CIVICGUARD FIELD DOCUMENT

Retention and Public Records Brief

How seven-day event deletion, audit history, exports, and legal holds interact.

CG-TRUST-118	September 2026

Visibility should work both ways.

Prepared for municipal operations, public-integrity offices, transit authorities, civic campuses, and authorized oversight partners.

REVISION HISTORY

A	September 2026	Initial release.
B	October 2026	Hold requests citing "personal reasons" are now returned to the requester.

1. Separate the event from the audit

CivicGuard treats vehicle events and user accountability as different records. A plate event may expire after seven days while the record of who searched, exported, or shared data remains available for customer review.

Record	Default	Customer control
Official-vehicle event	7 days	1-30 days; approved holds
Video clip	7 days	Configurable by camera group
Search audit	7 years	Separate immutable audit record
Export record	7 years	Includes user, purpose, scope, and case
Account history	Life of account plus 7 years	Subject to customer policy

2. Rolling deletion

- Deletion runs continuously rather than as a monthly batch.
- Expired events are removed from active search and customer exports.
- Deletion jobs are monitored and failures create a Trust Operations incident.
- Backups age out under a separate fixed schedule and are not returned to search.

3. Authorized preservation

A customer may preserve a narrowly scoped event for an active incident, public-records request, litigation hold, or required oversight review.

- A case reference and authorizing user are required.
- The hold applies only to selected events or clips.
- The hold reason and expiration are visible in the audit log.
- Supervisors review open holds every 30 days.
- Closing a hold returns the record to its applicable deletion schedule.

4. Public-records workflow

Step	Control
Intake	Record request and statutory deadline
Preserve	Apply scoped hold before normal deletion
Review	Confirm authority, relevance, and required redaction
Export	Generate case-coded package with audit receipt
Release	Customer releases through its established process
Close	Remove hold when the obligation ends

5. Transparency reporting

- Current event-retention period
- Reader and camera counts
- Aggregate searches and exports
- Purpose-code distribution
- Partner-sharing relationships
- Confirmed misuse findings and corrective actions

> **Short retention limits what the system remembers. Durable audit limits what its users can deny.**

6. Customer responsibilities

The customer determines applicable public-records law, establishes release authority, configures approved retention, and ensures that holds are removed when no longer required. CivicGuard provides the controls and preserves the operational record.

Records questions: records@civicguard.observer | Privacy: privacy@civicguard.observer