



Consent Item

RE: Notice of Destruction of Records

Department/Program: Police Department

Explanation: A list of records kept during the normal course of business is presented to the Board as they have surpassed their retention date.

Recommendation: Staff requests the Board's approval to destroy these records which have been kept per the Missouri Secretary of State - State Archives - Local Records Retention Schedule (August 2021).

Submitted By: Sgt. Joe Venneman

Date: May 17, 2023

NOTICE OF DESTRUCTION OF RECORDS

Per the Missouri Secretary of State - State Archives - Police Clerks Records Retention Schedule, August 2021

DESTRUCTION REQUESTS:

Arrest Records:

Also Called: Arrest Log, Arrest Files, Arrest Register, Arrest Register ID, Fingerprints, Booking Sheet

Function: Document arrest

Content: Name, d.o.b., Social Security Number, Address, Phone Number, cause of arrest

Retention: 5 Years Disposition: Destroy Securely.

Note: Fingerprints are normally sent to Highway Patrol, Central Repository; if copies are kept locally, they are merely reference

Approval Date: August 25, 2009

Internal Affairs Records:

Also Called: Investigation File

Function: Documents internal investigations

Content: Date, time, location, description of incident; reports and other investigative materials related to the incident.

Retention: 5 Years from end of investigation Disposition. Destroy Securely.

Note: Approval Date: August 24, 2017

Logs:

Also Called: Desk Books, Activity Logs, Car Logs, Daily Logs, Officer Logs, P.M. Appointments, Watchman File-Printout, Commander Book, Holdover Inspection, Complaint Numbers Log, Unsecure Building Report, Standby Book/list/notification, Case Assignment Book

Function: Record of daily, weekly or monthly activities.

Content: Date, time, activity, car number, Officer DSN

Retention: 5 Years or Completion of Audit Disposition, Destroy.

Note: Approval Date: August 25, 2009

DATE OF DESTRUCTION:

To be destroyed the week May 22, 2023, following approval by the Board of Alderman at its May 22, 2023 meeting.

Destruction follows specifications prescribed by the State of Missouri, Secretary of State , local records retention schedule.

METHOD OF DESTRUCTION:

Secure Document Destruction of St. Louis

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