

**Town Of Berlin
Records Retention and Disposal Schedule**

Schedule #: M-208

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Department:

Berlin Police Department

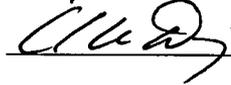
Division/Type

Police Department
Citations Section

Item #	Description	Retention
1	Paid Citations (Traffic) Contains: Copy of the traffic citation	3 years, then destroy
2	Civil Citations Contains: Copy of the civil citation, receipt for any fine received, district court summons	2 years after having no further legal, administrative, fiscal or operational value, then destroy
3	Equipment Repair Orders Contains: Copy of the ERO	1 year, then destroy
4	Warnings (Traffic) Contains: Copy of the written warning form	1 year, then destroy

Approved by Department, Agency, or Division Representative

Date: July 10, 2006

Signature: 

Name: Arnold R. Downing

Title: Chief of Police

Schedule Authorized by State Archivists

Date: _____

Signature: 

Name: Edward C. Papenfuse