

TOWN OF ATHERTON
NOTICE OF RECORDS DESTRUCTION

DEPARTMENT: POLICE DEPARTMENT

ITEM NUMBER	RECORD TITLE	RETENTION
2014-001	Internal Affairs	5 years

BACKGROUND INVESTIGATION	POSITION	REASON	DATE	RETENTION
Partial Background	Police Officer	Disqualified	March 2017	2 Years
Partial Background	Police Officer	Disqualified	July 2017	2 Years
Partial Background	Police Officer	Disqualified	September 2017	2 Years

TITLE	RETENTION
2017 Citations	2 Years

CASES	RETENTION
1994-2004	SEE POLICY/STAFF REPORT

CONSENT TO DESTRUCTION OF RECORDS

DEPARTMENT HEAD: _____ DATE: _____

CITY MANAGER: _____ DATE: _____

CITY ATTORNEY: _____ DATE: _____

CITY CLERK: _____ DATE: _____

DESTROYED BY: _____ DATE: _____