

DENVER POLICE DEPARTMENT
INTER-OFFICE
CORRESPONDENCE

TO: All Troops

FROM: Lt. Joe Black, Commander, Intelligence Bureau

DATE: November 2, 1998

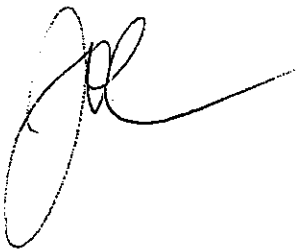
SUBJECT: Purge Days

I have attempted to find ways of getting us moved into larger quarters or off site. I learned that none of these are options, so we will be staying in our present location. We are trying to consolidate space. On Thursday November 5 and Friday, November 6, 1998 will be dedicated to clearing items out of the Intelligence Bureau that are longer germane.

Please purge, i.e. shread, toss or take home, ALL references and files earlier than a 1994 date. The heart of an Intelligence Bureau lies with the ability to maintain integrity of all files and references in the likely event of litigation by political or subversive groups. I thank you in advance for your indulgence in this matter.

Please also plan to dedicate the entire week of November 30-December 4, 1998 towards purging the large Rolodex. This will begin the 1999 purge and will allow us to prepare this file for possible computer change over. Both of these requests will apply to everybody in the bureau

Thanks

A handwritten signature in black ink, appearing to be 'J. Black', written in a cursive style.