6-03/130.00 Record Retention

Records shall be maintained according to MPP section 3-09/290.00, "Retention of Department Records" and CDM section 4-13/000.00, "Retention of Records."

SHERIFF'S ELECTRONIC CRIMINAL DOCUMENT ARCHIVES (SECDA)

The watch commander shall designate a department employee the responsibility of scanning Index Report Packages (IRP) and Station Booking Packages (SBP) into SECDA. IRP document categories include:

- **202** - All Vehicle Reports
- **210** - Supplemental Reports
- **219** - LASD Incident Reports
- **222** - Master Files

Only scan Station Booking Release when the subject has been released from the station.