4-13/000.00 Retention of Records

This section establishes the period of time documents, files, records, and reports shall be retained by the various Custody Services Division facilities.

Records	Time Period
Attorney/Bondsman Interview Record	2 yrs.
Bail/Fine Receipts	5 yrs.
Bonds	5 yrs.
Briefings	2 yrs.
Citations	2 yrs.
Count Sheets (Facility)	5 yrs.
Court Orders	5 yrs.
Deposit/Withdrawal Forms	5 yrs.
Dorm Logs (e-UDAL)	Paper-5 yrs. Electronic-5 yrs.
Erroneous Release Reports	5 yrs.
Facility Logs (i.e., Incident, URN #, etc.)	5 yrs.
Force Review Packages	5 yrs.
Gate Books	5 yrs.
Inmate Complaints	Paper-5 yrs. Electronic-5 yrs.
Inmate Incidents (IRTS)	5 yrs.
Inmate Injury	Paper-5 yrs. Electronic-5 yrs.
Inmate Property Releases	2 yrs.
Inspections (Fire Dept., Health Dept., Medical Svcs., Food Svcs.)	5 yrs.

Mental Observation Reports	5 yrs.
Over Detention Reports	5 yrs.
Overtime Reports	2 yrs.
Requisitions	2 yrs.
Special Handling Requests	Paper-7 yrs. Electronic- 5 yrs.
Statistical Reports (Monthly)	5 yrs.
Strip Search Authorization Record	9 yrs.
Tactical Inventory	2 yrs.
Training Records	2 yrs.
Transmittals	10 years after inmate is released from custody
Visiting Slips (e-Visiting)	Paper-3 yrs. Electronic-5 yrs.

For the retention of items not listed in this policy, personnel shall refer to the Los Angeles County Departmental Records Retention Schedule (DRRS). Items which are not listed in this policy and on the DRRS shall be retained for a minimum of two (2) years, with the exception of Correctional Health Services' (CHS), which will follow protocols determined by CHS.

Destruction of the records within this policy shall be governed by sections 26202, 26205 and 26205.1 of the California Government Code.