

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> March 15, 2010	<b>NUMBER</b> 2416
<b>SUBJECT</b> Shredding Records		
<b>REVISED</b>		
<b>REFERENCE</b> All Others	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>Number of Pages:</b> 1

**A. PURPOSE**

The purpose of this general order is to define how the City of Anderson Police Department may elect to shred records.

**B. POLICY**

When necessary, for security reasons or other reasons as specified by state law or SLED rules and regulations, personnel may shred departmental records to maintain security of purged or otherwise unnecessary records as defined by state law or SLED rules and regulations.

**C. PROCEDURES FOR SHREDDING RECORDS**

1. When records are shredded, the personnel who shred the records will confirm that all materials put through the shredding process have been shredded by the mechanism.
2. If vendors are contracted for shredding purposes, City of Anderson Police Department personnel will escort the vendor(s) to the pick up point in the building to get the materials that are to be shredded. Departmental personnel will then escort the vendor with the materials to the shredding mechanism, watch the vendor place the contents to be shredded into the mechanism and then the police personnel will personally and visually verify that all contents set aside for shredding have in fact been shredded after the process has been completed. Police personnel will be with the contractor the entire time from when the contents to be shredded are first moved within the building, until the final process of shredding is completed.

By order of:

  
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 Martin D. Brown, Chief of Police

3-12-2010  
Date