

SANTA ANA POLICE

Memorandum

To: Sonia R. Carvalho, City Attorney
From: Kenneth Willard, Correctional Manager
Date: 3/28/2024
Re: Request for Destruction of Records

The Police Department requests your consent to destroy city records on the attached listing, in accordance with the retention schedule outlined in City Council Resolution 2013-014.

Please review and return a signed and dated copy of the attached pages approving the destruction of the records.

Thank you.



Kenneth Willard
Correctional Manager
Santa Ana Police Department

EXHIBIT 1

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
POLICE DEPARTMENT
March 2024**

Record Category	Record Series	Record Description	Record Start Date	Record Retention Period	Record Period	Government Code	Digital Version?
Jail Operations Reports	Incident Report	Discipline (1), Restraint Chair Reports (5), Commissary (1), Minor/Major Discipline Reports (1)	Date of Report	2 Years	2013-2017, 2021	34090	No
Jail Operations	Shift Activity Log	Razor Logs (3), Law Library (1), USM Court Lines (1), ICE (2), Visitor Logs (4), Personal/Professional Sign-in Logs (1)	Date of Log	2 Years	2008, 2012, 2014-2018	34090	No
Jail Inmate Records	By Inmate Name	Pay to Stay (3), Inmate Files (63)	Date of Arrest	10 Years	2006-2009, 2011, 2012	Agency Policy	No
Jail Administrative Reports	Population Roster	Mail Logs (1), AdSeg Logs (2)	Date of Log	2 Years	2013, 2015, 2016	34090	No
Jail Administrative Reports	Intake Statistics	AdSeg Rosters (1), Headcount Log/Roster (4)	Date of Summary	2 Years	2012, 2013	34090	No
Jail Administrative Reports	Inmate Grievances	Incident Reports (7)	Date of Completion	10 Years	2008, 2010, 2011	Agency Policy	No

PREPARED BY:


Kenneth Willard
Correctional Manager

3/28/2024

Date

CONSENT BY:


Robert Rodriguez
Acting Chief of Police

Date

DESTRUCTION OF THESE RECORDS APPROVED BY:



Tamara Bogosian, Sr. Asst. City Attorney

for

Sonia R. Carvalho
City Attorney

Date April 10, 2024

See attached page from Retention Schedule

City of Santa Ana Records Retention Schedule

POLICE DEPARTMENT**Exhibit J**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	REMARKS	CUSTODIAN
EVIDENCE (Cont'd.)	Negatives by Case Number	Negatives of photos taken from crime scenes	Date Obtained	5 Years	GC 34090	ID Lab
FIELD INTERVIEW CARDS	By Name	Documentation of a field contact by an officer	Date Written	2 Years	GC 34090	Records Division
FINANCE	Petty Cash Receipts-by Fiscal Year	Expense vouchers and reimbursement requests	Date of Reimbursement	2 Years	GC 34090	Special Investigations
FINANCIAL DISCLOSURE FORM	By Name	Confidential financial disclosure form completed by employees working designated assignments	Separation date from designated assignment	2 Years	GC 34090	
GRAFFITI TASK FORCE		Correspondence, records of interdepartmental actions concerning Task Force issues	Date of Incident	3 Years	GC 34090	District Investigations
JAIL ADMINISTRATIVE REPORTS	Inmate Grievances	Inmate complaints and dispositions	Date of Completion	10 Years	Agency Policy	Jail Facility
JAIL ADMINISTRATIVE REPORTS	Inspections	Results of other governmental agencies inspections	Date of Inspection	2 Years	GC 34090	Jail Facility
	Inmate Mail Log	Inmate mail summary	Date of Log	2 Years	GC 34090	Jail Facility
	Intake Statistics	Daily summary of intakes	Date of Summary	2 Years	GC 34090	Jail Facility
	Population Roster	Daily population roster	Date of Log	2 Years	GC 34090	Jail Facility
JAIL INMATE RECORDS	By Inmate Name	Booking, release and custody files	Date of Arrest	10 Years	Agency Policy	Jail Facility
JAIL OPERATIONS REPORTS	Activity Summary	Synopsis of population demography	Date of Log	2 Years	GC 34090	Jail Facility
	Incident Report	Detailed occurrence documentation	Date of Report	2 Years	GC 34090	Jail Facility
	Shift Activity Log	Significant events, welfare checks, etc.	Date of Log	2 Years	GC 34090	Jail Facility
MINUTES	Uniform Committee	Meeting minutes	Date of Meeting	2 Years	GC 34090	Field Operations
PERSONNEL	By Name	City employment requests for record checks of new employees and supporting documents	Date of Request	2 Years	GC 34090	Records Division
	By Name	Explorer Post applications and performance records of explorers	Date of Termination	2 Years	GC 34090	Training Division
PETITIONS	Petition and Orders under PC 1034 (no case numbers)	Court Orders requiring the sealing of records	Date of Order	2 Years	GC 34090	Records Division
POLICE REPORTS	Crime Reports Traffic Reports Information Reports	Incidents wherein a case number is issued	Date of Report	Permanent		Records Division