



Kern County Sheriff's Office – Communications Section

Policies and Procedures

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| TITLE: DESTRUCTION OF PUBLIC RECORDS | | NO: C-300 | |
| APPROVED: Commander John Carpenter | | | |
| EFFECTIVE: August 18, 1992 | REVIEWED: July 29, 2024 | REVISED: July 29, 2024 | UPDATED: July 29, 2024 |

POLICY

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

All public records, **including radio and telephone recordings**, will be retained for a period of at least 36 months. 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.

It will be the responsibility of the Section Manager to designate one person as the records keeper for the Communications Center. That person shall have the responsibility for the proper retention and destruction of public records.

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.

PROCEDURE A - MAINTENANCE OF RECORDS

The person designated as the record keeper for the Communications Center will:

- Be responsible for the maintenance of all records which are generated at the Communications Center.
- Review the records periodically and identify those which may be destroyed.

PROCEDURE B - IDENTIFICATION OF RECORDS ELIGIBLE FOR DESTRUCTION

When records which are eligible for destruction are identified, the records keeper will:

- Pull the records from the files, place them in boxes and place them in a designated secure location.
- Adhere to Kern County Administrative Bulletin No. 11

Once approved, the Section Manager or designee will:

- Give the authorization form to the records keeper.
- Direct the records keeper to destroy the records.

The records keeper will:

- Destroy the records.
- Retain the authorization form in a file designated for authorization to destroy records.