

Records Retention Meeting
10-21-87

Law Library 9:45 AM

Attendance

DKK

MM^c

WLB

JWL

List from JWL of records to destroy

17 items

Payroll later -

Many items on microfilm

all agreed

CITY OF CENTERVILLE INTER-OFFICE CORRESPONDENCE



DATE: October 20, 1987

TO: Chairman Darryl K. Kenning
Records Retention Committee

FROM: John W. Lickert
Chief of Police

SUBJECT: Records Destruction

The following is a list of police records that have been maintained past the period of retention mandated by the Schedule of Record Retention and Destruction. It is my request that authorization for the destruction of these records be granted as prescribed by law.

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|-----------|---|---------------------------|
| 1. 80-1 | Accident Reports | 1-10-52 thru 12-31-76 |
| 2. 80-2 | Arrest Cards | 1-1-60 thru 12-31-65 |
| 3. 80-3 | Assist Motorist Reports | 7-1-85 thru 3-31-87 |
| 4. 80-4 | Bond Receipt Books | All receipts thru 9-30-84 |
| 5. 80-5 | Citation Cancellation Sheets | 1-1-83 thru 9-30-84 |
| 6. 80-6 | Daily Activity Sheets | 1-1-84 thru 9-30-85 |
| 7. 80-7 | Dispatcher Complaint Slips | 1-1-85 thru 12-31-85 |
| 8. 80-8 | Field Interrogation Cards | 1-1-85 thru 12-31-85 |
| 9. 80-9 | Financial Files | All files thru 9-30-84 |
| 10. 80-15 | Offense Reports | 10-2-74 thru 12-31-77 |
| 11. 80-16 | Personnel Records | All records thru 9-30-84 |
| 12. 80-19 | Radar Enforcement Operational
Check List & Log | 1-1-85 thru 12-31-85 |
| 13. 80-20 | Radio & Telephone Logs | 5-1-82 thru 8-31-84 |
| 14. 80-21 | Receipt Books | 10-10-73 thru 6-14-84 |
| 15. 80-23 | Shift Assignment Sheets | 1-1-85 thru 9-30-86 |
| 16. 80-25 | Traffic Citations | 1-1-83 thru 9-30-84 |
| 17. 80-27 | Written Warnings | 1-1-85 thru 9-30-86 |

later