

CITY OF ORLAND POLICE DEPARTMENT RECORDS RETENTION SCHEDULE

Revised November 3, 2026

*No record shall be purged while it relates to a pending or reasonably anticipated claim, lawsuit, administrative proceeding, criminal prosecution, audit, investigation, or subpoena, or is subject to a litigation hold.

Record	Retention	Citation	Description
Abandoned Vehicles	CL + 3	GC 34090	
Accounting – Cash/Check Receipts and/or Deposit Reconciliation	CY + 3	GC 34090	Used by Dept. for deposit to City of monies collected for various items authorized by Council (including misc. billings and auction receipts)
Administrative Files	CY + 3	GC 34090	Pitchess Motions, Subpoena Duces Tecum, DOJ Record Audits, etc.
Alarms	CL + 3	GC 34090	Licenses, permits, applications, billing, records, response cards
Alcohol Beverage Control (ABC) License	CL + 3	GC 34090	Include Depts. approval process, letters to City Council, Letter to ABC for the issuance of a 1 day permit
Arrest/Conviction & Citations – H&S Section 11357 or H&S Section 11360(b) violations (Occurring after January 1, 1976)	2 years (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1976 or arrests not followed by a conviction occurring after January 1, 1976; Exception: H&S 11357(d), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357 or H&S Section 11360(b) violations (Occurring before January 1, 1976)	Mandatory Destruction (Upon notice from Dept. of Justice)	H&S 11361.5(b)	Applicable to convictions occurring prior to January 1, 1976 for violations of H&S Code 11357, 11364, 11365, and 11550.
Arrest Reports – Drunk in Public	CL + 3	GC 34090	PC 647(f)
Billings	CY + 3	GC 34090	Includes payroll sheets, overtime slips, special event billings, civil subpoena billings, and other miscellaneous billings
Case Files – Asset Forfeiture – Notifications	CY + 3	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.
Case Files – Asset Forfeiture; Investigations, Proceedings	CL + 3	GC 34090	
Case Files – Homicide Investigations	P	PC 799	
Citations – H&S Violations	2 years from date of conviction (or from date of arrest if no conviction) (Mandatory destruction)	H&S 11361.5	H&S 11357; H&S 11360(b); CCR, Title 11, Chapter 1, Section 708

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Record	Retention	Citation	Description
Citations – California Vehicle Code Infractions (duplicates)	CY + 4	GC 34090	Original forwarded to court; dept. retains copies
Citations – Cite and Release (Other Infractions/Misdemeanors)	CL + 3	GC 34090	Originals forwarded to District Attorney; dept retains copies
Citations – Parking (duplicate)	CY + 3	GC 34090.7	Originals forward to City Hall after agency processing
Citations – H&S 11357(a) – Juvenile	CL + 2	H&S 11361.5	
Claim Files	CL + 5	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Dept. filed by citizens
Communications – Audiotapes, telephone & radio communications	CY + 1	GC 34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigations shall be preserved until resolved.
Communications – Body-Worn Camera, In-Car Video, and Building Security Recordings	Non-evidentiary: CY + 1; Evidentiary (use of force, officer-involved shooting, detention or arrest, complaint-related, or other evidentiary data as defined in PC 832.18): CY + 2 or the retention period of the related case, investigation, or internal affairs file, whichever is longer; Evidence in a claim or litigation: until resolved	GC 34090.6; PC 832.18(b)(5)	Routine video monitoring (in-car video, building security, jail observation) may be destroyed after one year (GC 34090.6); body-worn camera recordings are treated the same way. The periods stated here incorporate the PC 832.18(b)(5) best practices and govern over any shorter period in Department policy. Logs of access to and deletion of recordings: Permanent.
Correspondence – General	CY + 2	GC 34090	Correspondence to and from the public, including survey letters, inter-city and inter-department letters & memos

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Record	Retention	Citation	Description
Crime/Miscellaneous Reports: Misdemeanors, Infractions, Traffic Collisions/Non-Fatal Accidents, Incidents, Marijuana Less than 28.5 Grams	CY + 3	GC 34090; H&S 11361.5; PC 802; VC 2547	No arrests, identifiable property or missing persons (See: Note 1) Provided there are no outstanding warrants, deaths, and it is not classified, under PC 800 & 290 and H&S 11850; Statute of Limitations is 2 years; Destroy juvenile marijuana after age 18 (See: Note 1) Cannabis (H&S 11357 / 11360(b)) arrest and citation records: 2 years (see Arrest/Conviction & Citations row).
Crime Reports – Misdemeanors	CY + 5	GC 34090; H&S 11361.5; PC 802; VC 2547	Arrests, convicted and non-convicted (No warrant/case pending at court) Cannabis (H&S 11357 / 11360(b)) arrest and citation records: 2 years (see Arrest/Conviction & Citations row).
Crime Reports – Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Crime Reports – “Detention Only” Retainable Arrests or Retainable Misdemeanor Arrests Retainable Misdemeanors reduced to non-retainable offenses	CY + 5	GC 34090; PC 802; PC 849(b)	Provided there are no outstanding warrants, deaths, and is not classified under PC 800, & 290 and H&S 11850; Statute of Limitations is 2 years
Crime Reports – Domestic Violence & Abuse of Elder or a Dependent Adult	CY + 10	CEC 1109	All reports adjudicated or not. “Domestic Violence” and “Abuse” defined in PC 13700 and WIC 15610.07
Crime Reports – Felonies (Except Homicide, Juvenile, Child Abuse, Sexual Assault – Inconclusive)	CY + 10	PC 800 et seq.	Provided that there are no outstanding warrants, deaths, and it is not classified under PC800 & 290 and H&S 11850; Statute of Limitations is up to 6 years; PC 11164 thru 11174.4

Record	Retention	Citation	Description
Crime Reports – Felony Crimes With or Without Arrests	CY + 7	PC 800; PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 – Tolling/Extension of time periods; Appeals process and “Three Strikes” also considerations in assigning retention.
Crime Reports – Crimes Punishable by Less than 8 Years in State Prison	CY + 4	PC 801	Prosecution has not been initiated (PC 800)
Crime Reports – Stolen Vehicles, No Convictions	Until Recovered (Min. CY + 3)		Department Preference
Crime Reports – Unsolved Rape & Fatal Accidents	P	PC 800 et seq.	Department Preference
Crimes – Misdemeanor or Infraction	CL + 4	GC 34090; PC 802	No arrest, identifiable property or missing persons (See Note 1)
Department of Justice Purge Notifications	When No Longer Required	GC 34090	Non-records
Department of Justice Validation Lists	CY + 2	GC 34090	Information Received by the Department of Justice
Destruction – Guns	P		Would include the Court Orders and signed authorization from the Judges
Destruction – Narcotics	P		Would include the Court Orders and signed authorization from the Judges
Dissemination Records (Computerized or Written) – List of Agencies That Have Received Information	CY + 3	PC 11078	Attorney General’s Determination
Equipment – Purchase/Maintenance Logs/Receipts	CY + 3	GC 34090	Records related to purchase/maintenance of department equipment
Event Files	CY + 3	GC 34090	Correspondence, brochures, promotional materials, Info on speakers, guests supporting documents, community and business requests for public appearances, speakers
False Alarm Reports	CY + 3	GC 34090	To ensure proper documentation of billings if required

Record	Retention	Citation	Description
Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment or Without Statute of Limitations, Supplemental Reports of Above, Child Abuse (Sustained)	P	No limitation on commencement of action: PC 261, 286, 288, 288a, 288.5, 289, 289.5 and 799; PC 11164-11174.4; 11 CCR 911	No statutory limitation for prosecution. Includes murder, falsification of Public Records, kidnapping for ransom, Unsolved/solved Child or Elder Abuse and Neglect, Misuse of Public funds, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death. Sexual Assault Cases: PERMANENT RETENTION (PC 243.4, 261, 281.5, 262, 264.1, 266c, 269, 286, 288, 288a, 288.2, 288.5, 289, 311.2, 311.2, 311.3, 311.4, 311.10, 311.11, 314, 647.6 and 220)
Field Interview Cards	(Date of Last FI Card) + 3	GC 34090	Person and vehicle
Fingerprint – Applicant Files	T + 4	GC 34090	Paperwork authorizing fingerprinting and background checks for city employment applications, business license applicants, and other required fingerprinting for clearance purposes.
Fingerprint – Suspect, Adult/Juvenile	CL (not less than 2 years)	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved.
General Orders/Policy	P		Department shall retain a copy (digital if desired) of all past Department General Orders / Policy
Grievance Files	CL + 5	GC 34090	Grievance filed by employees, supporting documentation. Employee Services, Office of Record. All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken.
Guns, Dealers' Sale Records	CY + 6	CCR 16000, et seq.	Applications, Applications Denied, Stolen. California Department of Justice, Office of Record, background investigations
Historical Files	P		Former Police Chiefs

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Record	Retention	Citation	Description
Investigations – External Complaints (Not Sustained, Unfounded, Exonerated) Or (Sustained)	CL + 5 or CL + 15	PC 832.5; EVC 1045; GC 12946; PC 801.5, 803(c); VC 2547	Initiated by citizen complaints; includes citizen's complaint, reports, and findings. All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct
Investigations – Internal Complaints (Sustained, Not Sustained, Unfounded, Exonerated)	CL + 5	GC 34090; PC 832.5; EVC 1045; GC 12946; PC 801.5, 803(c); VC 2547	Internally initiated complaints/investigations; includes complaint, reports, findings. State requires 2 years after action is taken, Statute of Limitations is 4 years for misconduct. EEOC complaint can be filed within 49 months.
Internal Investigations – Officer Involved Shootings / Shooting Review	P	GC 34090	Consistent with IA and Statewide Guidelines
Licenses – Business Administrative Files	T + 2	GC 34090	
Licenses – Bicycle	CY + 3	GC 34090	
Licenses – Massage	T + 2	GC 34090	Applications, Background Investigations, Testing
Litigation – Civil Suits and Claims for Damages	CL+2 or P	GC 34090	Some documents could be permanent under GC 34090
Miscellaneous Reports – Lost/Found Property	CY + 3	GC 34090	
Memoranda – Intercity or Interdepartmental	CY + 3	GC 34090	
Miscellaneous Reports – Bodies – Natural Deaths	CL + 3	PC 187; 800 et seq.	
Miscellaneous Reports – Mental Cases (Except Multiple Entry and Last Entry is Less than 2 Years)	CL + 2	GC 34090	Prior to December 31, 1981
Miscellaneous Reports – Mental Cases (With 72-Hour Holds)	CY + 5	GC 34090	After January 1, 1992
Miscellaneous Reports – Missing Person & Runaway Juvenile Reports (Cleared)	CL + 3	GC 34090	
Miscellaneous Reports – Missing Person & Runaway Juvenile Reports (Unsolved)	(Until Located) + 3	GC 34090	
Miscellaneous Reports – Vehicles, Stored or Impounded	CY + 3	GC 34090; VC 10650(c)	State Law requires only 1 year from storage; Seized Property limitation is 1 year
Non-Criminal Occurrence Reports (Unless Specified Elsewhere in this Schedule)	CY + 3	GC 34090	Injured or sick persons; missing persons where person has been returned, traffic collision reports not used as the basis for criminal charges

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Record	Retention	Citation	Description
Parades & Special Events File	CL + 4	GC 34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation. Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC 34090, CCP 337, 343
Patrol Requests (Correspondence)	CY + 2	GC 34090	From citizens for patrol presence
Pawn Slips / Tickets (Pawn Broker / Secondhand dealer)	CY + 3	B&P 21629	Sales, slips. Dealer required to file duplicate with Police Department. (Does not apply to other jurisdiction pawn slips)
Personnel – Background Investigations (Pre-employment)	CL + 4	GC 12946, 34090; 29 CFR 1627.3; 8 CCR 11040(7)(c)	Unsuccessful Applicants. Eligibility Lists are 1 year; EEOC/FLSA requires 3 years; State Law requires 2-3 years.
Personnel – Background Investigations (Volunteers and Reservists)	T + 4	GC 34090, 12946	Retained for administrative value
Personnel – Current Employees	CY + 5 T + 4 (Dept Preference)	GC 34090, 12946	Copies of discipline, personnel action forms (unless otherwise stated on document)
Personnel – Employee Records	T + 10 P (Dept Preference) T + 4 (Duplicate copies in City Admin Offices)	GC 12946, 34090; PC 832.5; LC 6429(c); 8 CCR 3204(d)(1); 29 USC 1113; 29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 1602.30; 29 CFR 1602.32; 29 CFR 516.6 et seq	Release Authorizations; Certifications; Reassignments; Outside Employment; Commendations; Disciplinary Actions; Terminations; Oaths of Office; Evaluations; DMV Confidentiality Requests
Personnel – Employee Records (Medical Information)	T + 30 P (Dept Preference) T + 2 (Duplicate Copies in City Admin Offices)	GC 12946, 34090; PC 832.5; LC 6429(c); 8 CCR 3204(d)(1); 29 USC 1113; 29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 1602.30; 29 CFR 1602.32; 29 CFR 516.6 et seq	Pre-Employment Medicals; Employee Medical History/Information

Record	Retention	Citation	Description
Personnel – Internal Affairs Files (Citizen Generated)	CL + 5 (unsustained) CL + 15 (sustained)	PC 832.5	Citizen generated complaints that are sustained must be retained at least 15 years. Citizen generated complaints that are unfounded, exonerated, or not sustained must be retained at least 5 years.
Personnel – Internal Affairs Files (Internally Generated)	CL + 5 (no sustained finding) or CL + 15 (sustained)	GC 12946; PC 832.5(b) (by analogy)	Investigation files arising out of internally generated complaints shall be maintained for at least 5 years, and for at least 15 years where there is a sustained finding of misconduct.
Personnel – Payroll Sheets	CY + 4	29 CFR 516.6(1); 29 CFR 1602.14; GC 34090	
Personnel – Time Sheets / Overtime Slips / Sick Slips	CY + 4	29 CFR 516.6(1); 29 CFR 1602.14; GC 34090	Original Time Sheets maintained at City Hall
Personnel – Work Schedules	CY + 4	29 CFR 516.6(1); 29 CFR 1602.14; GC 34090	Department Preference; EEOC's basis requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; Timesheets are required for 2 years; Daily Attendance Logs.
Photographs – Digital, Printed, Negatives	CL + 3	GC 34090	Crime Scene, Registrant/Applicant, Photo File, Accident. Retained as form of evidence, destroyed at same time evidence for associated case is destroyed. Retain according to practical and functional association.
Photographs – Suspect (Booking Photos)	CY + 20		
Press Releases	CY + 3	GC 34090	
Property - Control	CY + 3	GC 34090	Logs of items coming into and going out of property room
Property - Original	Until case is adjudicated or disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (by POST)
Property – Files and Reports (Receipt / Evidence / Disposition Sheets)	Original Report Retention; At Min. CY + 3	GC 34090	Attach to Property Report; file with original report in Records

Record	Retention	Citation	Description
Registration Files – Arson, Sex, and Narcotics	Life of Registrant in Jurisdiction	PC 290 et seq.	Fingerprint Card, photo, Information also forwarded to DOJ. If released from California Youth Authority, records are destroyed after age 25 or sealing pursuant to WIC 781
Reports	CY + 3	GC 34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI includes Return A/Supp.; Officers Killed or Assaulted; Original to FBI-DOJ; Uniform Crime Reports
Reports – Activity	CY + 3	GC 34090	Weekly/monthly/quarterly/annual activity/statistical reports. Retain only one form for retention period.
Ride Along Waivers	CY + 3	GC 34090	
Sealed Cases – Adult Found Factually Innocent	Date of Arrest + 3 (Mandatory destruction under PC 851.8, by agency determination or court order)	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record. Sealed for three years from the date of arrest, then destroyed, whether relief is granted by the agency (PC 851.8(a)) or by court order (PC 851.8(b)-(e)); if three years have already passed when relief is granted, destroy upon the order or determination. Not destroyed while a civil action by the arrestee or a codefendant against the officers or the City is pending (PC 851.8(k)).
Sealed Juvenile Cases	Sealing Date + 5 (WIC 781(d)) or Pursuant to Court Order (WIC 786, 826(b))	WIC 826(a) & (b); WIC 781(a) & (d); GC 34090	Upon petition, local law enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detentions, and/or petitioning juvenile before juvenile court. Statute of Limitations runs up to age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years.

Record	Retention	Citation	Description
Statistical (Crime Analysis)	CY + 3	GC 34090	Internal generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept. expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity, officer workload, deployment, time usage.
Statistical Uniform Crime Reports (UCR) Mandatory to DOJ (LEIC); FBI include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic Violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death in Custody Reporting; RIPA Data	CY + 3	GC 34090	Originals sent to FBI, DOJ. Subject to DOJ inspection.
Subpoena Log	CY + 2	GC 34090.7	
Traffic Collisions – Fatal	P	GC 34090	
Training – Lesson Plans	CL + 10	GC 34090	Scope, content, time period of courses
Training – Field Training Program Documents	(Completion of FTO or T) + 4	GC 34090, 12946	Officers' Field Training book, DORs from FTO period. Exclusions: End of Phase reports, Completion of FTO recommendations. EEOC/FLSA/ADEA requires 3 years for promotion, demotion, transfer, selection or discharge. State Law requires 2-3 years.
Training – Personnel	T + 7	GC 34090	Paperwork documenting officer's Internal and External training

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Record	Retention	Citation	Description
Weapons	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports

Note: These retention periods represent the MINIMUM retention period and do not mandate the record be purged / destroyed upon reaching the retention deadline. Records shall be destroyed only as authorized by Government Code section 34090 et seq. (approval of the City Council by resolution and written consent of the City Attorney) or as another statute or court order requires, and no record less than two years old shall be destroyed unless a statute expressly provides otherwise.

The destruction of felony, misdemeanor, and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have been recovered;
4. They do not relate to PC 290, PC 457.1, or 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either civil or criminal litigation.

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