

## 99-06 UNIFORM REPORT NUMBERS & RECORDS RETENTION POLICY



# TASKFORCE FOR REGIONAL AUTOTHEFT

**Unit Order: 99-06**

**Subject: UNIFORM REPORT NUMBERS & RECORDS RETENTION POLICY**

<b>Effective Date:</b>	<b>09/01/2008</b>	<b>Last Date Revised:</b>	<b>04/09/2020</b>
<b>Last Date Reviewed:</b>	<b>04/09/2020</b>	<b>Next Review Date:</b>	<b>04/09/2021</b>

### **PURPOSE**

In all cases where a report number is required, the Sheriff's Department Uniform Report Number (URN) shall be used. This Unit Order is intended to establish conformity with respect to records retention and subsequent destruction.

### **GUIDELINES**

To accurately classify and compile statistical information, a 15-digit Uniform Report Number (URN) shall be used.

The 15 digits of the URN represent codes for five basic elements as follows:

- First digit - Record retention period by number of years retention
- Second and third digits - Last two numbers of the reporting year
- Fourth through eighth digits - Sequential number of the reports processed each year by TRAP. These digits can be obtained by calling TRAP Headquarters at (626) 873-2357.
- Ninth through twelfth digits – Reporting Districts
  - 3800 - Headquarters
  - 3801 - East Team
  - 3802 - Central Team
  - 3803 - South Team
  - 3804 - West Team

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- 3806 - North Team
- Thirteenth through fifteenth digits - statistical code Bureau of Criminal Statistics/Uniform Crime Reporting System (B.C.S./UCR) for the crime or incident being reported

An example of a typical URN is listed below

**EXAMPLE:** 920-00025-3801-733 - which represents the following:

- 9 Retention period of 9 years
- 20 Reporting year is 2020
- 00025 Report taken and processed for year 2020; subsequent reports will be coded 00026, 00027, etc.
- 3801 Reporting District code number for the East Team
- 733 Statistical Code representing "Vehicle/boat recovered" (Other Agency)

The time element of the URN is a combination of the predetermined retention period code and the current year. The retention code is the first digit followed by the second and third digits indicating the reporting year. TRAP detectives shall be guided by the Los Angeles County Sheriff's Department Statistical Code Guide booklet (SH-R-316) for specific information on retention and statistical codes.

### **DESTRUCTION OF RECORDS**

The responsibilities for ensuring that retention schedules are adhered to and records are destroyed in a timely manner, lie with the respective team supervisors and the operations sergeant. At the end of each calendar year, a list of all of the records that are to be destroyed will be printed by headquarters personnel and provided to each supervisor. It shall be the respective supervisors and operations sergeant's responsibility to make the arrangements for destruction. Supervisors shall contact the operations sergeant for assistance. See Attachment one (1) for retention formulas.

### **ATTACHMENT 1**

The following retention formula guideline is provided to assist those who are not familiar with the retention schedules and purge guidelines. In summary, the destruction/purge date is arrived at by adding the retention code to the year the report was written ( $9+2020 = 2029$ ). Reports with zero (0) retention codes do not follow this formula and are maintained indefinitely.

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