



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No.	285	Date Issued:	May 28, 2003
Section:	200 Administrative Policies	Date Revised:	June 28, 2023
SUBJECT: RECORDS RETENTION AND DESTRUCTION			
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager		

- 1.0 The purpose of this procedure is to provide guidelines regarding the retention periods and systematic destruction of Authority records or materials.
 - 1.1 For the purpose of this procedure, records to be retained by the Authority are defined as accounting, payroll, personnel, recruitment, background, training, CLETS entry documents, recordings, Brown Act meeting material, or materials related to pending litigation.
- 2.0 Accounting and payroll records will be kept on site for a period of three (3) years. At the end of that period the records will be transferred to the County of Santa Cruz Warehouse facility and destroyed according to established County practice.
- 3.0 Recruitment and background materials related to candidates deemed ineligible for employment will be kept on site, in a secure location, for a period of two (2) years. At the end of that period the person designated by the General Manager may transfer the records to the locked shredder bin in the Communications Center for destruction. Confidential materials such as personal history statements, which were collected during the hiring process, are set to purge from the applicant tracking system after three years on January 1.
- 4.0 Recruitment and background materials related to selected candidates will be kept permanently on site in a secure location.
- 5.0 During an active recruitment, all selection materials, including promotional materials, will be stored in a secure location and disposed of in accordance with Section 3.0 or Section 4.0 of this policy.

- 6.0 The following records will be kept permanently on site.
 - 6.1 Board of Directors meeting materials
 - 6.2 User Committee meeting materials
 - 6.3 Records or materials deemed by the General Manager to be of historical value
 - 6.4 Training related materials
- 7.0 All electronic dispatch recordings are maintained in a secure location for a period of not less than 365 days. Any recording that has been extracted and saved outside of the recording software solution will be purged after 180 days.
- 8.0 Personnel files are retained and destroyed in accordance with the provisions of Policy No. 1330.
- 9.0 The following CLETS entry documents are retained for the periods listed below. CLETS entries entered on behalf of a User agency are not considered Authority records; those records belong to the agency of jurisdiction. The storage and destruction of all CLETS entry documents is administered by the designated Authority Custodian of Records.
 - 9.1 The following documents are stored and then destroyed after a minimum forty-five (45) days:
 - 9.1.1 Stolen/recovered vehicle entries
 - 9.1.2 Missing persons entries
 - 9.1.3 Restraining Order entries
 - 9.1.4 Stolen property entries
 - 9.1.5 Towed/Stored vehicle entries
 - 9.1.6 Lost/Stolen/Confiscated plate entries
- 10.0 CAD incident recall records are maintained on line for a minimum of twelve (12) months. They are archived in an electronic data base format retained for a period of not less than seven (7) years.
- 11.0 Automatic Resource Locator (ARL) records are retained based on individual agency requests. Maximum retention is one year.
- 12.0 The General Manager is responsible for records retention and destruction.