



CITY OF ORLAND STAFF REPORT

MEETING DATE: November 3rd, 2026

TO: Honorable Mayor and City Council

FROM: Sean Johnson, Acting Chief of Police

SUBJECT: Orland Police Department Purge Policy

BACKGROUND and ANALYSIS:

The Orland Police Department has a records retention and purge policy that was last updated in 2017. Laws regarding records retention periods, types of records to be retained, and mandatory records purging time periods often change due to legislative updates, court decisions, and adopted best practices. Periodic review and revision of the retention and purge policies are appropriate to ensure compliance with the changes in the law.

The Orland Police Department purge policy is only designated to specify, with only a few exceptions, a minimum retention period for specified records. Records related to any pending or reasonably anticipated claim, lawsuit, administrative proceeding, criminal prosecution, audit, investigation, subpoena or litigation hold are to be retained and not purged.

The updated purge policy was reviewed and approved by the City Attorney and recommended for adoption.

ATTACHMENTS:

- A. Resolution 2026-XX: A resolution of the city council of the city of orland adopting the police department records retention schedule and authorizing the destruction of records in accordance with the schedule
- B. Orland Police Department Purge Policy – 2026 Final

RECOMMENDATION:

Adopt a resolution to approve the updated Orland Police Department Purge Policy.