

ALAMEDA COUNTY SHERIFF'S OFFICE CIVIL SECTION POLICIES & PROCEDURES	NUMBER: 6.10	PAGES: 1 of 2
	RELATED ORDERS: C.A.L.E.A. Standard 82.1.2	
	ISSUE DATE: July 27, 1995	
	REVIEW DATE: April 11, 2017	
	REVISION DATE: September 23, 2002	
CHAPTER: Office Operations	SUBJECT: Records Retention	

- I. **PURPOSE:** To establish a policy for the retention and elimination of civil files.
- II. **POLICY:** This policy outlines the Sheriff's Civil Section policy regarding civil file retention and elimination (purge).
- III. **PROCEDURE:**
 - A. All documents or court ordered legal process accepted by the Civil Section for service shall have a stamped numbered file assigned.
 - B. All active files are stored in the "live" file section and all inactive files in the "dead" file section of the Civil Section.
 - C. After the requested Civil transaction has been completed, the Civil file shall be transferred to the "dead" files. The Civil file is completed when either of the following activity occurs:
 1. The last service on the requested document has been completed
 2. 180 days have passed without any activity on a file and the writ is returned to the court of origin.
 - D. The inactive files will be stored for two (2) years. On a quarterly basis, inactive files will be pulled and manually purged from the Civil Administration System. To assure confidentiality, authorized County recyclers will destroy all purged files.
 - E. Civil files subject to escheatment are held for the following reasons:
 1. Bankruptcy has been filed and instructions have not been issued by the trustee as to how or to whom the funds are to be disbursed.
 2. The Sheriff's Civil Section is unable to make contact with the plaintiff or the plaintiff's representative.
 3. After three (3) years have passed without any movement on a Civil file, monies being held will be escheated to the County Treasury. .

- F. When legal process is to be served and no activity has been generated within 30 days or the serve date for the court appearance is near the field deputy will be contacted to ascertain the service status.