

# EXHIBIT A

# COUNTY OF NAPA RECORDS RETENTION

Program: Sheriff									
Code	Title	Description	Records Retention Class	Retention Time (Years)	Security	On-site	Records Center	Available on External Website	Remarks
* For Litigation Hold records, suspend normal retention periods (retention begins after final action-settlement).									
* Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.									
* Departments may keep records onsite longer in order to fill up the box before sending to the Records Center.									
* Records Retention Class: AU=audit plus (x) years, B=2 years, CL=closed plus (x) years, CU=current year plus (x) years, D=clinical retention period, P=permanent									
* Any reference to retention periods for copies in the remarks sections are not legally binding retention periods, but internal timelines and practices to ensure efficiency in County operations.									
<b>ADMINISTRATION</b>									
SO-1	Accident-Occupation Injury	Current Employees, Terminated/Retired Employees	CU/CL	CU for current employees, CL + 10 YRS for terminated/retired employees	Restricted to Dept. use Only	CU for current employees, CL + 10 YRS for terminated/retired employees	0	No	Original records are maintained in HR/Risk. Records are required to be maintained for 5 years after injury, or 30 years for chemical or toxic exposure (Cal/OSHA General Industry Safety Orders 3203 & 3204). The department keeps copies on site for the identified years.
SO-2	Background Investigations	Current Employees. Background check documentation for employees at the time of hire.	CU	CU	Restricted to Dept. use Only	CU	0	No	GC 26202 retained for administrative value
SO-3	Background Investigations	Terminated/Retired Employees. Background check documentation for employees who are terminated or retired.	CL	CL (Termination/Retirement) + 1 YRS	Restricted to Dept. use Only	CL + 1 YRS	10	No	GC 26202. 5 yrs after Termination/Retirement.
SO-4	Background Investigations	Applicant Backgrounds. Background check documentation for unsuccessful job applicants.	CL	CL (Rejection) + 3 YR	Restricted to Dept. use Only	CL + 3 YR	0	No	Eligibility lists are 1 year and can be extended 1 year; EEOC/FLSA/ADEA (Age) requires 3 years; State Law requires 2-3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR 11040.7( c), GC 12946, 26202
SO-5	Citizen Complaints	Complaints from Citizens	CL	CL (Close of Investigation) + 5 YRS	Restricted to Dept. use Only	CL + 5 YRS	0	No	Any document relating to citizen complaints or investigation in response to citizen complaints relating to members of the Sheriff's Dept and internal affairs investigation. If evidence in any claim filed or any pending litigation or potential litigation the document shall be preserved for five yrs after the conclusion of litigation.
SO-6	Personnel Files- Auxiliaries	Active - Auxiliary Members	CU	CU	Restricted to Dept. use Only	CU	0	No	GC 26202
SO-7	Personnel Files- Auxiliaries	Inactive - Auxiliary Members	CL	CL + 10 YRS	Restricted to Dept. use Only	CL + 3 YRS	7 YRS	No	GC 26202
SO-8	Personnel Files- Employees	Current Employees	CU	CU	Restricted to Dept. use Only	CU	0	No	GC 26202
SO-9	Personnel Files- Reserves - Inactive	Inactive Reserve Employees	CL	CL (Inactive w/Dept) + 10 YRS	Restricted to Dept. use Only	CL + 3YRS	7 YRS	No	GC 26202
SO-10	Training Files	Current Employees	CU	CU	Restricted to Dept. use Only	CU	0	No	GC 26202. Duplicates of all reports may be destroyed at anytime when the duplicates are no longer needed.
<b>CIVIL</b>									
SO-11	Civil Cases - Closed	Closed civil case files	CL	CL + 5 YRS	Restricted to Dept. use Only	CL + 3 YRS	2 YRS	No	GC 26202
SO-12	DV Restraining Order Billing	Billing records related to Domestic Violence restraining order	CU	CU + 5 YRS	Restricted to Dept. use Only	CU + 2 YRS	3 YRS	No	GC 26202
SO-13	Sold Real Property Levies	All documents related to real property levies	P	Permanent	Restricted to Dept. use Only	Permanent	0	No	Permanent

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<b>CORONER</b>									Pursuant to 27463 and 27463.5 of the California Government Code also, pev vs Williams 1959 34 2D 47, 174 C.A. 2ND 364, Certi denied 80 S.CT. 1244, 363 U.S. 4L ED. 2nd 1150
SO-14	Case Files	Coroner Reports	P	Permanent	Restricted to Dept. use Only	CU + 3 YRS	Permanent	No	Duplicates of all reports may be destroyed at anytime when the duplicates are no longer needed.
SO-15	Case Files-Microfilm	Coroner Reports Prior to 1981	P	Permanent	Restricted to Dept. use Only	Permanent	0	No	GC 26202
SO-16	Photos - Fingerprints	Coroner Cases	P	Permanent	Restricted to Dept. use Only	Permanent	0	No	GC 26202
SO-17	X-Rays	Coroner Cases	P	Permanent	Restricted to Dept. use Only	Permanent	0	No	GC 26202
SO-18	Coroner Books	Deceased Book	P	Permanent	Restricted to Dept. use Only	Permanent	0	No	GC 26202
<b>RECORDS</b>									
SO-19	Cleared Warrants	Arrest Warrants	CU	CU + 2 YR	Restricted to Dept. use Only	CU + 2 YRS	0	No	GC 26202
SO-20	Criminal Files (Deceased)	Criminal Files of individuals who are deceased.	CL	CL (Date of Death) + 2 YRS	Restricted to Dept. use Only	CL + 2 YRS	0	No	GC 26202
SO-21	Criminal Files	Active Criminal Files	P	Permanent	Restricted to Dept. use Only	Permanent	Permanent	No	1985 to current are stored in house, prior to 1985 all file are located off-sight.
SO-22	Dealer Record of Firearms	Sales of Firearms	CU	CU + 1 YR	Restricted to Dept. use Only	CU + 1 YR	0	No	GC 26202
SO-23	Explosive Permits	All documents related to explosive permits	CL	CL (Permit Expiration Date) + 2 YRS	Restricted to Dept. use Only	CL + 2 YRS	0	No	GC 26202
SO-24	Concealed Weapon Permits	Active Concealed Weapon Permits	CU	CU	Restricted to Dept. use Only	CU	0	No	Active CCW permit holders. DOJ manages the sale and transfer of firearms. GC 26202, PC 12070 et seq.
SO-25	Concealed Weapon Permits	Inactive Concealed Weapon Permits	CL	CL (Permit Expiration Date) + 2 YRS	Restricted to Dept. use Only	CL + 2 YRS	0	No	DOJ manages the sale and transfer of firearms. GC 26202, PC 12070 et seq.
SO-26	Incident Reports	Crime Reports	P	Permanent	Restricted to Dept. use Only	Permanent	Permanent	No	1950's to 1982 Microfilm located in house, 1982 thru 2002 off-sight, 2003 to current onbase & ILEADS.
SO-27	Citations	Citation/Tickets	CU	CU + 2 YRS	Restricted to Dept. use Only	CU + 2 YRS	0	No	GC 26202
SO-28	Index Cards to Subpoenas	Index cards to subpoenas, writ ordering a person to attend a court.	CL	CL (Appearance Expiration Date) + 2 YRS	Restricted to Dept. use Only	CL + 2 YRS	0	No	GC 26202
SO-29	Narcotic Registrants	Registration of persons convicted of narcotics charges	CL	CL (After no longer required to register) + 10 YRS	Restricted to Dept. use Only	CL + 10 YRS	0	No	11590 HS
SO-30	Sex Registrants	Sex offender registration. When a sex offender is released into the community, the agency forwards the registration information to DOJ.	CU	CU + 100 YRS	Restricted to Dept. use Only	CU + 100 YRS	0	No	Retain for 100 yrs unless registrant dies, then 2 yrs after death. 290 PC
SO-31	Sealed Records	Court Ordered Records	CU	CU + 5 YRS	Restricted to Dept. use Only	CU + 5 YRS	0	No	Destroy after 5 yrs or age 38, depending on Court Order.

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SO-32	Restraining Orders	Current / Expired	CU	CU + 2 YRS	Restricted to Dept. use Only	CU + 2 YRS	0	No	Current / Expired purge to years after expiration. (paperless since 2003)
<b>INVESTIGATION/ CSI/ PROPERTY</b>									
SO-33	Photos & Latents	Crime Scene	P	permanent	Restricted to Dept. use Only	Permanent	Permanent	No	GC 26202
SO-34	Pawn Tickets	Pawned Items Various Counties	CU	CU+ 3 YRS	Restricted to Dept. use Only	CU + 3 YRS	0	No	3 years (Paperless) GC 26202
SO-35	Stolen Property	Records of stolen property	CU	CU+ 3 YRS	Restricted to Dept. use Only	CU + 3 YRS	0	No	GC 26202
SO-36	Evidence Lab Rpts	Lab reports for evidence	P	Permanent	Restricted to Dept. use Only	CU + 2 YRS	permanent	No	GC 26202
<b>ANIMAL SERVICES</b>									
SO-37	Incident Reports	Animal Control Reports	P	Permanent	Restricted to Dept. use Only	CU + 5 YRS	Permanent	No	GC 26202
SO-38	Evidence Photos	Photos	P	Permanent	Restricted to Dept. use Only	CU + 5 YRS	Permanent	No	GC 26202