

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Management Unit – Massachusetts Archives at Columbia Point

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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 Dept.
Municipal Entity (city, town, school committee, etc.)
2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)
30 Files - 1 Box (approx)
3. Location of records: Administration Offices Tisbury P.D.
4. The last audit of accounts of this office was completed on 7/20/2020
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.

Chief Mark G. Solie
Print or Type Name

508-696-4210

32 Water St, P.O. Box 406, Vineyard Haven, MA 02568
Address

Phone

[Signature]
Signature of Department Head or Authorized Agent

7/24/2020
Date

DO NOT USE THIS SPACE

Disposal Schedule(s) #

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

Rebecca Murray
Supervisor of Public Records

JUL 28, 2020

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
16.012	Civilian Complaints - substantiated	7 yrs Following Closure of Investigation	1983-7/2013
16.013	Civilian Complaints - unsubstantiated		
16.018	Disciplinary Case Files Resulting from Admin Reprimand	7 yrs Following Closure, but Retain w/ Personnel Files	
16.019	Disciplinary Case Files Resulting from Civilian Complaint		

Please list additional records on a separate sheet(s)