

D/2014/383872

Issue:

Request for approval for destruction of four boxes of accountable items (2011 tasking sheets) damaged by water whilst being stored in a demountable building at Riverstone Police Station.

Background:

Riverstone Police Station proper has undergone remedial work to remove lead paint and asbestos and as a result many records (briefs, accountable books and TRIM records) had to be moved from the station to the demountable building so the work could be carried out. The demountable building is comprised of three rooms and all three rooms were utilised for this storage. Each room has a wall mounted air conditioner and in the furthest room there was water damage occasioned to four boxes that sat under the air conditioning unit – obviously water had seeped in around the unit. The contents of these boxes are mouldy and mildewy.

Comment:

With the imminent closing of Riverstone Police Station for the building of a new police station alongside it archiving of documents has taken precedence. We have currently transferred almost all our accountable items as well as case file boxes.

Recommendation:

That approval be given to destroy the four boxes of tasking sheets in an appropriate manner. TRIM Box numbers 2013/3844 – 3847 apply.

Debi McIntosh

Local Area Manager

Quakers Hill LAC



4 November 2014

- 1. Local Area Commander Quakers Hill *Agree. Boxes and contents to be destroyed. Health hazard - Rolly Smit - Supt 6.11.14.*
- 2. North West Metropolitan Region, *Supported*
 Region ^{Manager} Commander 06 NOV 2014 *1 Thompson 10/12/14.*
- 2a. *Records Management - Attention Kate Mac*
Confirmed via email, dated 4/12/14,
Documents to be destroyed
are 2011 tasking sheets, which
were registered in 2013.
- 3. Robyn Foster, Director Shared Services.