



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



ARNOLD SCHWARZENEGGER  
GOVERNOR

February 17, 2010

ALL-COUNTY LETTER NO. 10-05

TO: ALL COUNTY WELFARE DIRECTORS  
ALL IHSS PROGRAM MANAGERS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: QUESTIONS AND ANSWERS REGARDING CRIMINAL BACKGROUND CHECKS FOR IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDERS

REFERENCE: ACL NO. 09-70, DATED OCTOBER 31, 2009 AND ACL NO. 09-78, DATED NOVEMBER 25, 2009

The above-referenced All-County Letters (ACL) provided information and instructions for implementing criminal background checks for In-Home Supportive Services (IHSS) providers, as mandated by Assembly Bill, Fourth Extraordinary Legislative Session, 19 (Chapter 17, Statutes of 2009). This ACL, ***developed in consultation with the California Department of Justice (DOJ)***, provides answers to questions raised by counties, Public Authorities (PAs), advocates and/or unions regarding the criminal background check process. The policies in this ACL should be considered the most current and valid.

**1. What criminal arrest, conviction or incarceration information will be disseminated by DOJ?**

The statutes dealing with this question are rather complex. The information that will be released by DOJ is dependent on what crime an individual was arrested for, convicted of, or incarcerated for, and when the individual was convicted or incarcerated.

Welfare and Institutions Code (W&IC) Section 15660(a) requires that DOJ secure the criminal record of a person to determine whether the person has:

- *Ever been convicted of: sexual battery (Penal Code (PC) section 243.4); a sex offense against a minor; or any felony that requires registration pursuant to the Sex Offender Registration Act (PC section 290); or*

- *Within the past 10 years* has been convicted of or incarcerated for: abuse of a child (PC sections 273a and 273d); abuse of an elder or dependent adult (PC section 368, subdivision (a) or (b)); theft, robbery, burglary; or any felony.

PC section 11105(n)(2)(A) requires that DOJ disseminate the following information:

- Every conviction for a violation or attempted violation of any offense specified in W&IC Section 15660(a) (Note: Sentencing information is usually also included in the Criminal Offender Record Information [CORI].); and
- Every arrest for a violation or attempted violation of an offense specified in W&IC Section 15660(a) for which the individual is presently awaiting trial, whether he/she is incarcerated or has been released on bail or on his/her own recognizance pending trial.

However, unless a conviction is for an offense for which registration is required pursuant to PC section 290, DOJ will only disseminate information if the conviction occurred within 10 years of the date of the agency's request for information or the conviction occurred over 10 years ago but the subject of the request was incarcerated within 10 years of the agency's request for information. Conviction information for offenses requiring registration as a sexual offender will be disseminated without regard to when the conviction or incarceration occurred.

Based on the ruling of the Alameda County Superior Court in the Beckwith, et al. v. Wagner court case, the crimes that would make an individual, who is otherwise eligible, ineligible to be a provider in the IHSS program are limited to a conviction (or incarceration following a conviction) within the last 10 years for those crimes specifically enumerated in W&IC Section 12305.81: 1) fraud against a governmental health care or supportive services program; 2) abuse of a child (PC section 273a); or 3) abuse of an elder or dependent adult (PC section 368).

Attachment A provides a sample CORI showing convictions for disqualifying crimes. Attachment B provides a sample of a "no record found" response.

**2. If an applicant has obtained an expungement pursuant to PC section 1203.4 will the conviction be included on the CORI? How does this affect an applicant's eligibility?**

Yes. Convictions that have been expunged pursuant to PC section 1203.4 will be included on the CORI.

However, because PC section 1203.4 releases a person from all “penalties and disabilities” resulting from the offense, a conviction for a disqualifying crime does not make an applicant ineligible to be a provider in the IHSS program if the conviction was expunged pursuant to PC section 1203.4. The exceptions to this general rule are listed in PC section 1203.4, subdivision (b), and include violations of subdivision (c) of PC section 286, section 288, subdivision (c) of section 288a, section 288.5, or subdivision (j) of section 289, or any felony conviction pursuant to subdivision (d) of section 261.5.

**3. What are counties/Public Authorities (PAs)/Non-Profit Consortia (NPC) supposed to do with subsequent arrest information?**

DOJ has informed the California Department of Social Services (CDSS) that subsequent arrest information will be provided. Counties/PAs do not have authority to take action to disqualify a provider based on arrest information only; however, they are advised to pursue the final disposition of any subsequent arrest for the three crimes identified in W&IC Section 12305.81. The final disposition can be obtained through the court with jurisdiction for the case and/or through the law enforcement agency that made the arrest. If the subsequent arrest ultimately results in a conviction for one of the disqualifying crimes, the appropriate notification must be sent to both the IHSS provider and IHSS recipient. The provider and recipient ineligibility notices, (including SOC 852 and SOC 855) are available on the CDSS [IHSS forms website](https://www.cdss.ca.gov/inforesources/forms-brochures/forms-alphabetic-list/q-#soc), <https://www.cdss.ca.gov/inforesources/forms-brochures/forms-alphabetic-list/q-#soc>

CDSS will examine and research the concerns raised by counties and PAs regarding the issues encountered in obtaining arrest outcome (conviction) information and provide further guidance in a future ACL.

**4. How can counties learn more about the DOJ processes and requirements?**

The DOJ regularly offers training to applicant agencies on the criminal background check process. CDSS worked with DOJ to arrange several online seminars (webinars) for county/PA/NPC staff to be trained in the interpretation, handling, storage, dissemination and destruction of CORI. The webinars took place on January 6<sup>th</sup>, 7<sup>th</sup> and 12<sup>th</sup> of 2010. Additional webinars will be scheduled as necessary.

**5. Can counties/PAs/NPC customize the Request for Live Scan (Form BCII 8016)?**

Yes. Once counties/PAs/NPC have received the DOJ-assigned Originating Agency Identifier (ORI) and Mail Code, CDSS strongly encourages them to customize the Contributing Agency Information section of the BCII 8016 with

county-specific information to avoid delays in processing and to ensure that information is routed to the correct agency.

**6. Is the Trustline clearance required for providers caring for children?**

No. Trustline clearance is a separate process used by the Community Care Licensing Division to provide a California registry of child care providers who have passed a background screening.

The statutes which apply to IHSS providers, W&IC Sections 12301.6 and 12305.86, provide that all individuals who are seeking to provide supportive services in the IHSS program are required to undergo fingerprinting and a criminal background check conducted by DOJ.

**7. How can an individual who has been denied enrollment as a provider based on a disqualifying criminal conviction obtain a copy of his/her CORI? Can he/she dispute the information on the CORI?**

In 2006 DOJ gave response agencies the latitude to release the DOJ response to the subject (IHSS applicant/provider) of the record. Therefore, if requested by the provider/applicant, the county/PA/NPC may provide a disqualified individual with a copy of his/her own DOJ applicant response. The DOJ is developing an Informational Bulletin to applicant agencies providing confirmation of this policy. When the county/PA/NPC provides a copy of the DOJ applicant response to an individual, he/she should be advised that it cannot be used to furnish to another person or agency for immigration, visa, employment, licensing, or certification purposes since the CORI contained in the response was ONLY authorized for the county/PA/NPC. In addition, the individual should be advised that the copy he/she receives from the county/PA/NPC cannot be used to dispute information contained within the criminal history record which the individual believes is incorrect.

If an individual believes that information contained on the DOJ applicant response is inaccurate or incomplete, he/she can dispute it; however, he/she must first obtain a copy of the record from DOJ via the record review process. To receive a copy of his/her own criminal history, an individual must submit fingerprint images, pay a \$25 processing fee to DOJ, and follow the instructions which can be found on the [DOJ web site](https://oag.ca.gov/fingerprints) at: <https://oag.ca.gov/fingerprints>. Please note that the \$25 processing fee paid to DOJ does not include any fee that the Live Scan agency may charge for "rolling" the prints. (For information regarding the record review fee waiver, please see response to Question #8 below.) If there is criminal information on the individual's record, a Claim of Alleged Inaccuracy or Incompleteness (Form BCII 8706) will be included along with the response.

Once an individual has received his/her record response from DOJ, if he/she wants to challenge the contents of his/her criminal record, he/she must complete the Form BCII 8706. The completed form, along with a copy of his/her criminal history record, should be mailed to the DOJ address indicated on the form. The challenge must specifically state the basis for the claim of inaccuracy or incompleteness and include any available proof or corroboration to substantiate the claim. The challenge will be reviewed by DOJ and a written response will be provided, along with an amended copy of the criminal history record, if deemed appropriate.

In cases in which the criminal history record is amended, the applicant agency (county/PA/NPC) will automatically receive a corrected copy of the applicant's record if the correction was completed by the DOJ within 90 days of the original submission. After 90 days, the subject of the record must request the DOJ to provide a corrected copy to the applicant agency (county/PA/NPC). The individual may contact the DOJ record review unit as provided on the [DOJ website](https://oag.ca.gov/fingerprints), <https://oag.ca.gov/fingerprints> to make this request.

Individuals wanting to assess their CORI may go through the DOJ's record review process. Information on the record review process is available at <https://oag.ca.gov/>. CDSS will also review its current provider notice forms and either revise the current form or develop an informational notice/flyer regarding the DOJ CORI dispute and fee waiver process.

**8. How can a provider/applicant who has been denied enrollment apply for a Record Review fee waiver based on indigence?**

The DOJ record review process (outlined in Question #7 above) does allow for an applicant to declare indigence and request a waiver of the \$25 processing fee in writing. A fee waiver may be obtained if a claim, signed under penalty of perjury, and proof of indigence is submitted, pursuant to Penal Code section 11123. The claim is comprised of a letter from the applicant that specifies the circumstances under which he/she is unable to pay the standard processing fee. The claim must be accompanied by written proof from a government agency indicating that the individual is receiving benefits, such as unemployment insurance, public assistance, etc. The DOJ's Record Review Unit evaluates requests on a case-by-case basis and determines approval or denial. The applicant must first receive DOJ's approval. DOJ will provide information to the applicant that he/she will need to provide to the Live Scan agency for the fee waiver. The approval/denial response from DOJ usually takes seven business days.

**9. How will the provider enrollment process be handled for existing providers who move from one county to another?**

The DOJ has informed CDSS that a DOJ applicant response cannot be shared between counties when a provider who is an enrolled provider in one county

subsequently moves to another county and wishes to provide services. There is an existing fee-based process for other CDSS applicant types that allows for subsequent arrest information to be transferred from one county to another; however, it is a long and cumbersome manual process that has been found to be counterproductive and prone to delay. Because this process would likely result in a significant delay in authorization of payment for services provided to the recipient, it has been determined that it would not be appropriate to utilize this process for IHSS applicant types.

After discussions with DOJ and counties, and careful consideration, CDSS has determined that in cases in which a provider moves from one county to another, or when an individual provides services in more than one county, the individual will be required to undergo another criminal background check in the county where he/she will be providing services.

**10. Do counties/PAs/NPC have legal authority to release information taken from an individual applicant's CORI to the Provider Enrollment Appeals Unit (PEAU) solely for the purpose of adjudicating an appeal?**

Yes. Although counties/PAs/NPC may copy information from the DOJ response to the PEAU, solely for the purpose of appeal review and resolution. The DOJ response itself, in totality, may not be provided to the PEAU. Upon receipt of an individual's Appeal Request form (SOC 856). The PEAU will notify the prospective or current provider and county that the appeal has been received. The PEAU will provide the counties/PAs/NPC with a form that can be used to transmit this information to the PEAU.

The DOJ is developing an Informational Bulletin to applicant agencies providing clarification regarding the sharing of CORIs.

**11. Are providers under age 18 subject to background checks?**

Yes. W&IC sections 12301.6 and 12305.86 require all existing and prospective providers submit to fingerprint imaging and undergo a criminal background check by the DOJ, as a condition of IHSS enrollment, and that they are performed at the provider's expense.

No exceptions exist for providers who are under age 18. DOJ has confirmed that the criminal information will be provided for individuals between ages 14 through 17, just as any other applicant who submits to Live Scan fingerprinting for the IHSS program. Although DOJ does not specifically require parental consent, it advises Live Scan agencies to obtain a copy of a birth certificate and an affidavit signed by the parent allowing the minor to undergo fingerprint imaging.

Counties/PAs/NPC should advise the applicant providers to contact the Live Scan agency prior to obtaining fingerprints for a minor to inquire about any necessary parental consent forms.

**12. Are counties/PAs/NPCs required to confidentially destroy the CORIs? When are they required to do so?**

Per DOJ Information Bulletin, 02-17-BCII (Attachment B) applicant agencies must destroy criminal history record information once the organization's business need is fulfilled. The county/PA/NPC business need for this information is to complete the hiring or certification process. For provider applicants who are cleared, CDSS advises all counties/PAs/NPC to destroy the criminal history record information immediately following determination. For provider applicants who are disqualified based on the criminal record, CDSS advises all counties/PAs/NPC to retain the criminal history record information for a period of one year following the determination for purposes of any legal appeal the provider may file.

The process for subsequent arrest information would be the same. If the provider retains eligibility upon review of subsequent arrest, the documents should be destroyed. If the subsequent arrest information could result in provider termination if disposition of the arrest is conviction, the subsequent arrest document should be retained until disposition. If the provider is terminated based on the disposition of the subsequent arrest, documents used as evidence of the conviction should be retained for a period of one year following the termination for purposes of any legal appeal the provider may file.

**13. When are counties/PAs/NPC required to send a "No Longer Interested" form to DOJ?**

DOJ has indicated that for employment purposes, an employer must submit a "No Longer Interested" form (BCII 8302) once the organization's business need is fulfilled. The [BCII 8302](https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/nli.pdf) can be accessed on the DOJ's web site at: <https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/nli.pdf>

Counties/PAs/NPC are advised to submit the form for enrolled providers who are terminated as soon as possible when this information becomes known to the county/PA/NPC, and consistent with local business practices. For providers who are indicated in CMIPS as not providing services for a period longer than one year, counties/PAs/NPC are advised to submit the form if the provider has ended his/her employment with the recipient, or if a registry provider, if the registry has deemed there is no business need to continue to receive subsequent arrest information.

It should be noted that if a terminated provider is subsequently re-enrolled in the same county, that provider will be required to again submit fingerprints and undergo another criminal background check at his/her own expense. Attachment C is a DOJ Information Bulletin providing additional information regarding retention.

Any additional questions or requests for clarification should be directed to the Policy, Legislation, and Litigation Unit.

Sincerely,

***Original Document Signed By:***

EVA L. LOPEZ  
Deputy Director  
Adult Programs Division

Attachments



STATE OF CALIFORNIA  
DEPARTMENT OF JUSTICE

Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170

DATE: 01/14/2010

CACBFREEDOM COUNTY IHSS  
1234 FLAG DRIVE  
CITY CA 95810

RE: DOJ INFORMATION FURNISHED PURSUANT TO AN APPLICANT  
FINGERPRINT SUBMISSION

\* This information is for OFFICIAL USE ONLY \*  
Unauthorized use is a criminal offense.

Based upon a fingerprint search of records contained in the Bureau of Criminal Identification and Information files, this response contains all information meeting dissemination criteria pursuant to California law.

Our records indicate you have requested, or are statutorily mandated to receive, subsequent arrest notification service from the Department of Justice. Therefore, you will be advised of subsequent arrests for this individual. Pursuant to Section 11105.2 of the California Penal Code, your agency is required to notify the Department of Justice when it no longer has a legitimate interest in this subject, (i.e., the applicant is no longer, or was never employed; his/her license or certification is denied or revoked; or he/she is no longer eligible to renew or re-instate the license or certificate).

APP ORI: AD296  
APP NAME: DOE JOHN  
APP TYPE: ELDER CARE  
APP TITLE: IHSS PROVIDER  
APP SERVICE REQUESTED: CA/  
OCA:  
SID: A09999999  
DOB: 01/03/1945  
SSN:  
CDL: E9999999  
ATI: B009999999  
OATI:  
DATE SUBMITTED: 01/05/2010  
SCN #: DS2D9999999

\*\*\*\*

COURT:

20070320 CAJVCONTRA COSTA EAST DIV

01:J08 01714

10851 VC-TAKE VEH W/O OWN CONSENT/VEH THEFT

DISPO:WARDSHIP FELONY

02:

32 PC-ACCESSORY

DISPO:WARDSHIP FELONY

SEN:X, 4 MO ELECTRONIC MONITOR PROG, FINE RSTN

COURT:

19940217 CAJCHOLLISTER

01:26779

273 PC-ACCEPT PAYMENT FOR ADOPTION

DISPO: CONVICTED-PROB/JAIL

CONV STATUS: MISDEMEANOR

SEN: 012 MONTHS PROBATION, 030 DAYS JAIL, CONSECUTIVE

\* \* \* END OF MESSAGE \* \* \*

If the applicant wishes to obtain a copy of his/her criminal history record, he/she should either contact the Department of Justice Record Review Office at (916) 227-3835 or access the required forms at [www.ag.ca.gov/fingerprints/security.php](http://www.ag.ca.gov/fingerprints/security.php) .

Electronic Response Code: 14367

E-mail Address: A14367@SMSS.DOJ.CA.GOV

**TRANSCRIPTION OF ATTACHMENT A**

STATE OF  
CALIFORNIA  
DEPARTMENT OF  
JUSTICE

Bureau of Criminal Identification and Information  
**P.O. Box 903417**  
Sacramento, CA 94203-4170

DATE: 01/14/2010

CACBFREEDOM COUNTY  
IHSS 1234 FLAG DRIVE  
CITY CA 95810

RE: DOJ INFORMATION FURNISHED PURSUANT TO AN  
APPLICANT FINGERPRINT SUBMISSION

\* This information is for OFFICIAL USE **ONLY** \*  
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Based upon a fingerprint search of records contained in the Bureau of Criminal Identification and Information files, this response contains all information meeting dissemination criteria pursuant to California law.

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APP ORI: AD296  
APP DOE JOHN  
NAME: ELDER CARE  
APP  
TYPE:  
APP TITLE: IHSS  
PROVIDER APP SERVICE

REQUESTED: CA/ OCA:

SID: A09999999

DOB:

01/03/19

45 SSN:

CDL: E9999999

ATI:

B0099999

99 OATI:

DATE SUBMITTED:

01/05/2010

SCN #: DS2D9999999

\*\*\*\*

COURT:

20070320 CAJVCONTRA COSTA EAST DIV

01:J08 01714

10851 VC-TAKE VEH W/O OWN CONSENT/VEH THEFT

DISPO:WARDSHIP FELONY

02:

32 PC-ACCESSORY

DISPO:WARDSHIP FELONY

SEN:X, 4 MO ELECTRONIC MONITOR PROG, FINE RSTN

COURT:

19940217 CAJCHOLLISTER

01:26779

273 PC-ACCEPT PAYMENT FOR

ADOPTION DISPO: CONVICTED-

PROB/JAIL

CONV STATUS: MISDEMEANOR

SEN: 012 MONTHS PROBATION, 030 DAYS JAIL, CONSECUTIVE

\* \* \* END OF MESSAGE \* \* \*

If the applicant wishes to obtain a copy of his/her criminal history record, he/she should either contact the Department of Justice Record Review Office at (916) 227-3835 or access the required forms at [www.ag.ca.gov/fingerprints/security.php](http://www.ag.ca.gov/fingerprints/security.php) .

Electronic Response Code: 14367

E-mail Address: **AI4367@SMSS.DOJ.CA.GOV**

STATE OF CALIFORNIA  
DEPARTMENT OF JUSTICE  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170

DATE: 01/14/2010

CACBUNITED CO IHSS  
1234 MAIN STREET  
SACRAMENTO CA 95827

RE: DOJ APPLICANT FINGERPRINT RESPONSE

APP ORI: A7414  
APP NAME: DOE JOHN  
APP TYPE: ELDER CARE  
APP TITLE: CARE GIVER  
APP SERVICE REQUESTED: CA/  
OCA:  
SID: A09999999  
DOB: 04/06/1900  
SSN: 55555555  
CDL: N9999999  
ATI: M009C9999  
OATI:  
DATE SUBMITTED: 01/08/2010  
SCN #: T62D0099999

APP ADDRESS: 4949 BROADWAY, SACRAMENTO CA 95000

\*\*\*\*

Based upon a fingerprint search of records contained in the Bureau of Criminal Identification and Information files, there is no information meeting dissemination criteria pursuant to California law on the above-named individual.

Our records indicate you have requested, or are statutorily mandated to receive, subsequent arrest notification service from the Department of Justice. Therefore, you will be advised of subsequent arrests for this individual. Pursuant to Section 11105.2 of the California Penal Code, your agency is required to notify the Department of Justice when it no longer has a legitimate interest in this subject, (i.e., the applicant is no longer, or was never employed; his/her license or certification is denied or revoked; or he/she is no longer eligible to renew or re-instate the license or certificate).

Electronic Response Code: 00738

E-mail Address: A00738@SMSS.DOJ.CA.GOV

STATE OF  
CALIFORNIA  
DEPARTMENT OF  
JUSTICE  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA  
94203-4170

DATE: 01/14/2010

CACBUNITED CO  
IHSS 1234 **MAIN**  
STREET  
SACRAMENTO CA 95827

RE: DOJ APPLICANT FINGERPRINT RESPONSE

APP ORI: A7414

APP DOE JOHN

NAME: ELDER CARE

APP

TYPE:

APP TITLE: CARE

GIVER APP SERVICE

REQUESTED: CA/ OCA:

SID: A09999999

DOB: 04/06/1900

SSN: 55555555

CDL: N9999999

ATI:

M009C99

99 OATI:

DATE SUBMITTED:

01/08/2010

SCN #: T62D0099999

APP ADDRESS: 4949 BROADWAY, SACRAMENTO CA 95000

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Electronic Response Code: 00738

E-mail Address: A00738@SMSS.DOJ.CA.GOV



Bill Lockyer, Attorney General

<p>California Department of Justice DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES Nick L. Dedier, Chief Information Officer</p>		<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i></p> <p style="text-align: center;"><b>Retention of Criminal Offender Record Information</b></p>	<p><i>No.</i></p> <p style="text-align: center;">02-17-BCII</p>	<p><i>Contact for information:</i></p> <p>George Renfroe, Manager Communications Admin. Program (916) 227-3863</p>	<p><i>Date:</i></p> <p style="text-align: center;">12-19-02</p>

**TO: ALL APPLICANT AGENCIES**

The purpose of this Information Bulletin is to clarify the responsibilities of applicant agencies regarding the use and retention of criminal offender record information (CORI).

Section 11105 of the Penal Code authorizes the Department of Justice (DOJ) to furnish criminal record information to various agencies/entities to assist them in fulfilling their employment, licensing, and certification responsibilities. The agency's use of the record information shall be restricted to the sole purpose for which it was requested. The information may not be reproduced for secondary dissemination to any other employing or licensing entity.

Retention of CORI is permissible if, after making its initial employment, licensing, or certification decision, the agency has a legitimate business need for the information and there are no statutory requirements to destroy such information. Any record information that is retained by the applicant agency must be stored in a secure and confidential file. Access to the information must be restricted to the Records Custodian and/or hiring authority charged with determining the suitability for employment, licensing, or certification of an applicant. The DOJ recommends that agencies destroy CORI when the business need has been fulfilled. Applicant agencies should always retain the State Identification (SID) number for the purpose of notifying the DOJ when they are no longer interested in receiving subsequent arrest notifications pursuant to section 11105.2 of the California Penal Code.

Your assistance and cooperation is greatly appreciated.

If you have any questions regarding these instructions, please contact George Renfroe, Manager, Record Security Section at (916) 227-3863.

Sincerely,



GARY COOPER, Bureau Chief  
Bureau of Criminal Identification and Information

For **BILL LOCKYER**  
Attorney General

**Bill Lockyer, Attorney General**

California Department of Justice

DIVISION OF CALIFORNIA JUSTICE INFORMATION SERVICES

Nick L. Dedier, Chief Information



**INFORMATION BULLETIN**

Subject: Retention of Criminal Offender Record Information

Contact/or information: 02-17-BCII George Renfroe, Manager

Date: 12-19-02 Communications Admin. Program (916) 227-3863

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Your assistance and cooperation is greatly appreciated.

If you have any questions regarding these instructions, please contact George Renfroe, Manager, Record Security Section at (916) 227-3863.

sincerely

A handwritten signature in cursive script that reads "Gary Cooper".

Gary Cooper, Bureau Chief  
Bureau of Criminal Identification and Information

For BILL LOCKYER  
Attorney General