5-07/150.05 - Distribution, Filing, and Destruction of Citation Copies

The original (green) of the Notice to Appear (SH-CR-66) and the original (white) of the Notice of Parking Violation (SH-CR-67) shall be forwarded to the court of jurisdiction. The citation originals shall be attached to the Traffic Citation Transmittal and Control Register (76T547-TR-12) or a computer-generated printout, acceptable to the court, which contains the same information as form 76T547-TR-12. Citation numbers shall be listed in ascending numerical order. The transmittal shall be prepared in duplicate. The court clerk will sign the form upon receipt of the citations. A copy of the signed form shall be returned to the issuing station or unit and retained for a period of two years, then destroyed by the station or unit.