

CATEGORY	DATE ADOPTED	LAST REVIEW	NEXT REVIEW
2	12/16/2015	08/22/2024	08/22/2026

BUENA PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

SS506 RECORDS RETENTION AND PURGE

SS506.1 PURPOSE AND SCOPE

This procedure describes the process of retaining and purging records in the Buena Park Police Department.

SS506.1.1 ACCREDITATION STANDARDS

This procedure pertains to the following CALEA Standards: 42.1.3, 82.1.3

SS506.2 RECORDS RETENTION SCHEDULE

In accordance with local, state, and federal law, the Department maintains on the S:/Records network folder - the following information:

- a) City of Buena Park Record Retention Schedules and UFIRST Index
- b) Citywide Records and Information Management Program Policy

Permanently kept files are maintained in the unit, bureau, and/or the Spillman RMS, as appropriate. Refer to the City of Buena Park Record Retention Schedules and UFIRST Index for special attributes, total retention time frames, and citations & legal basis information.

Codes and files applicable to mandated destruction:

- a) **Health & Safety Code section 11361.5, 11361.7, 11357 B, C, D, or E:** 2 years after case closure or until offender reaches the age of 18 years, provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18.
- b) **Health & Safety Code 11362.1, Legal adult use of cannabis products:** Combined cases may be retained for the longest applicable retention period. The District Attorney may vacate the conviction, and the City may destroy the case file sooner than the retention period listed.
- c) **Welfare & Institutions Code section 781:** Date of court-ordered destruction 5 years after sealed by court order for at-risk youth; or, when juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age. For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.

SS506.3 RECORDS YEARLY PURGE PROCEDURE

The destruction of records is outlined in the City of Buena Park Citywide Records and Information Management Program Policy.

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SS506.3.1 DESTRUCTION OF PHYSICAL OR ELECTRONIC RECORDS

The City Clerk’s Office oversees and administers the program, records retention schedules, and the destruction of records. This applies to all records, regardless of format.

Departments must identify all records eligible for destruction pursuant to the Records Retention Schedule and submit a Records Destruction Request Form (available on the City network) to the City Clerk’s Office. The form shall list all documents to be shredded, deleted, or otherwise destroyed, and the corresponding retention periods pursuant to the Records Retention Schedule. The Department Director or designee must approve and sign the Records Destruction Request Form and submit it to the City Clerk’s Office. The form must be completed in its entirety.

The City Attorney is responsible for reviewing, approving or denying all requests, and forwarding the recommendation to the City Clerk’s Office.

The City Clerk’s Office is responsible for reviewing, approving or denying all requests, and advising the Department of the recommendation. The City Clerk’s Office is responsible for confirming records are destroyed and obtaining a Certificate of Destruction from the requesting Department.