

**EXHIBIT A - TEHAMA COUNTY RECORD RETENTION SCHEDULE
SHERIFF**

RECORD SERIES CODE	RECORD SERIES TITLE	RECORD SERIES DESCRIPTION	OFFICIAL RECORD RETENTION	CITATION/ RATIONALE	COPY OF RECORD	FINAL DISPOSITION
	ADMINISTRATION					
SH-A100	Agreements and Contracts	Includes all contractual obligations. Examples: consultants, personnel, professional services, etc.	Date of expiration + 10 years	CCP 336(a), 337, et seq., GC 26202	Administrative Office	Shred/Delete
SH-A150	Correspondence—Routine	Administrative, chronological and general files, letters, memoranda, miscellaneous reports, reading and working files, etc.	Calendar year end + 2 years	GC 26202	Administrative Office	Shred/Delete
SH-A200	Correspondence: Miscellaneous / Transitory Documents	E-mail messages (other than those that have a material impact on business), calendars, checklists, logs, computer sign-ups, mailing lists, supply inventories, telephone messages, transmittal letters, thank you notes, meeting room registrations, requests from other Counties, undeliverable mail, voice mail, etc. If not mentioned here, consult County Counsel to determine if a record is considered transitory.	Until no longer needed	GC 26202 & 6252	Administrative Office	Shred/Delete
SH-A250	Correspondence—Press Releases		Calendar year end + 2 years	GC 26202	Administrative Office	Shred/Delete
SH-A300	Correspondence—Drafts and Notes	Drafts that are revised, as long as the drafts and notes are not retained in the “Regular Course of Business” (retain final version). Consult County Counsel to determine if a records is considered a draft.	Until no longer needed	GC 26202 & 6252	Administrative Office	Shred/Delete
SH-A350	General Orders, Policies & Procedures, Bureau Orders, Special Orders, Operations Orders		When superseded + 10 years	GC 26202 & 60201	Administrative Office	Shred/Delete
SH-A400	Crime Statistics—Annual		Permanent (historical value)	GC 26202	Administrative Office	Department
SH-A450	Mutual Aid Agreements, Memoranda of Understanding (MOUs)		Completion date + 10 years	CCP 336(a), 337, et seq.; GC 26202	Administrative Office	Shred/Delete
SH-A500	Permits—Approved, Concealed Weapons Permits (CCW), Explosive		Expiration date + 2 years	GC 26202, PC 12070, et seq.	Administrative Office	Shred/Delete
SH-A550	Permits—Denied / Revoked, Concealed Weapons Permits (CCW)		Calendar year end + 2 years	GC 26202, PC 12070, et seq.	Administrative Office	Shred/Delete
SH-A600	Personnel Files, K-9 Files—Division / Bureau Files		Send to Professional Standards & Ops upon separation	GC 26202	Administrative Office	Originals are transferred to Training (Standards & Ops)
SH-A650	Projects, Programs, Miscellaneous Files		Until no longer needed + 2 years	GC 26202	Administrative Office	Shred/Delete

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SH-A700	Schedules, Staffing, Rosters		Until no longer needed + 2 years	GC 26202	Administrative Office	Shred/Delete
SH-A750	Suggestions—Not Adopted		Calendar year end + 2 years	GC 26202	Administrative Office	Shred/Delete
	ADMINISTRATION – FIELD OPERATIONS & INVESTIGATIONS					
SH-A-FOI100	Accident Investigations—Other than Fatalities		Date of final disposition + 5 years	GC 26202	Administrative Office	Shred/Delete
SH-A-FOI150	Accident Investigations—Fatalities		Indefinite	GC 26202	Administrative Office	Shred/Delete
SH-A-FOI200	Background Files—Successful Applicants		Date of separation + 3 years	29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq; GC 12946 & 26202; 29 USC 1113	Administrative Office	Shred/Delete
SH-A-FOI250	Background Files—Unsuccessful Applicants		Calendar year end + 3 years	29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq; GC 12946 & 26202; 29 USC 1113	Administrative Office	Shred/Delete
SH-A-FOI300	Training Files: Bomb Squad, Field Training Officer (FTO), Jail Training Officer (JTO), K-9, SWAT		Date of separation + 3 years	29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq; GC 12946 & 26202; 29 USC 1113	Administrative Office	Shred/Delete
SH-A-FOI350	Complaints—Formal Complaints from Citizens, Internally Generated Complaints		Final disposition + 5 years	EVC 1045; GC 12946 & 26202; PC 801.5, 803(c) & 832.5; VC 2547	Administrative Office	Shred/Delete
SH-A-FOI400	Complaints—Informal Complaints from Citizens		Calendar year end + 2 years	GC 26202	Administrative Office	Shred/Delete
SH-A-FOI450	Investigations / Background Files – Employees / Volunteers– Unsuccessful Applicants		Calendar year end + 3 years	29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq.; GC 12946 & 26202; 29 USC 1113	Administrative Office	Shred/Delete

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SH-A-FOI500	Employment / Personnel File	Employment verification, evaluations, flat badge, name and address changes, orders, performance appraisals, lost or stolen ID, DMV confidentiality, waiver to view	Date of separation + 3 years	29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq.; GC 12946 & 26202; 29 USC 1113	Administrative Office	Shred/Delete
SH-A-FOI550	Internal Affairs Investigations—Critical Incidents Resulting in Death		Permanent	GC 26202	Administrative Office	Department
SH-A-FOI600	Internal Affairs Investigations—Other than Critical Incidents Resulting in Death		Final disposition + 5 years	EVC 1045; GC 12946 & 26202; PC 801.5, 803(c) & 832.5; VC 2547	Administrative Office	Shred/Delete
SH-A-FOI650	Personnel Files / K-9 Files		Date of separation + 3 years	29 CFR 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq.; GC 12946 & 26202	Administrative Office	Shred/Delete
SH-A-FOI700	Pursuits—Other than Fatalities		Until no longer needed, but no less than 5 years	GC 26202	Administrative Office	Shred/Delete
SH-A-FOI750	Pursuits—Fatalities		Indefinite	GC 26202	Administrative Office	
SH-A-FOI800	Use of Force—Other than Fatalities		Until no longer needed, but no less than 5 years	GC 26202	Administrative Office	Shred/Delete
SH-A-FOI850	Use of Force—Fatalities		Indefinite	GC 26202	Administrative Office	Shred/Delete
	COURTS, DETENTION, CUSTODY & SECURITY					
SH-CDCS100	Annual Reports		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS125	Classification Files / Reports		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS150	COMICS (Commissary System)		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS175	Count Sheets		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS200	Court Files		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS225	Court Services		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS250	Crime Reports—Originals		Permanent	GC 26202	Records	Department
SH-CDCS275	Detention Logs		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete

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SH-CDCS300	Disciplinary Board Hearing Reports		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS325	ERT Activations, Training and Inspection Files		Until no longer needed, but no less than 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS350	Field Training Officer (FTO) and Jail Training Officer (JTO)		Send to Professional Standards & Ops	29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq.; GC 12946 & 26202; 29 USC 1113	Jail	
SH-CDCS375	Gang Intelligence Files		Calendar year end + 5 years	28 CFR 23.20(h)	Jail	Shred/Delete
SH-CDCS400	Grand Jury Reports and Responses		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
	JAIL					
SH-CDCS425	Grievance Forms		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS450	Indentix (Mug Shot System)		Indefinite	GC 26202	Jail	
SH-CDCS475	In Custody Death—Adults, Emancipated Minors, Juveniles and Unemancipated Minors		Permanent	GC 26202	Jail	Department
SH-CDCS500	Incident Reports		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS525	Inmate Action Reports		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS550	Inmate Request Forms		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS575	Inmate Telephone Recordings		Calendar year end + 5 years	GC 26202 & 6252	Jail	Shred/Delete
SH-CDCS600	Inmate Transportation		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS625	Inmate Welfare Fund		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS650	Inspection Reports and Responses—Fire, Health, Medical (IMQ), Title 15, 24 CSA, etc.		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS675	Jail Administration		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete

Also refer to the County General Record Retention Schedule for retention periods of records commonly found in all departments.

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SHERIFF**

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SH-CDCS700	Logs—Visitor, Attorney		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS725	ORCS (Release on Own Recognizance)		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS750	Prisoner Death—Adults, Emancipated Minors, Juveniles, Unemancipated Minors		Permanent	GC 26202	Jail	Shred/Delete
SH-CDCS775	Logs—Activity, Security Check		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
SH-CDCS800	Security Camera Recordings (Video)	Routine video recordings that are not evidence	13 months	GC 26202.6(a)	Jail	Shred/Delete
SH-CDCS825	Security System Access Records		Until no longer needed	GC 26202, et seq.	Jail	Shred/Delete
SH-CDCS850	Work Program		Calendar year end + 3 years	GC 26202	Jail	Shred/Delete
	MULTI-JURISDICTIONAL SERVICES					
SH-MS100	Advisory Board Meetings	Agendas, by-laws, notices, affidavits of postings, proof of publications, etc.	Until no longer needed, but no less than 2 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS150	Advisory Board Meetings	Minutes and resolutions	Permanent	GC 26202	T.I.D.E. Office	Department
SH-MS200	Advisory Board Meetings	Audio recordings, tapes of meetings	30 days or after Minutes are approved, whichever is longer	GC 54953.5(b)	T.I.D.E. Office	Shred/Delete
SH-MS250	Court Orders, Destruction Orders		Calendar year end + 3 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS300	Grant Management		After funding agency audit, if required, but no less than 3 years from close out letter. If claim or litigation filed, not until final action taken	21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) & 570.502(b); 29 CFR 97.42; GC 26202 & 60201	T.I.D.E. Office	Shred/Delete
SH-MS350	High Intensity Drug Trafficking Area (HIDTA) Program Files		Until no longer needed, but no less than 5 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS400	Informant Files / Narcotics Files		Calendar year end + 5 years	28 CFR 23.20(h)	T.I.D.E. Office	Shred/Delete
SH-MS450	Logs—Case #s, On-Call, Office Visitors, etc.		Until no longer needed, but no less than 5 years	GC 26202 & 6252	T.I.D.E. Office	Shred/Delete
SH-MS500	Narcotics Task Force Program Files		Until no longer needed, but no less than 5 years	GC 26202	T.I.D.E. Office	Shred/Delete

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SH-MS550	Operational Inspections		Until no longer needed, but no less than 5 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS600	Operations Plans (Removed from Case Files)		Until no longer needed, but no less than 5 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS650	Press Releases		Calendar year end + 2 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS700	Rapid Enforcement Allied Computer Team (REACT) Program Files		Until no longer needed, but no less than 5 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS750	Special Weapons & Tactics Team (SWAT) Program Files		Until no longer needed, but no less than 5 years	GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS800	Tip Sheets (No Action Taken)		Until no longer needed	GC 26202 & 6252	T.I.D.E. Office	Shred/Delete
SH-MS850	Vehicle Maintenance Files		Date of sale or disposal + 5 years	8 CCR 3203(b)(1); CCP 337, et seq.; GC 26202	T.I.D.E. Office	Shred/Delete
SH-MS900	Vehicle Theft Task Force (VTTF) Program Files		Until no longer needed, but no less than 5 years	GC 26202	T.I.D.E. Office	Shred/Delete
	OPERATIONS / EMERGENCY SERVICES / HOMELAND SECURITY					
SH-OES100	Annual Reports		Permanent	GC 26202	OES Office	Department
SH-OES150	Emergency Operations Center Activations or Incidents		After funding agency audit, if required, but no less than 5 years	21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) & 570.502(b); 29 CFR 97.42; GC 26202 & 60201	OES Office	Department
SH-OES200	Emergency Services Council	Agendas and agenda packets	Until no longer needed, but no less than 2 years	GC 26202 & 60201	OES Office	Shred/Delete
SH-OES250	Emergency Services Council	Minutes and resolutions	Permanent	GC 26202 & 60201	OES Office	Department
SH-OES300	Grant Management		After funding agency audit, if required, but no less than 3 years from close out letter. If claim or litigation filed, not until final action taken	21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) & 570.502(b); 29 CFR 97.42; GC 26202 & 60201	OES Office	Shred/Delete
SH-OES350	Intelligence Files		Calendar year end + 5 years	28 CFR 23.20(h)	OES Office	Shred/Delete

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SH-OES400	OES Program Files		After funding agency audit, if required, but no less than 5 years	21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) & 570.502(b); 29 CFR 97.42; GC 26202 & 60201	OES Office	Shred/Delete
SH-OES450	Plans, Procedures and References— County Emergency Plan, Communications, Emergency Operations, Multi-Hazard, Oils Spill Contingency, Schools, etc.		When superseded + 2 years	GC 26202 & 60201	OES Office	Shred/Delete
SH-OES500	Volunteers and Reserves—Personnel Files	Includes applications/intake interviews, harassment policy acknowledgements, fingerprints, oaths, Juvenile Hall applications, etc.	When inactive + 3 years	29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq.; GC 12946 & 26202; 29 USC 1113	OES Office	Shred/Delete
SH-OES550	Volunteers and Reserves--Timesheets	Timesheets for volunteers or unpaid reserves	Calendar year end + 3 years	GC 26202	OES Office	Shred/Delete
	OPERATIONS / INVESTIGATIONS					
SH-OP-I100	Detective Investigation Files	Notes and official reports	Transfer to Case Records		Detective Division	Records
SH-OP-I150	Firearms Dealers		Calendar year end + 5 years	GC 26202; PC 12070, et seq.; 28 CFR 23.20(h)	Detective Division	Shred/Delete
SH-OP-I200	Gang Files		Calendar year end + 5 years	28 CFR 23.20(h)	Detective Division	Shred/Delete
SH-OP-I250	Guns—Dealer's Record of Sales		Calendar year end + 6 years	PC 12070	Detective Division	Shred/Delete
SH-OP-I300	Informant Files / Narcotics Files		Calendar year end + 5 years	28 CFR 23.20(h)	Detective Division	Shred/Delete
	OPERATIONS / PATROL					
SH-OP-P100	Court Petitions	Emergency medical petitions (HIV testing)	Calendar year end + 2 years	GC 26201	Operations Division	Shred/Delete
SH-OP-P150	Field Investigation Cards		Calendar year end + 3 years	GC 26202, et seq.	Operations Division	Shred/Delete
SH-OP-P200	Investigations		Calendar year end + 5 years	28 CFR 23.20(h)	Operations Division	Shred/Delete
SH-OP-P250	Neighborhood Watch Programs		Until no longer needed, but no less than 2 years	GC 26202	Operations Division	Shred/Delete
SH-OP-P300	Patrol Requests		Calendar year end + 2 years	GC 26202	Operations Division	Shred/Delete

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SH-OP-P350	Pawn Slips		Calendar year end + 2 years	GC 26202	Operations Division	Shred/Delete
SH-OP-P400	Recordings	In-car video recordings, mobile audio/video records that are not evidence	Calendar year end + 13 months	GC 26202.6(a)	Operations Division	Shred/Delete
SH-OP-P450	Ride-Along Applications		Calendar year end + 2 years	GC 26202	Operations Division	Shred/Delete
SH-OP-P500	Subpoenas		Calendar year end + 2 years	GC 26202	Operations Division	Shred/Delete
SH-OP-P550	Watch Reports	Originals kept in electronic database	When no longer needed	GC 26202	Operations Division	Shred/Delete
	SUPPORT SERVICES / CRIMINAL RECORDS / DISPATCH					
SH-SS-CR100	Crime Reports—All, Unless Otherwise Specified—Felonies and Misdemeanors	Except those with outstanding stolen property, including firearms, or lost firearms	Permanent	GC 26202; PC 802, 187 & 800, et seq.; W&I 389(a) & 781(d)	Records Office	Department
SH-SS-CR125	RMS Database		Indefinite	GC 26202	Records Office	
SH-SS-CR150	Crime Reports—Adult Marijuana Misdemeanor—H&S 11357(b)(c)(d)(e) or H&S 11360(b), with procedure in H&S 11361.5	Except those with outstanding stolen property, including firearms, or lost firearms	Date of last document + 2 years	GC 68152(e)(8)	Records Office	Shred/Delete
SH-SS-CR175	Crime Reports—Juvenile Marijuana Misdemeanor—H&S 11357(E)	Except those with outstanding stolen property, including firearms, or lost firearms; if no subsequent conviction	Date of last document + 2 years, or age 18, whichever is longer	H&S 11361.5	Records Office	Shred/Delete
SH-SS-CR200	Crime Reports—Sealed Juvenile and Ward Cases	Except those with outstanding stolen property, including firearms or lost firearms	Sealing date + 5 years	CCP 340.1; GC 26202; W&I 389(a) & 781(d)	Records Office	Shred/Delete
SH-SS-CR225	Crime Reports—Factually Innocent Petition Accepted Records Sealed Pending Destruction	Except those with outstanding stolen property, including firearms or lost firearms	Arrest date + 3 years	GC 26202; PC 851(8)(a)	Records Office	Shred/Delete
SH-SS-CR250	Crime Reports—Major Crimes / Sex Crimes—Capital Crimes (Crimes Subject to the Death Penalty, Sex Crimes (PC 290), Confirmed Child and Elder Abuse		Permanent	PC 261, 286, 288a, 288.5, 289, 289.5, 290 & 799	Records Office	Department
SH-SS-CR275	Crime Statistics—Periodic (Monthly, Bi-Monthly, etc.)		Calendar year end + 2 years	GC 26202	Records Office	Shred/Delete
SH-SS-CR300	Daily Logs		Calendar year end + 2 years	GC 26202	Records Office	Shred/Delete

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SH-SS-CR325	Department of Justice (DOJ) Purge Notifications	Copies	When no longer needed	GC 26202	Records Office	Shred/Delete
SH-SS-CR350	Department of Justice (DOJ) Validation Lists		Calendar year end + 2 years	GC 26202	Records Office	Shred/Delete
SH-SS-CR375	Inmate Booking Jackets		Permanent	GC 26201	Records Office	Department
SH-SS-CR400	Megan's Law (Applications to View Database)		Calendar year end +5 years	PC 290(4)(a); GC 26202	Records Office	Shred/Delete
SH-SS-CR425	Mug Shots		Permanent	GC 26202	Records Office	Department
SH-SS-CR450	National Criminal Information Center (NCIC) Reports		When no longer needed	GC 26202	Records Office	Shred/Delete
SH-SS-CR475	Registrant Files—Arson Registrants: Adults		Permanent	PC 457.1, et seq.; W&I 781; GC 26201	Records Office	Department
SH-SS-CR500	Registrant Files—Arson Registrants: Juveniles released from California Youth Authority		Registrant age 25 or sealing date + 5 years, whichever is longer	PC 457.1, et seq.; W&I 781; GC 26201	Records Office	Shred/Delete
SH-SS-CR525	Registrant Files—Narcotics / Drugs		Date of last document + 5 years	GC 26202, H&S 11590	Records Office	Shred/Delete
SH-SS-CR450	Registrant Files—Sex Offenders: Discharged or Paroled from California Youth Authority		Registrant age 25 or sealing date + 5 years, whichever is longer	PC 290(d)(5), W&I 781	Records Office	Shred/Delete
SH-SS-CR475	Registrant Files—Sex Offenders <u>Not</u> Discharged or Paroled from California Youth Authority		Permanent	PC 290, et seq.	Records Office	Department
SH-SS-CR500	Restraining Orders / Order After Hearing		Date of expiration or date of termination + 3 years	GC 26201	Records Office	Shred/Delete
SH-SS-CR525	Roster of Criminal Offender Record Information Requests		Calendar year end + 3 years	PC 11078, CCR 707(c)	Records Office	Shred/Delete
SH-SS-CR550	Search and Seizure Orders		Date of expiration or date of termination + 3 years	GC 26201	Records Office	Shred/Delete
SH-SS-CR575	Uniform Crime Reports (UCR) Monthly Reports		Calendar year end + 2 years	GC 26202	Records Office	Shred/Delete
SH-SS-CR600	Vendor Permits / Regulated Licenses (Fees for DOJ, etc.)		Date of license expiration + 2 years	GC 26202	Records Office	Shred/Delete
SH-SS-CR625	Vendor Permits / Regulation Licenses (backgrounds for Massage Therapists, etc.)		Date of license expiration + 2 years	GC 26202	Records Office	Shred/Delete

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SH-SS-CR650	Warrants		Date served or recalled + 3 years	GC 26201	Records Office	Shred/Delete
	SUPPORT SERVICES / FISCAL SERVICES					
SH-SS-F100	Accounts Payable , Claims for Payment, Invoices, Payment Vouchers, Requests for Warrants	To include detailed back-up documentation that is NOT sent to the Auditor's Office, to be available for auditing purposes.	Fiscal year end + 5 years	GC 26202, 25501 & 26907	Fiscal Office	Shred/Delete
SH-SS-F200	Accounts Receivable, Billing		Fiscal year end + 5 years	GC 26202 & 24356	Fiscal Office	Shred/Delete
	SUPPORT SERVICES / PROPERTY AND EVIDENCE					
SH-SS-PE100	Lost and Found Items		Calendar year end + 2 years	GC 26202	Property Office	Dispose
SH-SS-PE200	Property / Evidence Sheets		Permanent	GC 26202	Property Office	Department
SH-SS-PE300	Property Dispositions		Calendar year end + 2 years	GC 26202	Property Office	Shred/Delete
	SUPPORT SERVICES / TECHNICAL SERVICES (CRIME LAB)					
SH-SS-TS100	Equipment Maintenance History		Permanent	GC 26202	Records Office	Department
SH-SS-TS200	Fingerprints and Palm Prints (not in LiveScan)		Permanent	GC 26202	Records Office	Department
SH-SS-TS300	Lab Tests and Results	Reports and notes	Permanent	CCP 340(4), GC 26202	Records Office	Department
SH-SS-TS400	Technical Records, Routine Maintenance Records Relating to Blood and Urine Samples, Instruments, etc. (23152s)		Calendar year end + 7 years	GC 26202	Records Office	Shred/Delete
	SUPPORT SERVICES / TRAINING					
SH-SS-T100	Training Records, All		Date of separation + 10 years	29 CFR 1627.3(b)(ii); 8 CCR 3204(d)(1), et seq.; GC 12946 & 26202	Records Office	Shred/Delete