



CITY OF BEAUMONT

To: City Clerk
 From: Department Head
 Subject: Request for Destruction of Records

I am requesting approval to destroy the records listed below because they have met the retention as specified in the City of Beaumont Retention Schedule. The records are not the subject of any claim, litigation, investigation, or audit.

Geary M. Hunt
 Department Head

6-22-2021
 Date

DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
12-02-2009	DAILY OBSERVATION REPORTS (PATTON)	11 YEARS	PD-017
10-19-2017	DAILY OBSERVATION REPORTS (CHARRARASA)	3.5 YEARS	PD-017
09-25-2017	DAILY OBSERVATION REPORTS (HEIDRICH)	3.5 YEARS	PD-017
06-29-2018	DAILY OBSERVATION REPORTS (CHRISTOPHERSON)	3 YEARS	PD-017

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:

Gene Wade
 City Attorney / ~~Asst~~ City Attorney

07/07/2021
 Date

[Signature]
 City Manager

7/4/2021
 Date

I certify that such destruction meets the requirements of the City's Records Retention Schedule and all applicable requirements of State and Federal law and have been approved by City Council by Resolution No. _____

 City Clerk

 Date of Records Destruction



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[Signature]
 Department Head

06-22-2021
 Date

DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
12-01-2018	DAILY OBSERVATION REPORTS (GRABLE)	2.5 YEARS	PD-017
05-25-2018	DAILY OBSERVATION REPORTS (MORSA)	3 YEARS	PD-017
12-31-2018	DAILY OBSERVATION REPORTS (LOZA)	2.5 YEARS	PD-017
03-04-2019	DAILY OBSERVATION REPORTS (TAYLOR)	2.4 YEARS	PD-017

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:

[Signature]
 City Attorney / *Asst. City Attorney*

07/07/2021
 Date

[Signature]
 City Manager

7/21/2021
 Date

I certify that such destruction meets the requirements of the City's Records Retention Schedule and all applicable requirements of State and Federal law and have been approved by City Council by Resolution No. _____

 City Clerk

 Date of Records Destruction



CITY OF BEAUMONT

To: City Clerk
 From: Sean Thuilliez, Chief of Police
 Subject: Request for Destruction of Records

I am requesting approval to destroy the records listed below because they have met the retention as specified in the City of Beaumont Retention Schedule. The records are not the subject of any claim, litigation, investigation, or audit.

Sean Thuilliez
 Department Head 06-28-2021
Date

DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
09-12-2017	Margarita Martin – Personnel/training file	3 years and 9 months	PD-005
04-15-2017	Steve Truong - Personnel file/training file	4 years and 2 months	PD-005
10-17-2017	Christopher Hess – Personnel/training file	3 years and 8 months	PD-005
10-20-2017	David Perez – Personnel/training file	3 years and 8 months	PD-005

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:

[Signature] 07/07/2021
Date
 City Attorney / *ASA* City Attorney

[Signature] 7/21/2021
Date
 City Manager

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To: City Clerk
From: Sean Thuilliez, Chief of Police
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Sean Thuilliez
Department Head

06-28-2021
Date

DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
03-08-2018	Joshua Galbraith – Personnel/training file	3 years and 3 months	PD-005

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:

[Signature]
City Attorney / ~~Asst. City Attorney~~

07/07/2021
Date

[Signature]
City Manager

7/21/2021
Date

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