To: Joann Leykam, Director of Administration

From: Brenda Hinton, County Registrar

Date: 5/6/2020

Re: Request for Record Destruction/Police Department Bureau of Administration Services

The Police Department Bureau of Administration Services Record Division is seeking permission from St. Charles County Council to destroy the following records that have met their required retention per the Missouri Secretary of State’s Local Records Board.

- 2012 Incident Reports – Preserved permanently on microfilm. POL 001
- 2012 Juvenile Reports – Preserved permanently on microfilm. POL 001
- 2016 Uniform Crime Report (UCR) worksheets. POL 017 2 years
- 2014 Traffic and warning tickets. Preserved in the Records Management System. POL 001
- 2006-2018 Inactive Sex Offender Registry and Resource Material – Preserved permanently on microfilm. POL 020, POL 023

If you have any questions please contact Rory O’Sullivan, Associate County Counselor.

Brenda Hinton
County Registrar