report (DR) Files - Death Notifications from Department of Justice	6mos * **		6mos * **		Citation: CA Government Code, section 34090
	<p>This record series describes DR Files of all types (except 799 PC) where the department has been notified by DOJ that the offender has died. Files contain original reports, supplemental documentation and DOJ death notifications.</p> <p>*Six months from date of notification unless 799 PC applies (see separate record series). If 799 PC applies (see separate record series 21).</p> <p><u>**This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</u></p>					
6	Department Report (DR) Files - Disposition 849(b)1 or 2 Penal Code	20 * -		20 * -		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
	<p>This record series describes DR Files for cases that have been dropped for lack of evidence or other reasons resulting in a decision not to prosecute. Files contain original reports and supplemental documentation.</p> <p><u>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</u></p>					
8	Department Report (DR) Files - Embezzlement of Public Funds	P *		P *		Citation: CA Penal Code, section 799
	<p>Files contain original reports and supplemental documentation.</p> <p><u>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</u></p>					
9	Department Report (DR) Files - Falsification of Public Records	P *		P *		Citation: CA Penal Code, section 799
	<p>Files contain original reports and supplemental documentation.</p> <p><u>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</u></p>					
10	Department Report (DR) Files - Felony Crime Reports with No Arrests	4* *		4* *		Citation: CA Penal Code, sections 800 - 803
	<p>Files contain original reports and supplemental documentation. (Note: Does not include reports within 799PC; see separate record series.)</p> <p><u>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</u></p>					

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
11	Department Report (DR) Files - Felony Crimes or Collisions with Suspects/Felony Arrests	20* *		20* *		Citation: CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. Retain 20 years from date of disposition unless 799 PC applies (see separate record series). Hierarchy rule applies. <i>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
14	Department Report (DR) Files - Kidnap for Ransom, Extortion or During Commission of a Robbery	P *		P *		Citation: CA Penal Code, section 799
	Files contain original reports and supplemental documentation. <i>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
19	Department Report (DR) Files - Misdemeanor Crimes with Suspects/Misdemeanor Arrests	20* *		20* *		Citation: CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. <i>*One year from date of report</i> <i>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
20	Department Report (DR) Files - Missing Persons	* **		* **		Citation: CA Government Code, section 34090
	Files contain original reports and supplemental documentation. *Indefinite retention if person is not found. If found, retain five (5) years after "found date." <i>**This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
21	Department Report (DR) Files - Murder	P		P		Citation: CA Penal Code, section 799
	Files contain original reports, related arrests records, and supplemental documentation. <i>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
26	Department Report (DR) Files – Sex, Narcotic and Arson Registrants Records	* **		* **		Citation: CA Health & Safety Code, section 11590 ; CA Penal Code, section 290 (C) (6) ; CA Penal Code, section 457.1

Files contain original reports and supplemental documentation.

* One year after Department of Justice death notification or twenty years after expiration of probation or parole (unless ordered sealed per 781 WIC; see separate record series).

***This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.*

Item No.	Record Series Title and Description	Office	Storage	Total	V/H/C	Notes & Statutory Reference
27	Department Report (DR) Files - Stolen Vehicles	* **		* **		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. <ul style="list-style-type: none"> Retain six years if vehicle is not recovered. If recovered, retain for two years from date of recovery. <i>**This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
29	Department Report (DR) Files – Suicides	5* **		5* **		Citation: CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. * Five years from reported date of suicide. Reports are also filed at Los Angeles County Coroner's Office. <i>**This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
30	Department Report (DR) Files - Torrance Traffic Warrant Arrests	20 *		20 *		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. <i>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
31	Department Report (DR) Files – Warrant Arrests for other Agencies	20 *		20 *		Citation: CA Government Code, section 34090 ; CA Penal Code, sections 800 - 803
	Files contain original reports and supplemental documentation. <i>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					
33	Officers Logs	6		6		Citation: CA Government Code, section 34090
	Daily logs of all Patrol and Traffic division officers' activities are stored by this division. <i>*This series is imaged into a trusted system and stored electronically according to written policies and procedures including quality control audits and destruction approvals. Only after completion of all audits and approvals will the imaged copy be deemed as the original for all intents and purposes and the hard copy may be destroyed.</i>					

Amend

32 AMEND	Department Report (DR) Logs	P		P		Citation: CA Government Code, section 34090
	Logs containing report numbers, report type, names and dates are retained for research value. NOTE: These are stored as electronic files only.					

Delete

12	Department Report (DR) Files - Fingerprint Applicants Files	2		2		Citation: -CA Government Code, section 34090
	This record series describes files of paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants. Files are assigned a DR number for tracking purposes. Files do not contain the resulting fingerprints or rap sheets which are held by the City department requesting the research. DUPLICATE RECORD SERIES No longer kept by Records Division; see Police Personnel					

All retention periods are in years unless otherwise noted. Retention codes in "Office/Storage/Total" columns are:
AR = Annual Review A = Audit C = Closed/Completed E = Expiration P = Permanent S = Superseded T = Termination
"V/H/C" column codes: V = Vital H = Historical C = Confidential

Torrance Police Department Records Division	SECTION: 013.1	PAGE: 2 of 2
MANUAL OF POLICIES, RULES, PRACTICES, AND PROCEDURES	ORIGINAL ISSUE DATE: 18Jun07	REVISION DATE:
SUBJECT: Quality Control for Scanned Documents		

Once the operator has completed their scanning assignment, another operator will be assigned to complete secondary quality control verification. The following guidelines apply:

- The QC operator cannot be the same person who scanned the images.
- The QC operator will perform a 10% random sampling of each batch of scanned images.
- The QC operator will ensure that the images meet the established quality standards stated above.
- The QC operator will be responsible for deciding if any portion or the entire batch must be refiled based on failure to meet quality standards.
- The QC operator will be required to fill in the following information on the scanning log:

Employee Number of scanning operator	Date of Scanning	Incident numbers scanned	Initials of employee who scanned	Employee Number of QC operator	Date of QC	Initials of QC operator upon approval	Comments
--------------------------------------	------------------	--------------------------	----------------------------------	--------------------------------	------------	---------------------------------------	----------

Prior to destruction of any scanned document, a supervisor will also do a randomly drawn 10% QC verification of the items to be destroyed.

- In the comments field the supervisor is required to list the date of final QC and initial for approval for destruction.

TORRANCE CHARTER

SECTION 621. SPECIAL POWERS AND DUTIES OF THE CLERK.

a) The City Clerk shall keep at least one (1) original copy of each contract and conveyance executed or accepted by direction of the City Council. Said documents shall be kept in a secure manner and sufficiently indexed to enable a person readily to ascertain matters contained therein.

b) The City Clerk shall maintain a central records system for storage of all records of the various City departments referred by the various departments. Such records shall be readily available to the various departments and the public. Said documents may be retained either in their original state or as photographed, microphotographed, or reproduced on film in a form approved for permanent photographic records by state law. Said documents shall be sufficiently indexed to enable a person readily to ascertain matters contained therein.

c) The City Clerk shall supervise all micrographic or other record reproduction functions pertaining to City records retention under his control.

CALIFORNIA GOVERNMENT CODE

SECTION 12168.7.

(a) The California Legislature hereby recognizes the need to adopt uniform statewide standards for the purpose of storing and recording permanent and nonpermanent documents in electronic media.

(b) In order to ensure that uniform statewide standards remain current and relevant, the Secretary of State, in consultation with the Department of General Services, shall approve and adopt appropriate standards established by the American National Standards Institute or the Association for Information and Image Management.

(c) The standards specified in subdivision (b) shall include a requirement that a trusted system be utilized. For this purpose and for purposes of Sections 25105, 26205, 26205.1, 26205.5, 27322.2, 34090.5, and 60203, Section 102235 of the Health and Safety Code, and Section 10851 of the Welfare and Institutions Code, "trusted system" means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.

(d) In order to develop statewide standards as expeditiously as possible, and until the time that statewide standards are adopted pursuant to subdivision (b), state officials shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or nonpermanent records.

CALIFORNIA GOVERNMENT CODE - SECTION 34090 – 34090.8

34090. Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.

This section does not authorize the destruction of:

- (a) Records affecting the title to real property or liens thereon.
- (b) Court records.
- (c) Records required to be kept by statute.
- (d) Records less than two years old.
- (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

This section shall not be construed as limiting or qualifying in any manner the authority provided in Section 34090.5 for the destruction of records, documents, instruments, books and papers in accordance with the procedure therein prescribed.

34090.5. Notwithstanding the provisions of Section 34090, the city officer having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the city attorney, cause to be destroyed any or all of the records, documents, instruments, books, and papers, if all of the following conditions are complied with:

(a) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.

EXHIBIT E

(b) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.

(c) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are made as accessible for public reference as the original records were.

(d) A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

However, no page of any record, paper, or document shall be destroyed if any page cannot be reproduced on film with full legibility. Every unreproducible page shall be permanently preserved in a manner that will afford easy reference.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

34090.6. (a) Notwithstanding the provisions of Section 34090, the head of a department of a city or city and county, after one year, may destroy recordings of routine video monitoring, and after 100 days may destroy recordings of telephone and radio communications maintained by the department. This destruction shall be approved by the legislative body and the written consent of the agency attorney shall be obtained. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

(b) For purposes of this section, "recordings of telephone and radio communications" means the routine daily taping and recording of telephone communications to and from a city, city and county, or department, and all radio communications relating to the operations of the departments.

(c) For purposes of this section, "routine video monitoring" means videotaping by a video or electronic imaging system designed to record the regular and ongoing operations of the departments described in subdivision (a), including mobile in-car video systems, jail observation and monitoring systems, and building security taping systems.

(d) For purposes of this section, "department" includes a public safety communications center operated by the city or city and county.

34090.7.

Notwithstanding the provisions of Section 34090, the legislative body of a city may prescribe a procedure whereby duplicates of city records less than two years old may be destroyed if they are no longer required.

For purposes of this section, video recording media, such as videotapes and films, and including recordings of "routine video monitoring" pursuant to Section 34090.6, shall be considered duplicate records if the city keeps another record, such as written minutes or an audiotape recording, of the event that is recorded in the video medium. However, a video recording medium shall not be destroyed or erased pursuant to this section for a period of at least 90 days after occurrence of the event recorded thereon.

34090.8. (a) When installing new security systems, a transit agency operated by a city or city and county shall only purchase and install equipment capable of storing recorded images for at least one year, unless all of the following conditions apply:

(1) The transit agency has made a diligent effort to identify a security system that is capable of storing recorded data for one year.

(2) The transit agency determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available.

(3) The transit agency purchases and installs the best available technology with respect to storage capacity that is both economically and technologically feasible at that time.

(b) Notwithstanding any other provision of law, videotapes or recordings made by security systems operated as part of a public transit system shall be retained for one year, unless one of the following conditions applies:

(1) The videotapes or recordings are evidence in any claim filed or any pending litigation, in which case the videotapes or recordings shall be preserved until the claim or the pending litigation is resolved.

(2) The videotapes or recordings recorded an event that was or is the subject of an incident report, in which case the videotapes or recordings shall be preserved until the incident is resolved.

(3) The transit agency utilizes a security system that was purchased or installed prior to January 1, 2004, or that meets the requirements of subdivision (a), in which case the videotapes or recordings shall be preserved for as long as the installed technology allows.