

### III Outside Ottawa Infractions

There are relatively few out-of-town infractions (two per month) and they are dealt with in a manner similar to the above with the exception that a letter is sent to the different police departments concerning each infraction.

General Comment: As of August, 1968, there are twelve volumes of registry files on hand concerning both Parking and Traffic violations. It is considered that, with the exception of specific items such as the monthly police listings, such correspondence is of no lasting value to the Department. It is therefore suggested that correspondence on parking and traffic violations in general be retained as working papers by the employee concerned for twelve months only and then be destroyed. II  
Therefore, the present file on policy, 22-8-2-16-1, should be assigned the number 22-8-2-16 and thus replace the present twelve volumes which should be destroyed.

distroy  
April 1968  
(1968)