

DATE:	OCTOBER 1, 2008
NUMBER:	B.37
SUBJECT:	RECORD RETENTION AND DESTRUCTION
RELATED SECTIONS:	ICW GC 26202/26205/26205.1; B/S REC DESTRUCTION NO 115 7-23-74; AMEND TO REC DESTRUCTION

PURPOSE

To establish a procedure for record retention and destruction.

POLICY

Records shall be retained for the length of time required to satisfy legal, liability, and audit requirements and shall be disposed of in compliance with legal procedures.

PROCEDURE

- I. All detention records shall be retained for an adequate period of time that will satisfy legal, liability and audit requirements.

Financial records for the Sheriff's Commissary Working Capital Fund, Incarcerated Person Welfare Trust Fund(s), Food Services Operation, incarcerated person cash accounting, and bail/fine collections shall be retained for five (5) years.
- II. Records retained within the detention facility should be retained in an orderly manner.
 - A. Records should be retained in a sequential format (example: fiscal year, date, document number, etc., unless otherwise required).
 - B. Boxes used to store records in the detention facility should be labeled on the outside as to the contents of the box. The type of record, inclusive dates, sequential numbers or other identifying characteristics should be listed.
- III. Because records can consume much needed storage space in the detention facility, off-site storage is available with the Iron Mountain Storage Facility which is facilitated through the Financial Services Division Phone number - 7922.000.
 - A. Off-site record storage procedures are covered in the Iron Mountain Users Manual which is maintained by the Financial Services Division.
 - B. Boxes used for standard document storage must measure 15”L x 12”W x 10”H which will hold 1.2 cubic feet of records.
 - C. The number of boxes required should be determined. The ordering of boxes is facilitated through the Financial Services Division but must be purchased by the requesting facility.
 - D. Once received, place the records in the boxes listing the box number, record name, inclusive dates, document numbers (if in sequence) and fiscal year on a separate sheet of paper. This sheet of paper will be turned over to the appropriate staff member for preparation of a transmittal form. Each box must have a "Retention Schedule" form attached to the lower right corner of the numbered box on the end opposite the number.

- E. The "Transmittal of Records" form is prepared in triplicate utilizing the sheet of paper listing the box numbers and other pertinent information on box contents. The original is sent to the Iron Mountain Storage Facility, one copy is sent to the Financial Services Division (MS 0-41) and the other copy is retained on file at the facility.
 - F. The Financial Services Division coordinates all pick ups from detention facilities going to the Iron Mountain Storage Facility.
- IV. In order to access or authorize access of the records stored by the Iron Mountain Storage Facility, the Sheriff's staff member must be authorized to do so on a County of San Diego Records Authorization Form RM001. With this form on file with the Financial Services Division (MS 0-41), records may be accessed or recalled for examination.
- V. In order to destroy records, an Application for Destruction of Records (AUD 100-1) form must be reviewed and approved by the Financial Services Division manager and then by the County Auditor and Controller Office.
- A. Instructions for preparation of this form are on the back of the last copy of this form.
 - B. Once approved by the Auditor and Controller and the Financial Services Division manager, the Sheriff's Department may destroy the records in its possession and the Iron Mountain Storage Facility will destroy the records it is holding.