

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: DESTRUCTION OF PUBLIC RECORDS

A-400

| EFFECTIVE: | REVIEWED: | REVISED: | UPDATED: |
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APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: County Policy Manual – Administrative Bulletin No. 11
California Government Codes Sections 26201, 26202

POLICY

Public records generated in the Detentions Bureau will be destroyed after receiving proper authorization from the Board of Supervisors.

All public records will be retained for a period of at least two years. Records will only be destroyed when they are no longer necessary or required for County purposes and are not expressly required by law to be preserved.

In all cases, jail logbooks will be retained for a period of at least ten years, and will not be destroyed without first ensuring, through Risk Management and County Counsel, that there is no longer an official need for the books.

DEFINITION: Public Record

Government Code, Section 6252, defines “Public Records” as any handwriting, typewriting, printing, Photostating, photographing, and every other means of recording any form of communication containing information relating to the conduct of the public’s business.

NOTE: The Government Code also prohibits the destruction of public records by making the removal or destruction by anyone a crime. (Government Code, Sections 6200, 6201, 6203)

Procedure A - Maintenance of Records

The Sheriff’s Support Supervisor of each facility will:

- Be responsible for the maintenance of all records, which are generated by their assigned facility.

- Periodically review the records and identify records eligible for destruction.

Procedure B - Identification of Records Eligible for Destruction

When records which are eligible for destruction are identified, each facility's Sheriff's Support Supervisor will:

- Pull the records from the files, put them in boxes, and place them in a designated secure location.
- Complete an "Authorization to Destroy Records" form (Attachment A).
- Submit the form to the Section Manager.

The Section Manager will:

- Review the form and forward it to the Division Commander.

The Division Commander will:

- Review the form and, when approved, forward it to the Detentions Bureau Chief Deputy.

The Detentions Bureau Chief Deputy will:

- Review the form and, when approved, forward it to the County Counsel's Office.
- Once approved, route the form back to the Division Commander.

The Division Commander will:

- Give the authorization form to the Sheriff's Support Supervisor.
- Direct the clerk to destroy the records.

The Sheriff's Support Supervisor will:

- Destroy the records.
- Retain the authorization form in a file designated for Authorization to Destroy Records for ten years.