



MEMORANDUM

TO: Paul Marzocca, Police Chief
FROM: Janice Freimark, Management Analyst
SUBJECT: Document Purge
DATE: November 19, 2019

APPROVED

Paul Marzocca 11-21-19

The purpose of this memorandum is to request review and approval for destruction of municipal documents that have reached the end of their retention period as determined by the State of Arizona's Retention Schedule for All Public Bodies. The attached documents have all been verified and conform to the pre-approved Arizona State Library, Archives and Public Records Retention Schedule - Law Enforcement, Schedule Number GS 1031 Rev 3, Professional Standards/Internal Affairs Records.

Once approval has been received, this memo and the attached listing will serve as back up to the City Council Report for consideration and action.

Internal Investigations

Internal Investigation eligible files for purge located in storage for: 2007, 2008, 2009, 2010, 2011, 2012, 2013

See attached listing (6 pages)

Number:	Date:	Purge Elig
07-002-SI	12/27/2007	Jan-11
07-002-SI	12/27/2007	Jan-11
08-005-CC	2/11/2008	Jan-12
08-006-UF	2/24/2008	Jan-12
08-007-VI	3/12/2008	Jan-12
08-010-UF	4/7/2008	Jan-12
08-013-SI	6/2/2008	Jan-12
08-014-UF	6/7/2008	Jan-12
08-015-UF	6/14/2008	Jan-12
08-016-UF	6/27/2008	Jan-12
08-020-UF	7/4/2008	Jan-12
08-021-UF	4/23/2008	Jan-12
08-021-UF	4/23/2008	Jan-12
08-022-UF	7/9/2008	Jan-12
08-025-UF	8/14/2008	Jan-12
08-026-SH	8/21/2008	Jan-12
08-031-UF	10/10/2008	Jan-12
08-031-UF	10/10/2008	Jan-12
08--31-UF	10/10/1008	Jan-12
08-041-PC	12/1/2008	Jan-12
08-044-AU	12/20/2008	Jan-12
08-017-CC	6/22/2008	Nov-12
No # issued	1/6/2009	Jan-13
09-001-VI	1/12/2009	Jan-13
09-005-AU	4/16/2009	Jan-13
09-006-PC	3/20/2009	Jan-13
09-012-CC	4/27/2009	Jan-13
09-015-VI	6/12/2009	Jan-13
09-016-VI	6/18/2009	Jan-13
09-017-CC	6/30/2019	Jan-13

Number:	Date:	Purge Elig
09-018-PC	6/12/2009	Jan-13
09-019-VI	7/27/2009	Jan-13
09-021-UF	7/10/2009	Jan-13
09-023-CC	7/8/2009	Jan-13
09-026-CC	7/13/2009	Jan-13
09-029-PC	9/5/2009	Jan-13
09-032-UF	9/29/2009	Jan-13
09-034-PC	9/20/2009	Jan-13
09-035-PC	9/21/2009	Jan-13
09-036-UF	10/9/2009	Jan-13
09-037-PC	9/22/2009	Jan-13
09-038-PC	9/27/2009	Jan-13
09-039-PC	10/17/2009	Jan-13
09-040-PC	10/18/2009	Jan-13
09-041-PC	10/19/2009	Jan-13
09-042-PC	10/27/2009	Jan-13
09-044-PC	11/3/2009	Jan-13
09-045-PC	11/9/2009	Jan-13
09-046-PC	11/11/2009	Jan-13
09-047-PC	10/31/2009	Jan-13
09-048-PC	11/16/2009	Jan-13
09-049-VI	11/23/2009	Jan-13
09-050-UF	11/22/2009	Jan-13
09-051-CC	11/23/2009	Jan-13
09-053-UF	12/13/2009	Jan-13
09-054-PC	12/4/2009	Jan-13
09-055-PC	11/28/2009	Jan-13
09-056-PC	12/13/2009	Jan-13
09-058-PC	12/28/2009	Jan-13
09-059-PC	12/29/2009	Jan-13

Number:	Date:	Purge Elig
09-003 00009125	11/3/2009	Jan-13
09-004 00010859	12/9/2009	Jan-13
09-033-PC	9/19/2009	Jan-13
10-002-UF	1/22/2010	Jan-14
10-004-PC	1/3/2010	Jan-14
10-004-PC	1/2/2010	Jan-14
10-006-PC	1/10/2010	Jan-14
10-007-PC	1/17/2010	Jan-14
10-008-PC	1/17/2010	Jan-14
10-009-PC	1/15/2010	Jan-14
10-010-CC	2/8/2010	Jan-14
10-013-UF	2/19/2010	Jan-14
10-013-UF	2/19/2010	Jan-14
10-014-SH	2/20/2010	Jan-14
10-015-SI	2/28/2010	Jan-14
10-016-UF	3/7/2010	Jan-14
10-017-PC	2/20/2010	Jan-14
10-018-PC	2/20/2010	Jan-14
10-021-PC	2/28/2010	Jan-14
10-022-CC	3/19/2010	Jan-14
10-023-PC	3/2/2010	Jan-14
10-024-PC	3/19/2010	Jan-14
10-025-PC	3/27/2010	Jan-14
10-026-CC	4/1/2010	Jan-14
10-027-CC	4/14/2010	Jan-14
10-028-VI	4/12/2010	Jan-14
10-28-VI	4/12/2010	Jan-14
10-031-PC	4/8/2010	Jan-14

Number:	Date:	Purge Elig
10-032-PC	4/14/2010	Jan-14
10-033-PC	4/17/2010	Jan-14
10-034-PC	4/21/2010	Jan-14
10-035-PC	5/5/2010	Jan-14
10-036-PC	5/4/2010	Jan-14
10-038-PC	6/5/2010	Jan-14
10-039-PC	6/9/2010	Jan-14
10-041-PC	6/26/2010	Jan-14
10-043-PC	6/26/2010	Jan-14
10-045-PC	7/5/2010	Jan-14
10-046-SI	6/22/2010	Jan-14
10-047-PC	7/9/2010	Jan-14
10-049-PC	7/18/2010	Jan-14
10-050-PC	7/19/2010	Jan-14
10-051-PC	7/19/2010	Jan-14
10-055-CC	8/7/2010	Jan-14
10-056-SI	July, 2010	Jan-14
10-056-SI	July, 2010	Jan-14
10-057-PC	7/10/2010	Jan-14
10-058-PC	8/22/2010	Jan-14
10-059-PC	8/29/2010	Jan-14
10-060-PC	9/4/2010	Jan-14
10-061-PC	9/19/2010	Jan-14
10-062-PC	9/16/2010	Jan-14
10-065-AU	10/30/2010	Jan-14
10-067-PC	10/23/2010	Jan-14
10-069-UF	12/10/2010	Jan-14
10-071-PC	12/13/2010	Jan-14

Number:	Date:	Purge Elig
10-072-PC	12/20/2010	Jan-14
21120668	8/6/2011	Jan-14
10-002 00015094	1/31/2010	Jan-14
21000980	7/4/2010	Jan-14
21001245	7/10/2010	Jan-14
21006575	11/17/2010	Jan-14
21006857	11/22/2010	Jan-14
08-018-CC	7/5/2008	Jan-15
08-027-SI	8/4/2008	Jan-15
08-033-SI	10/24/2008	Jan-15
08-035-SI	11/15/2008	Jan-15
09-030-SI	9/28/2009	Jan-15
09-031-SI	9/29/2009	Jan-15
21114322	4/8/2011	Jan-15
21114318	3/26/2011	Jan-15
21118126	6/14/2011	Jan-15
21118207	6/26/2011	Jan-15
21119171	7/9/2011	Jan-15
21120669	8/6/2011	Jan-15
21120670	8/6/2011	Jan-15
21121236	8/19/2011	Jan-15
21121891	9/3/2011	Jan-15
21123931	9/4/2011	Jan-15
21125886	9/15/2011	Jan-15
21141296	10/14/2011	Jan-15
11-001-PC	1/1/2011	Jan-15
11-003-PC	1/17/2011	Jan-15
11-004-PC	1/29/2011	Jan-15

Number:	Date:	Purge Elig
11-006-PC	1/29/2011	Jan-15
11-007-CC	2/1/2011	Jan-15
11-009-VI	4/7/2011	Jan-15
11-010-PC	2/3/2011	Jan-15
11-011-PC	3/5/2011	Jan-15
11-012-VI	5/19/2011	Jan-15
11-017-VI	5/29/2011	Jan-15
11-018-VI	7/20/2011	Jan-15
11-019-AU	7/20/2011	Jan-15
11-020-CC	7/9/2011	Jan-15
11-021-SI	7/28/2011	Jan-15
11-023-AU	8/2/2011	Jan-15
11-027-UF	9/12/2011	Jan-15
11-029-CC	10/31/2011	Jan-15
11-031-VI	11/9/2011	Jan-15
11-032-AU	10/21/2011	Jan-15
11-033-SI	12/31/2011	Jan-15
No # issued	11/1/2011	Jan-15
21258783	12/2/2011	Jan-15
21264972	12/26/2011	Jan-15
21109631	1/12/2011	Jan-15
21110301	1/22/2011	Jan-15
21110450	1/25/2011	Jan-15
21110725	1/30/2011	Jan-15
21111762	2/22/2011	Jan-15
21112797	3/13/2011	Jan-15
09-007-SI	11/7/2008	Jan-16
10-070-SI	11/9/2010	Jan-16

Number:	Date:	Purge Elig
21282253	2/26/2012	Jan-16
21282248	2/18/2012	Jan-16
21270564	1/4/2012	Jan-16
21270554	1/1/2012	Jan-16
21288605	3/21/2012	Jan-16
21287298	3/31/2012	Jan-16
21288573	3/14/2012	Jan-16
21213430	5/13/2012	Jan-16
21215845	5/25/2012	Jan-16
21215884	6/12/2012	Jan-16
21218028	6/1/2012	Jan-16
21218043	6/3/2012	Jan-16
21231948	8/4/2012	Jan-16
21231946	8/2/2012	Jan-16
21236608	9/2/2012	Jan-16
21237785	9/30/2012	Jan-16
12-006-AU	1/4/2012	Jan-16
12-008-UF	2/26/2012	Jan-16
12-009-UF	2/26/2012	Jan-16
12-010-VI	3/21/2012	Jan-16
12-014-VI	2/5/2012	Jan-16
12-015-VI	4/24/2012	Jan-16
12-016-UF	4/9/2012	Jan-16
12-018-VI	6/1/2012	Jan-16
12-019-UF	5/25/2012	Jan-16
12-020-SH	6/1/2012	Jan-16
12-021-UF	6/10/2012	Jan-16
12-021-UF	6/10/2012	Jan-16
12-021-UF	6/10/2012	Jan-16
12-023-UF	7/11/2012	Jan-16

Number:	Date:	Purge Elig
12-024-UF	9/14/2012	Jan-16
12-024-UF	9/14/2012	Jan-16
12-024-UF	9/14/2012	Jan-16
12-024-UF	9/14/2012	Jan-16
12-025-AU	9/12/2012	Jan-16
12-026-CC	9/29/2012	Jan-16
12-028-SI	10/25/2012	Jan-16
12-031-SI	11/27/2012	Jan-16
12-032-UF	11/8/2012	Jan-16
12-032-UF	11/8/2012	Jan-16
12-033-CC	11/2/2012	Jan-16
12-034-AU	12/6/2012	Jan-16
21203482	12/4/2012	Jan-16
21304554	12/8/2012	Jan-16
00023375	5/28/2010	Jan-16
08-001-SI	12/30/2007	Jan-17
08-003-SI	12/30/2007	Jan-17
08-009-CC	1/26/2008	Jan-17
08-019-SI	7/10/2008	Jan-17
08-023-SI	7/25/2008	Jan-17
08-025-UF	8/14/2008	Jan-17
08-029-VI	9/19/2008	Jan-17
08-032-VI	10/17/2008	Jan-17
08-034-VI	11/1/2008	Jan-17
08-037-UF	12/3/2008	Jan-17
09-004-VI	4/13/2009	Jan-17
09-008-SI	11/7/2008	Jan-17
09-020-PC	5/14/2009	Jan-17
09-024-SI	8/31/2009	Jan-17
09-025-SI	8/5/2009	Jan-17

Number:	Date:	Purge Elig
09-052-VI	12/6/2009	Jan-17
10-011-SI	1/19/2010	Jan-17
10-011-SI	1/26/2010	Jan-17
10-012-CC	11/25/2009	Jan-17
10-029UF	4/17/2010	Jan-17
10-030-CC	4/29/2010	Jan-17
10-042-PC	6/26/2010	Jan-17
10-063-CC	10/6/2010	Jan-17
10-064-CC	11/10/2010	Jan-17
11-005-SI	1/20/2011	Jan-17
11-014-SI	5/18/2011	Jan-17
11-025-AU	7/30/2011	Jan-17
11-026-UF	8/20/2011	Jan-17
11-030-SI	12/13/2011	Jan-17
12-017-UF	5/19/2012	Jan-17
21312928	1/20/2013	Jan-17
21312698	1/19/2013	Jan-17
21309845	1/2/2013	Jan-17
21313194	1/20/2013	Jan-17
21315527	2/2/2013	Jan-17
21319327	2/19/2013	Jan-17
21327092	3/22/2013	Jan-17
2137115	3/22/2013	Jan-17
21330031	4/2/2013	Jan-17
21338544	5/10/2013	Jan-17
21340996	5/20/2013	Jan-17
13-004-AU	4/14/2013	Jan-17
13-005-CC	4/7/2013	Jan-17
13-006-VI	4/5/2013	Jan-17
13-009-SI	5/21/2013	Jan-17

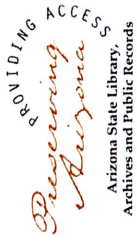
Number:	Date:	Purge Elig
13-010-CC	4/6/2013	Jan-17
13-011-SI	6/4/2013	Jan-17
13-012-INQ	7/19/2013	Jan-17
13-012-INQ	7/19/2013	Jan-17
13-012-INQ	7/19/2013	Jan-17
13-012-INQ	7/19/2013	Jan-17
13-012-INQ	7/19/2013	Jan-17
13-015-SH	7/23/2013	Jan-17
13-UF-011	7/23/2013	Jan-17
13-015-SH	7/23/2013	Jan-17
13-UF-011	7/23/2013	Jan-17
13-015-SH	7/23/2013	Jan-17
13-UF-011	7/23/2013	Jan-17
13-020-VI	11/6/2013	Jan-17
13-021-SI	12/19/2013	Jan-17
13-UF-013	12/19/2013	Jan-17
13-021-SI	12/19/2013	Jan-17
13-UF-013	12/19/2013	Jan-17
13-021-SI	12/19/2013	Jan-17
13-UF-013	12/19/2013	Jan-17
13-024-SI	12/24/2013	Jan-17
13-UF-001	1/26/2013	Jan-17
13-UF-001	1/26/2013	Jan-17
13-UF-002	3/18/2013	Jan-17
13-UF-002	3/18/2013	Jan-17
13-UF-002	3/18/2013	Jan-17
13-UF003	3/22/2013	Jan-17
13-UF-003	3/22/2013	Jan-17
13-UF-003	3/22/2013	Jan-17
13-UF-003	3/22/2013	Jan-17
13-UF-003	3/22/2013	Jan-17

Number:	Date:	Purge Elig
13-UF-003	3/22/2013	Jan-17
13-UF-003	3/22/2013	Jan-17
13-UF-003	3/22/2013	Jan-17
13-UF-004	4/5/2013	Jan-17
13-UF-005	4/18/2013	Jan-17
13-UF-005	4/18/2013	Jan-17
13-UF-007	5/14/2013	Jan-17
13-UF-008	6/20/2013	Jan-17
13-UF-009	6/22/2013	Jan-17
13-UF-010	8/4/2013	Jan-17
13-UF-010	8/4/2013	Jan-17
13-UF-011	7/23/2013	Jan-17
13-UF-012	9/1/2013	Jan-17
13-UF-012	9/1/2013	Jan-17
No # issued	9/20/2013	Jan-17
07-004-VI	12/30/2007	Jan-18
08-011-VI	4/20/2008	Jan-18
08-038-SI	12/10/2008	Jan-18
08-038-VI	12/10/2008	Jan-18
10-044-SI	6/29/2010	Jan-18
10-053-PC	7/29/2010	Jan-18
11-008-SI	3/18/2011	Jan-18
11-022-VI	8/5/2011	Jan-18
11-024-SI	8/17/2011	Jan-18
12-001-SI	1/27/2012	Jan-18
12-002-SI	10/9/2011	Jan-18
12-003-SI	1/30/2012	Jan-18
12-004-SI	2/1/2012	Jan-18
12-005-AU	1/12/2012	Jan-18
12-007-SI	2/8/2012	Jan-18

Number:	Date:	Purge Elig
12-011-SI	3/29/2012	Jan-18
12-013-SI	4/18/2012	Jan-18
12-029-SI	10/31/2012	Jan-18
07-003-VI	11/17/2007	Jan-19
08-039-PC	11/22/2008	Jan-19
08-042-PC	11/29/2008	Jan-19
08-043-PC	11/29/2008	Jan-19
10-020-SI	3/16/2010	Jan-19
10-048-PC	7/10/2010	Jan-19
21293192	4/6/2012	Jan-19
21129422	9/23/2011	Jan-19
09-057-PC	12/19/2009	Jan-19



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE
Joan Clark, State Librarian & Director



ARCHIVES AND RECORDS MANAGEMENT

INSTRUCTIONS

Use this form *ONLY* for records that were destroyed and were on a current approved Retention Schedule.

1. In the top section enter the name of your Agency or Public Body, and include any subdivision breakdown for division, department or unit.
2. List the Record Series titles associated with the destruction using the exact record series name(s) found on the approved Retention Schedule being following.
3. Enter either the schedule number or approved date for the Retention Schedule you are following to determine eligibility for destruction.
4. Enter the item number from the authorized schedule you are following.
5. Enter the earliest date of records you are requesting to destroy under the *Records Start Date* column and the latest date for the records you are requesting to destroy under the *Records End Date* column.
6. Enter the format of the records to be destroyed under the *Format: Paper, Digital, Microfilm* column.
7. Enter the amount of records being destroyed under the *Number of Files, Boxes, Reels or Electronic File Size* column.
8. If additional pages are needed for reporting, please save and print the form and fill in the corresponding page numbers at the top of the form.
9. At the bottom of the form enter the Agency or Public Body name, date on which the records were destroyed, and the printed and signed name of the individual who actually performed or arranged with a contracted vendor for the destruction of the records.
10. Mail or e-mail the original completed form to the Arizona State Library, Archives, and Public Records, Records Management Center. Fax copies are acceptable only if the received fax is legible.

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov