




**COMMUNICATIONS ADMINISTRATIVE  
POLICY/PROCEDURE**

<b>Policy No.</b>	<b>285</b>	<b>Date Issued:</b>	<b>May 28, 2003</b>
<b>Section:</b>	<b>200 Administrative Policies</b>	<b>Date Revised:</b>	<b>April 1, 2016</b>
<b>SUBJECT: RECORDS RETENTION AND DESTRUCTION</b>			
<b>APPROVED:</b>			
	<b>Dennis Kidd, General Manager</b>		

- 1.0 The purpose of this procedure is to provide guidelines regarding the retention periods and systematic destruction of Authority records or materials.
  - 1.1 For the purpose of this procedure, records to be retained by the Authority are defined as accounting, payroll, personnel, recruitment, background, training, CLETS entry documents, tapes, Brown Act meeting material, or materials related to pending litigation.
- 2.0 Accounting and payroll records will be kept on site for a period of three (3) years. At the end of that period the records will be transferred to the County of Santa Cruz Warehouse facility and destroyed according to established County practice.
- 3.0 Recruitment and background materials related to candidates deemed ineligible for employment will be kept on site, in a secure location, for a period of two (2) years. At the end of that period the person designated by the General Manager may transfer the records to the locked shredder bin in the Communications Center for destruction.
- 4.0 Recruitment and background materials related to selected candidates will be kept permanently on site in a secure location.
- 5.0 During an active recruitment, all selection materials, including promotional materials, will be stored in a secure location and disposed of in accordance with Section 3.0 or Section 4.0 of this policy.
- 6.0 The following records will be kept permanently on site.

- 6.1 Board of Directors meeting materials
  - 6.2 User Committee meeting materials
  - 6.3 Records or materials deemed by the General Manager to be of historical value
  - 6.4 Training related materials
- 7.0 All electronic dispatch recordings are maintained in a secure location for a period of not less than two hundred (200) days (as mandated by law) and then purged at the end of that retention period.
- 7.1 Files created upon a request for duplication will be maintained for an additional 200 days from the date of file creation and then automatically purged.
- 8.0 Personnel files are retained and destroyed in accordance with the provisions of Policy No. 1330.
- 9.0 The following CLETS entry documents are retained for the periods listed below. The storage and destruction of all CLETS entry documents is administered by the designated Administrative Supervisor/Authority Custodian of Records.
- 9.1 The following documents are stored and then destroyed after a minimum two (2) years:
    - 9.1.1 Stolen/recovered vehicle entries
    - 9.1.2 Missing persons entries
    - 9.1.3 Restraining Order entries
    - 9.1.4 Stolen property entries
  - 9.2 The following documents are stored and then destroyed after a minimum of forty- five (45) days:
    - 9.2.1 Towed/stored vehicle entries
    - 9.2.2 Lost/stolen/confiscated license plate entries
  - 9.3 The SRF contact message documents are stored and then destroyed after minimum of thirty (30) days.
- 10.0 CAD incident recall records are maintained on line for a minimum of twelve (12) months. They are archived in an electronic data base format retained for a period of not less than seven (7) years.
- 11.0 The General Manager is responsible for records retention and destruction.