

**LANGUAGE FOR DEPARTMENT INTEROFFICE MEMO**

**SUBJECT:** Records Destruction Resolution  
**TO:** Adam Waldron, Council President  
**FROM:** Mark Diluzio, Chief of Police  
**DATE:** March 14, 2019

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Attached to this memorandum is a proposed resolution for Council's consideration. Council previously adopted the Municipal Records Retention Act. That Act contains a schedule for the destruction of records. By adopting the Act, Council obligated the City to follow that schedule.

The Police Department would like to destroy the records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted.

I would request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

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Copies To:

By: \_\_\_\_\_





