



**POLICE DEPARTMENT  
CITY OF NEW YORK**

\_\_\_\_\_ date

From: Police Officer \_\_\_\_\_, Tax No. \_\_\_\_\_,  
Shield No. \_\_\_\_\_, Command \_\_\_\_\_

To: Police Commissioner \_\_\_\_\_

Subject: **SEALING SCHEDULE "A" DISCIPLINARY RECORDS**  
(Article XVI, Section 8 of the Collective Bargaining Agreement)

1. On or about \_\_\_\_\_, the undersigned was charged with a Schedule  
date  
"A" command discipline for an incident which occurred on \_\_\_\_\_.  
date

2. On or about \_\_\_\_\_, the disposition of the above-mentioned charge  
date  
at trial or on review or appeal therefrom was other than "guilty."

3. It has been two years since the date of disposition of the above-mentioned  
Schedule "A" command discipline charge.

4. In accordance with Article XVI, Section 8 of the 1995-2000 Collective  
Bargaining Agreement between the City of New York and the Patrolmen's Benevolent  
Association of the City of New York, Inc., the undersigned respectfully requests that all  
documents relating to the above incident, including the Supervisor's Complaint  
Report/Command Discipline Election Report (PD468-123), be expunged from his/her  
Personnel Folder on or after the second anniversary from the date of disposition, which  
is/was \_\_\_\_\_, and that the Commanding Officer endorse the original request  
date  
and forward it to the Employee Management Division for endorsement and sealing.

5. Respectfully submitted for your consideration.

Police Officer \_\_\_\_\_

Shield # \_\_\_\_\_