CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER

Inglewood ★★★★★ All-America City 2009

DATE: **December 11, 2018**

TO: **Mayor and Council Members**

FROM: **Police Department**

SUBJECT: **Amendment to the Citywide Records Retention and Destruction Policy**

RECOMMENDATION:
It is recommended that the Mayor and Council Members approve revisions to the Law Enforcement – Investigation section of the Citywide Records Retention and Document Destruction Policy.

BACKGROUND:
On August 17, 2010, City Council approved acceptance and implementation of the City's Records Retention and Destruction Policy. This policy provides an efficient, effective, and economical method for retaining records and ensures compliance with relevant state regulations. To ensure compliance with applicable local policies and procedures and state regulations, City staff conducts regular reviews of this policy.

DISCUSSION:
After reviewing the current retention period for Law Enforcement – Investigations Administrative/Internal records (Master No. 4000 – 03 – 01) and Officer Involved Shootings (Master No. 4000 – 03 – 07), it is recommended that the retention period for these records be revised.

The current retention policy for these records is as follows:

	Record Series	Retention	Citation	Descriptor
4000 – 03 – 01	Administrative/Internal	CL + 6	PC 832.5, EVC 1045, GC 12946, PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings
4000 – 03 – 07	Officer Involved Shootings	CL + 25	GC 34090	

(CL + 6 = Closed/Completion + 6 years; CL + 25 = Closed/Completion + 25 years)

The Police Department recommends the retention periods be revised as follows:

	Record Series	Retention	Citation	Descriptor
4000 – 03 – 01	Administrative/Internal	CL + 5	PC 832.5, EVC 1045, GC 12946, PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings
4000 – 03 – 07	Officer Involved Shootings	CL + 5	GC 34090	

(CL + 5 = Closed/Completion + 5 years)

FINANCIAL/FUNDING ISSUES AND SOURCES:
There is no financial/funding issue related to this action.

LEGAL REVIEW VERIFICATION:
Administrative staff has verified that the legal documents accompanying this report have been submitted to, reviewed and approved by the Office of the City Attorney.

FINANCE REVIEW VERIFICATION:
Administrative staff has verified that this report in its entirety, has been submitted to, reviewed and approved by the Finance Department.

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 – Revised pages of Citywide Retention and Destruction Policy

APPROVAL VERIFICATION SHEET

PREPARED BY:
Mark Fronterotta, Chief of Police
Micah Herd, Police Grants Coordinator

COUNCIL PRESENTER:
Mark Fronterotta, Chief of Police

DEPARTMENT HEAD APPROVAL: _____
Mark Fronterotta, Chief of Police

CITY MANAGER APPROVAL: Nakeema Alexander JAKEMS DECATUR
FOR: Artie Fields, City Manager

Attachment No. 1

EXHIBIT B

CITY OF INGLEWOOD RECORDS SCHEDULE

LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California.

	Record Series	Retention	Citation	Descriptor
				Orders (permanent)
4000-02-05	Equipment Communication	T + 2	GC 34090	Retained until termination of equipment use; manuals, instructions, procedures, etc.
4000-02-06	Inventory	S + 2	GC 34090	Listing of equipment assigned to division, and to whom it is assigned
4000-02-07	Reports, Activity	CU + 2	GC 34090	Weekly/monthly/quarterly/annual activity/ statistical reports by division. Retain only one form for retention period.
4000-02-08	Reports, Chemical Emissions	FE + 2	GC 34090	
4000-02-09	Survey Response Files	CU + 2	GC 34090	Surveys, responses, Correspondence\E-Mail with other agencies requesting statistical data
4000-02-10	Titles	T + 2	GC 34090	All Police under-cover vehicles.
4000-03	LAW ENFORCEMENT - INVESTIGATIONS			
4000-03-01	Administrative/Internal	CL + 5	PC 832.5, EVC 1045, GC 12946, PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

LEGEND

AC = Active **AD** = Adoption **AU** = Audit **AV** = Administratively Valuable **BP** = Best Practice **CL** = Closed/Completion **CU** = Current Year
DOB = Date of Birth **E** = Election **FE** = Fiscal Year End **L** = Life of Asset **P** = Permanent **S** = Superseded **T** = Termination

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	Record Series	Retention	Citation	Descriptor
4000-03-02	Asset Forfeiture	CL + 2	GC 34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
4000-03-03	Investigations/Proceedings Case File Notifications	CL + 2	GC 34090	
4000-03-04	Case Books, Investigative	CL + 2	GC 34090	Retained by division until a case is suspended/ closed; transfer to Records Division to be filed with associated Daily Report (DR) file
4000-03-05	Case Files, Homicide Investigator's File	P	PC 799	
4000-03-06	Narcotics (No arrest, Narcotics Cases)	CL + 2	GC 34090	Retained by division until no longer useful for investigative purposes
4000-03-07	Officer Involved Shootings	CL + 5	GC 34090	
4000-03-08	Court, Daily Schedule	FE + 1	GC 34090.7	Printouts of daily court scheduling
4000-03-09	Sign-In Logs	FE + 2	GC 34090	Logs officers' names, time in/out for court appearances
4000-03-10	Tracking System Records	FE + 2	GC 34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court

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