

**RESOLUTION NO. 2014-129**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
ESTABLISHING A RECORDS RETENTION POLICY FOR THE POLICE  
DEPARTMENT'S FIELD AND INVESTIGATIVE SERVICES DIVISIONS**

**WHEREAS**, the Chief of Police is charged with the custody and safekeeping of records related to the Police Department; and

**WHEREAS**, the responsible maintenance of the City's records includes adoption of a policy for the retention and disposition of records; and

**WHEREAS**, California Government Code Section 34090 requires the legislative body to approve policy for the disposition of records that are no longer required.


**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby:

- 1) Adopts the records retention schedules attached hereto as Exhibits A, B, C, and D as consented to by the City Attorney in accordance California Government Code Section 34090 et seq.; and
- 2) Authorizes the Chief of Police to employ technological methods to provide the storage and recovery of records as provided by statute; and
- 3) Authorizes the Chief of Police to identify and forward unique records to the care of the City Clerk for determination of extended retention and/or preservation.

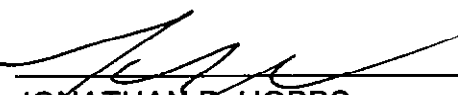
**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 11<sup>th</sup> day of June 2014.

  
\_\_\_\_\_  
GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

  
\_\_\_\_\_  
JASON LINDGREN, CITY CLERK

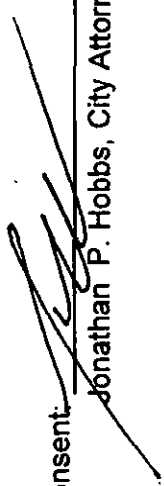
APPROVED AS TO FORM:

  
\_\_\_\_\_  
JONATHAN P. HOBBS,  
CITY ATTORNEY

# City Of Elk Grove - Records Retention Schedule

Police - Detectives

Records Series	Vital	Retention	Citation
<b>GENERATED STATISTICAL REPORTS</b>			
Detective Stats		CU + 2	GC 34090
DV-Domestic Violence Quarterly Stats		CU + 2	GC 34090
<b>Miscellaneous</b>			
APS - Adult Protective Services Reports		CU + 2	GC 34090
CPS - Child Protective Services Reports		CU + 2	GC 34090
Suspicious Injury Reports		CU + 2	GC 34090
Outside Agency Reports		CU + 2	GC 34090
On-Call Teams and Dates		CU + 2	GC 34090
Detective's Working Copy of Officer involved shootings		CL+25	GC 34090
Detective's Working Copy of Homicide		P	PC 799
Hi-Tech Crimes Task Force Forensic Examination Request Form		CL + 2	
Cell Phone and Video Forensic Requests		CL + 2	
Old Financial - Check Complaint Reports		CU + 2	GC 34090

Consent:  Jonathan P. Hobbs, City Attorney

Date: 5/24/14

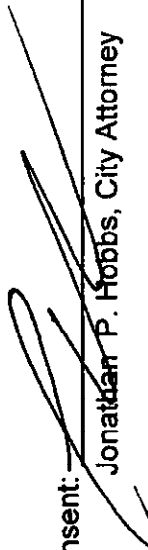
Key:  
 CU-Current Year  
 CL-Cleared/Completion  
 P - Permanent  
 S-Superscede  
 L- Life

Adopted by resolution No. 2013 -

# City Of Elk Grove - Records Retention Schedule

**Volunteers**

Records Series	Vital	Retention	Citation
Miscellaneous			
Volunteer Program Applicant Files		T + 2	GC 12946
General Administration Records		T + 2	GC 34090

Consent:   
Jonathan P. Hobbs, City Attorney

Date: 5/21/14

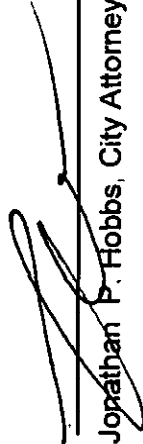
**Key:**  
 CU-Current Year  
 CL-Cleared/Completion  
 P - Permanent  
 S-Superscede  
 T- Termination  
 L-Life

Adopted by resolution No. 2013 -

# City Of Elk Grove - Records Retention Schedule

## Police - Police Officers, Community Service Officers and K-9

Records Series	Vital	Retention	Citation
<b>Miscellaneous</b>			
Briefing/Patrol Requests - requests for extra patrol		CU + 2	GC 34090
Completed ride along forms		CU + 2	GC 34090
Patrol Stats		CU + 2	GC 34090
Special Events - (Fourth of July, Western Festival)		CU + 2	GC 34090
Watch Summary		CU + 2	GC 34090

Consent:   
Jonathan P. Hobbs, City Attorney

Date: 5/21/14

**Key:**  
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 S-Supersede  
 L-Life

Adopted by resolution No. 2013 -

# City Of Elk Grove - Records Retention Schedule

Police - Street Crimes and Gangs

Records Series	Vital	Retention	Citation
<b>Miscellaneous</b>			
TipSoft Tips		CL + 10	GC 34090
Bulletins for Patrol		CU + 2	GC 34090
Asset Forfeiture		CL + 2	GC 34090
<b>Detectives working case files</b>			
Felony		CL + 10	GC 34090
Misdemeanor		CL + 5	GC 34090
<b>Search Warrants</b>			
Murder		L	GC 34090
Felony		CL+10	GC 34090
Misdemeanor		CL+ 5	GC 34090
Traffic		CL+ 5	GC 34090
Parking		CL+ 1	GC 34090
Unserved		Until recalled or returned	GC 34090
<b>Informant Files</b>			
Murder		P	GC 34090
Felony		CL+10	GC 34090
Misdemeanor		CL+5	GC 34090

Consent:   
Jonathan P. Hobbs, City Attorney

Date: 5/21/14

**Key:**  
 CU-Current Year  
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Adopted by resolution No. 2013 -

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2014-129**

STATE OF CALIFORNIA            )  
COUNTY OF SACRAMENTO        )        **ss**  
CITY OF ELK GROVE                )


*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on June 11, 2014 by the following vote:*

**AYES :**        **COUNCILMEMBERS:**        *Davis, Cooper, Detrick, Hume, Trigg*

**NOES:**        **COUNCILMEMBERS:**        *None*

**ABSTAIN :**    **COUNCILMEMBERS:**        *None*

**ABSENT:**     **COUNCILMEMBERS:**        *None*

  
**Jason Lindgren, City Clerk  
City of Elk Grove, California**