

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1141

Issued: 08/28/07

Post Until: 09/27/07

SUBJECT: THE "STRIPPING AND DESTROYING" OF ADULT FILES/RECORDS

This Directive is a supplement to Directive 943 (Revised Adult File Stripping Procedures) issued July 29, 2003.

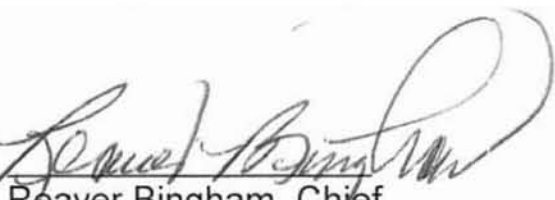
Penal Code (P.C.) 1203.10 mandates that the contents and records of adult files be retained until five (5) years after the date of probation termination. The retention of records may be achieved by the process of microfilming or digital imaging.

It is the policy of the Los Angeles County Probation Department that the **stripping and destruction** of case file content is strictly prohibited. Only duplicated documents shall be discarded. **NOTE:** Only after the file has been microfilmed or digitalized, can the file be stripped and destroyed with appropriate administrative authorization.

File Preparation For Submission to Closed Files

Prior to transferring the file to the Closed Files section at Central Records, Probation staff shall review all file contents. Case materials shall be filed in chronological order, starting with the most recent documents. Materials for each court case shall be placed together and separated by a sheet of white paper containing the corresponding court case number.

If there are any questions or concerns regarding the content of this Notice, please contact the Adult Consultant at (562) 940-2525.



Reaver Bingham, Chief
Adult Services Bureau

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE