

## MEMORANDUM

**DATE:** November 16, 2023  
**TO:** Mayor and City Council Members  
**FROM:** Chuck Bittner, Chief of Police  
**SUBJECT:** **Records Destruction Request  
Council Meeting Agenda Item**

### **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

Animal Control drug logs and shelter records pass retention.

### **Recommendation:**

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