

MEMORANDUM

DATE: January 19, 2022
TO: Mayor and City Council Members
FROM: Charles Bittner, Chief of Police
SUBJECT: Records Destruction Request
Council Meeting Agenda Item for 1/24/2022

Background Information:

The City of Mineola adopted a Records Retention Policy in 1994

Discussion/Conclusion:

Periodically as allowed by the City Records Retention Policy records are scheduled for destruction. This request is to destroy:

Cases that have met their retention period (determined per case)

Open records past 2 years

Calls for service over 4 years

Any other documents that have met retention period.

Recommendation:

I recommend approval of the destruction of the files listed above.