

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

Record Series Identifier	Record Series Name	
1.0	Support Services Bureau	
1.1	Arrest Reports	
1.2	Citations	
1.3	Crime/Cases/Sup Reports	
1.4	Sealed Records	
1.5	Dispatch	
1.6	Investigations	
1.7	Evidence	
1.8	General Records	
2.0	Personnel & Training Bureau	
2.1	Internal Affairs	
2.2	Background & Hiring	
2.3	Training	
3.0	Operations Bureau	
4.0	Office of the Chief	

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

Record Identifier	Record	Custodian of Records	Record Value:					Retention Source Authority	Retention Period
			O - Operational	F - Fiscal	L - Legal	H - Historical	V - Vital		
1.0	SUPPORT SERVICES BUREAU								
1.1	ARREST REPORTS Arrest/conviction H&S Sections 11357 (b),(c),(d),(e), or H&S Section 11360 (b) violations	Chief of Police	X		X		H&S 11361.5	2 years after date of conviction or arrest if not convicted	
	Arrest/conviction H&S section 11357€ by a juvenile	Chief of Police	X		X		H&S 11361.5	Record is destroyed when the juvenile attains the age of 18 years old	
	Arrests-647(f) Drunk	Chief of Police	X		X		BART PD Practice	2 Years	
	Arrests later determined "detention only" under 849(b)	Chief of Police	X		X		BART PD Practice	5 Years	
	Arrests – violation of local ordinances	Chief of Police	X		X		BART PD Practice	2 Years	
	Felony Arrest Reports – no disposition, no conviction	Chief of Police	X		X		BART PD Practice	7 Years	
	Felony Arrest Reports reduced to misdemeanors	Chief of Police	X		X		BART PD Practice	7 Years	
	Misdemeanor Arrests – no disposition, no conviction	Chief of Police	X		X		BART PD Practice	5 Years	
	Misdemeanor Arrests sex and narcotics violation	Chief of Police	X		X		BART PD Practice	7 Years	

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

1.1	ARREST REPORTS (CONT)												
	Misdemeanor arrests with conviction	Chief of Police	X	X					BART PD Practice			7 Years	
1.2	CITATIONS												
	Hard Copy Traffic/Infraction / Misdemeanor Adult and Juvenile	Chief of Police	X	X					BART PD Practice			3 Years Originals are forwarded to the court	
1.3	CRIME/CASE/SUPPLEMENTAL REPORT												
	Child abuse & Neglect Reports	Chief of Police	X	X					PC 1170(a)(3)			10 Years from date of last incident	
	Field Interview Records (FI)	Chief of Police	X	X					BART PD Practice			10 Years	
	Felony Crime report w/out an arrest- PC Sections 799, 800, 801, 801.5	Chief of Police	X	X					PC 799,800,801,801.5,801.6, 802(a),802(b), and 802(c)			Retention per Statute of Limitation.	
	Felony Crime reports	Chief of Police	X	X					BART PD Practice			10 years	
	Felony Crime reports – murder, embezzlement of public monies; Kidnapping for ransom, falsification of public records	Chief of Police	X	X					PC 799			Permanent	
	Misdemeanor Crime reports	Chief of Police	X	X					BART PD Practice			10 years	
	Misdemeanor Crime reports w/out arrest- PC 799, 800,801,801.5	Chief of Police	X	X					PC 799, 800, 801, 801.5, 801.6, 802(a), 802(b), and 802(c)			Retention per Statute of Limitation	
	Incident Reports – Non Criminal, found or lost property reports	Chief of Police	X	X					BART PD Practice			2 years	

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

	District Property Injury Report / Sick Patron	Chief of Police	X	X				BART PD Practice	5 years
	Stored / Impounded Vehicle Reports (Non-Arrest)	Chief of Police	X	X				BART PD Practice	2 years
	Train accident reports	Chief of Police	X	X				BART PD Practice	25 Years
	Train/ traffic accident reports fatal	Chief of Police	X	X				BART PD Practice	50 Years
	Traffic accident report involving felony	Chief of Police	X	X				BART PD Practice	10 years
	Traffic accident reports -- all others	Chief of Police	X	X				CHP Recommendation	2 years
	Officer Involved Shooting reports	Chief of Police	X	X				PC 832.5	Permanent
	Unattended Death / Suicide Reports	Chief of Police	X	X				BART PD Practice	10 Years
1.4	SEALED RECORDS								
	Adult found factually innocent	Chief of Police	X	X				PC 851.8	Mandatory destruction upon and pursuant to Court Order
	Adult Completion of Program	Chief of Police	X	X				PC 1203.45	Mandatory destruction upon and pursuant to Court Order
	Juvenile	Chief of Police	X	X				WIC 826(a) 7 (b) WIC 781 (A)	Mandatory destruction upon and pursuant to Court Order
1.5	DISPATCH								

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

	911 Call Recordings	Chief of Police	X	X				BART PD Practice	30 days active / 2 years inactive
	Non-Emergency Incoming Call Recordings	Chief of Police	X	X				BART PD Practice	120 Days
	CAD Event Logs / Calls for Service	Chief of Police	X	X				BART PD Practice	3 Years
	CLETS / CORI Logs	Chief of Police	X	X				BART PD Practice	Destroyed after annual CLETS audit
1.6	INVESTIGATIONS								
	Criminal History Inquiry Log	Chief of Police	X	X				BART PD Practice	3 Years or Upon DOJ Audit
	District Video Surveillance	Chief of Police	X	X				BART PD Practice	3 to 120 Days based on system
	Crime Statistics	Chief of Police	X	X				BART PD Practice	10 Years
	Uniform Crime Reporting	Chief of Police	X	X				BART PD Practice	5 Years after reporting to FBI and DOJ.

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

	Daily Adult Arrest Logs	Chief of Police	X	X				BART PD Practice	3 Weeks
	Daily Event Logs	Chief of Police	X	X				BART PD Practice	30 Days
	Department Weapon Records	Chief of Police	X	X				BART PD Practice	5 years after firearm retired.
	Department Email	Chief of Police	X	X				BART District Practice	90 Days to 2 Years
	CPRA Responses	Chief of Police	X	X				BART PD Practice	2 Years
	Subpoena Responses for Records	Chief of Police	X	X				BART PD Practice	2 Years
	Juvenile Detention Logs and Reporting	Chief of Police	X	X				BART PD Practice	3 Years
2.0	PERSONNEL & TRAINING BUREAU								
2.1	Internal Affairs								
	Internal Affairs Records of Complaints and Findings	Chief of Police	X	X				PC 832.5	5 Years
	Internal Affairs Public Reports	Chief of Police	X	X				BART PD Practice	5 Years
	Internal Affairs Statistics	Chief of Police	X	X				BART PD Practice	5 Years
2.2	Background & Hiring								

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

	Background Files – Current Employees	Chief of Police	X	X				BART PD Practice	Permanent
	Background Files – Former Employees	Chief of Police	X	X				BART PD Practice	5 Years after termination of employment
	Background Files – Non Hires	Chief of Police	X	X				BART PD Practice	2 Years
	Psych Exams – Current Employees	Chief of Police	X	X				BART PD Practice	Permanent
	Psych Exams – Former Employees	Chief of Police	X	X				BART PD Practice	5 Years
	Psych Exams – Non Hires	Chief of Police	X	X				BART PD Practice	2 Years
	Recruitment Process Records	Chief of Police	X	X				BART PD Practice	2 Years
	Live Scan	Chief of Police	X	X				BART PD Practice	3 Years
	Ride Along	Chief of Police	X	X				BART PD Practice	2 Years
2.3	Training								
	Training Files – Current Employees (Including) POST Training	Chief of Police	X	X				BART PD Practice	Permanent
	Training Files – Former Employees (Including) POST Training	Chief of Police	X	X				BART PD Practice	5 Years after termination

**BART POLICE DEPARTMENT
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

	Training Lesson Plans	Chief of Police	X	X				BART PD Practice	Until Superseded by Revision or revoked
	Training – Range Records	Chief of Police	X	X				BART PD Practice	Permanent for current employees. 5 Years for Former employees.
3.0	Operations								
	Daily Activity Logs	Chief of Police	X	X				BART PD Practice	2 Years
	Misc. Events / Presentations	Chief of Police	X	X				BART PD Practice	2 Years
	Administrative Reviews	Chief of Police	X	X				BART PD Practice	2 Years
	Parking Citations	Chief of Police	X	X				BART PD Practice	5 Years
	POP Citation Issuance	Chief of Police	X	X				BART PD Practice	5 Years
4.0	Office of the Chief of Police								
	MOU's - Current	Chief of Police	X	X				BART PD Practice	Permanent
	MOU's - Expired	Chief of Police	X	X				BART PD Practice	5 Years from Expirations

