

# Seattle Police Department

## DIRECTIVE

November 27, 2013

Directive Number 13-00051

### **Until Further Notice:** **Do Not Discard or Destroy Department Records**

We are currently reviewing and updating our records management and retention practices which are governed by state law, and at the same time coordinating with the Monitor to identify and retain records necessary to comply with the Settlement Agreement.

We must quickly assess 180 different IT systems to identify and prioritize records, and to determine which changes must take place first based on priorities related to the Settlement Agreement.

As we work through this important and complex process, please ensure that no Department records are discarded or destroyed until further notice. In other words, if it is a record that you already maintain under an existing retention schedule, keep it until we can determine what the new retention schedule will be. For purposes of this interim policy, any file you create that contains paper, digital, image or any other kind of information is a "record" and cannot be disassembled or destroyed until further notice.

This interim policy of permanent retention will remain in effect until replaced by a new retention policy. Prior retention policies and destruction schedules are no longer in effect.

Please contact Office of the Compliance Coordinator at 3-0011 if you have questions.

Please read the attached policy.

Questions may be directed to the Audit, Policy & Research Section:

- IdeaScale (<https://seattlepolice.ideascale.com/>)
- email ([SPD\\_aprs@seattle.gov](mailto:SPD_aprs@seattle.gov))
- Phone (206-684-4116)