



**DESTRUCTION OF FILES  
GENERAL ORDER #16.03**

Adopted: 07/07/2010  
Replaces: G.O. dated 4/15/08

Updated: 02/22/2010  
Reviewed: 02/22/2010

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**POLICY**

The Sheriff's Office shall maintain records for the period required by law and office policy, and longer if justified by need and space considerations.

**PROCEDURE**

- A. Certain records of the Sheriff's Office are to be kept a minimum of two years.
  - 1. Divisional 'housekeeping' records and statistical records may be retained for the period of time for which the material is needed for reference, but available storage space should be considered when retaining these records.
- B. Record retention will be:
  - 1. Crime Reports - Open Capital Crime Reports and Felony Crime Reports with outstanding Warrants will be retained AFTER microfilming, in a segregated file in the Records Division.
  - 2. Civil cases still pending beyond retention period should be retained until closed.

3. Retention Process:

RECORD TITLE	STORAGE (YEARS)	MICROFILM (YEARS)
CIVIL PROCESSES		
Accounting--Ledger Receipts	2	
Case Records:		
Service of Summons	5	

Service of Attachments	5
Sheriff's instructions	5
Sale of Real/Personal Property	PERMANENT

	STORAGE	MICROFILM
<b>DEPARTMENT ACCOUNTS</b>		
Service-& Contract Invoices	2	
Travel Exp. Vouchers-Dup.	2	
Undercover Fund Accounts	2	
Misc. Receipts	2	
<b>CRIMINAL RECORDS</b>		
Traffic Citations-Dup.	2	--
Crime Reports	4	2
Warrant/Arrest-Invest. Report	1	--
Booking/Custody Records	2	2
Traffic Accident Reports	4	--
<b>OTHER RECORDS</b>		
CCW Permits & Applications	1	1
Spec. Dep./Dep. Personnel Rec.	4	4
Departmental Correspondence	4	--

**C.** Microfilming of noted records will be programmed through Support Services Division captain.

**1.** Microfilming is handled by bid.

**D.** Records not covered above will be reviewed by the Sheriff's staff, and disposition indicated.

**1.** County Counsel's opinions as to the disposition of questionable records, falling into this category, should be obtained.

\*Storage Total time original documents are stored both in the office and at record retention center. (After which they are destroyed.)

\*\*Microfilm Point of time in which originals are microfilmed. Microfilm is kept indefinitely.



**LAURIE SMITH  
SHERIFF**