

# Retention Schedule

## The Commonwealth of Massachusetts

**William Francis Galvin**  
 Secretary of the Commonwealth  
 Records Management Unit - Massachusetts Archives at Columbia Point  
 220 Morrissey Blvd., Boston, Massachusetts 02125-3384  
 Email: [rmu@sec.state.ma.us](mailto:rmu@sec.state.ma.us)  
 Website: [www.sec.state.ma.us/arc/arcrmu/rmuidx.htm](http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm)  
 Phone: 617-727-2816 Fax: 617-288-8429

### FORM RMU-2 - APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** Record custodians must re-submit this form each time they intend to destroy any of the records listed herein. No record can be destroyed unless it is included in an authorized disposal schedule.

1. Destruction Permission for: Tisbury Police Department  
*Municipal Entity (city, town, school committee, etc.)*
2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)  
70 Legal Size Boxes
3. Location of records: 3rd Floor - Tisbury Police Department
4. The last audit of accounts of this office was completed on N/A 4/1/19 18  
*Month/Day/Year*
5. I certify that the last entries on the records listed in this application were made prior to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

Mark G. Saloio - Police Chief

*Print or Type Name*

32 Water Street - P.O. Box 426, Tisbury, MA 02568

*Address*

508-696-4240

*Phone*



*Signature of Department Head or Authorized Agent*

04/09/2019

*Date*


DO NOT USE THIS SPACE

Disposal Schedule(s) #

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**APPROVALS:**  
Pursuant to provisions of MGL, ch. 66, Supervisor of Public Records hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.

**SUPERVISOR OF PUBLIC RECORDS**

  
*Supervisor of Public Records*

**APR 23 2019**

*Date of approval*

Item No.	Description of Record (Give Form # if any)	Retention Period	Inclusive Dates
<i>Example:</i> 1.104	Personnel, Leave Reports (Authorized)	Retain 3 years	01/90-12/00
16.003	Arrest Reports, Booking Sheets - Cases Completely Adjudicated	Adjudicated	01/90-12/10
16.046	M/V Crash reports - Non Fatal	3 yrs	01/90-12/15
16.03	Internal Investigation Reports	7rs	01/90-12/10
16.039	Investigation reports of All Crimes, minus Murder	7rs.	01/90-12/10
16.052	Motor Vehicle Citations	1yr.	01/90-12/15
16.022	Employment Records - Individuals No Longer Employed by Agency	20 yrs	01/50-12/98
16.033	Incident reports - Miscellaneous/Non Criminal	3 yrs	01/90-12/15

*Please list additional records on a separate sheet(s)*