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|  | <b>MESQUITE POLICE DEPARTMENT</b>  |
|   | <b>112.00 RECORDS RETENTION AND STORAGE</b>  |
|   | <b>Effective Date: March, 2013</b>   |
|   | <b>Approved:</b> _____<br><div style="text-align: center;"> <br/> <b>Chief of Police</b> </div> |

- I. Records and files shall be retained by the Police Department in accordance with the approved Records Retention Schedule, applicable City of Mesquite Directives, and the Texas Local Government Code.
- II. Records and files that require only infrequent access may be transferred to the Police Property Storage Facility for intermediate-term storage. Such files will be accepted by the Warehouse Manager, provided:
  - A. They are in standard file boxes;
  - B. The file boxes are clearly marked, on the end, with:
    1. police bureau requesting storage;
    2. type of files included;
    3. dates included, or other identifying parameters; and
    4. destruction date.
  - C. The Records Supervisor will prepare destruction lists in accordance with destruction dates established by the City Secretary.
  - D. Destruction dates shall not be in conflict with the Records Retention Schedule established pursuant to the Texas Local Government Code.
  - E. Storage of records is for 3-5 years pursuant to Administrative Directive #23.
  - F. Files, which have reached their destruction date, may be destroyed by burning, pulping, or shredding in accordance with the Texas Local Government Code.
  - G. Files currently maintained by the Property Control Section will be subject to inclusion on a destruction list as they reach an age of five years, unless the provisions detailed above are complied with.
- III. Current departmental records such as, but not limited to, offense reports, arrest reports and other sensitive reports must be secured in a locked room or locked cabinet which only authorized records personnel have access.

EFFECTIVE: September, 1990; REVISED: January, 1996; REVISED: August, 2011; REVISED: March, 2013