

Vice Chancellor for Administration  
Safety and Security  
Police Department

330.01 Arrest/Citation Case and Preliminary Hearing Disposition Docket Files  
(Originals and Duplicates) (Hardcopy)

Dates: 1980 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This file series documents the attending or arresting officers for each case, case numbers, and ticket numbers for arrest/citation cases initiated by the department. The docket files are maintained primarily for monitoring or implementing the scheduled disposition of cases opened by the department. The docket files also cover preliminary hearing cases.

Application 85-89, item 9, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years, then destroy in a secure manner of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.02 Investigative Case Files (Originals) (Hardcopy)

Dates: 1964 -  
Volume: 45 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Numerical

This record series contains records of investigations of alleged criminal activity on the campus. Included are incident reports, investigator's reports and supporting notes, disposition of physical evidence reports, destruction of evidence reports, statements from witnesses and suspects, and any related correspondence.

This record series also includes copies of tickets for moving or parking violations, incident reports completed by the campus police for incidents which were of a non-criminal nature, such as reports of loud music, dogs loose on campus, etc., traffic accident reports, lost and found reports if related to a case, and any case related correspondence.

Application 85-89, item 4, is superseded to place the series on a comprehensive records disposition schedule and to reduce the retention period of the series from fifty (50) years to twenty (20) years.

Recommendation: Retain in the office until final disposition of the respective case(s), then microfilm and dispose of the original paper. Retain the microfilm in the office for twenty (20) years following the date of generation, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.03 Case Number Log and Arrest Log with Related Correspondence(Hardcopy)

Dates: 1964 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and Numerical

This record series documents case number logs which are sequentially assigned as incidents occur. An arrest log assigns arrest numbers as they occur.

Application 85-89, item 5, is superseded to eliminate the maintenance of the series in the University Archives.

Recommendation: Retain in the office until final disposition of the respective case(s), then microfilm and dispose of the original paper. Retain the microfilm in the office for twenty (20) years following the date of generation, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.04 Criminal Case Disposition Log (Originals) (Hardcopy)

Dates: 1980 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alphabetical

This is a log of criminal cases involving the department and the disposition status of each case.

Application 85-89, item 7, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years from the date that all cases on the log are indicated as closed, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.05 Daily Shift Commanders' Reports (Originals) (Hardcopy)

Dates: 1991 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

The Daily Shift commanders' reports show which employees worked the reported shift, the names of any employees who were absent and the reason for the absence, the name of the shift commander, and the weather/road conditions during the shift.

Application 85-89, item 20, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.06 Phone/Radio Calls (Originals) (Electronic)

Dates: 1993 –  
Volume: 32 MB.  
Annual Accumulation: 2 MB  
Arrangement: Chronological

This record series includes data of all incoming and outgoing telephone and radio calls.

Application 85-89, item 2, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office of six (6) months then delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Disposition Approved 11/18/09

330.07 Duty Rosters (Originals)

Dates: 1980 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

The department's record copy time and attendance records are recommended for a corresponding two (2) year retention period.

Application 85-89, item 10, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.08 Employee Equipment/Property Inventory Records (Originals) (Hardcopy)

Dates: 1980 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by officer

These are officer equipment check-out/check-in forms designed and used internally within the university's Police Department for property control of such University Police Department items as guns, ammunition, uniforms, holsters, badges, flashlights, handcuff cases, shoes, hats, keys, handcuffs, or other police work accessories.

Application 85-89, item 18, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office until rendered obsolete the return or the removal from the property control inventory lists of all documented items or the lapse of three (3) years after the corresponding officers' separation from employment with the university, whichever occurs first, then dispose of, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.09 General Reference Card File on Crimes and Lost or Stolen Property(Originals) (Hardcopy)

Dates: 1965 - 2002  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological, Alphabetical, type of crime and location

This general reference card file shows crime incident information consisting of the identities of the principals in the incident, the type of crime and/or relevant particulars of the incident, and the

location of the incident. The file cards produced for lost or stolen property provide mainly the types and serial numbers of such property. Because of this file's lack of significant volume and its ongoing reference value, the Police Department recommends a long-term twenty (20) year retention period for this series.

Application 85-89, item 6, is superseded to reduce the retention period of the record series from fifty (50) years to twenty (20) years.

Recommendation: Retain for twenty (20) years (following the date of generation) in office, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.10  
(Originals) Mug Shots and General Investigative Photographs of Undeveloped Cases

Dates: 1965 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alphabetical

This record series consists of mug shots taken of offenders and suspected offenders by the University's Police Department or received from other law enforcement agencies.

Also included within this file are investigative photographs connected with incidents never developed into a formal criminal case or associated with misdemeanors or incidents of only a minor nature.

Application 85-89, item 13, is superseded to reduce the retention of mugshots. from fifty (50) years to twenty (20) years.

Recommendation: Retain mug shots in office until the lapse of twenty (20) years from the date of photographing or until receipt of court order for purging, whichever occurs first, then destroy in a secure manner, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain investigative photographs (of this file series) in office for three (3) years, then destroy in a secure manner, provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.11 Property Receipt Logs and Inventory Listings (Originals) (Hardcopy)

Dates: 1980 –  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is a running log and inventory control listing of property received by the department as evidence as lost property, as recovered stolen property, or as office equipment. Each piece of property documented within this series is

designated with an internally assigned property control number. Actual disposition of physical evidence reports are to be scheduled for disposition under a separate item of this records disposition application.

85-89, item 17, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for seven (7) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.12 Radar Reports (Originals) (Hardcopy)

Dates: 1991 –  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

These reports document mainly the dates, locations, and duration of radar equipment utilization and testing.

Application 85-89, item 19, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.13 Student Patrol Activity Reports (Originals) (Hardcopy)

Dates: 1992 - 93  
Volume: 4 Cu. Ft.  
Annual Accumulation: 4 Cubic Feet  
Arrangement: Chronological

This record series documents student patrol activity such as sign-in sheets and assigned duties for the work period.

Application 85-89, item 1, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.14 State Traffic Ticket Disposition Log (Originals) (Hardcopy)

Dates: 1990 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alphabetical

This is a log of state traffic tickets issued and the disposition status of each ticket.

Application 85-89, item 22, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years from the date that all cases on the log are indicated as closed, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.15 Vehicle Inspection Reports (Originals) (Hardcopy)

Dates: 1988 -  
Volume: 20 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This record series consists of recordings from tachographs placed in the trunk of each patrol vehicle for tracking the operational efficiency of the vehicle and patrol officers' use of lights/sirens, idling speed, etc., as well as island use and the time of day. Related vehicle inspection reports are included within this file series.

Application 85-89, item 23, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for four (4) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.16 Telephone, Radio, Police and Dispatcher Logs (Originals) (Hardcopy)

Dates: 1964 -  
Volume: 35 Cu. Ft.  
Annual Accumulation: 1.4 Cu. Ft.  
Arrangement: Chronological

This record series consists of radio, telephone, and dispatcher's logs that are completed daily detailing the particulars of the communication (i.e., name of the person calling, time of the call, and the purpose of the call). Also included are police logs detailing the official activities of the officers.

Application 85-89, item 12, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.17 Uniform Crime Reports (Originals) (Hardcopy) (Electronic)

Dates: 1988-  
Volume: 8Cu. Ft. / 2.4 GB  
Annual Accumulation: Negligible/150 MB  
Arrangement: Chronological

This report is generated for monthly and annual statistical compilation of arrest and offense data. Originals of these reports are transmitted to the Department of State Police for retention by that agency for ten (10) years under authority of Application 76-159.

Application 85-89, item 25, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

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e for five (5) years from the date of generation, then dispose of or delete from the system provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.18 Warrant Logs (Originals) (Hardcopy)

Dates: 1991 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is a log of all incoming warrants to be served that shows when the warrants were served or recalled.

Application 85-89, item 27, is superseded to place the series on a comprehensive records disposition schedule. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office two (2) years, then destroy in a secure manner provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

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330.19 Written Standard Operating Procedures for Officers (Originals) (Hardcopy)

Dates: 1969 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains procedures, general orders and other amendments which govern police operations.

Application 85-89, item 14, is superseded to place the series on a comprehensive records disposition schedule and to establish a definite retention period for the series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office until superseded then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

330.20 Clery Act Files and Related Supporting Documents

Dates: 1990-  
Volume: 10 Cubic. Feet.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of records generated by the university in accordance with the requirements of “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” 20 U.S.C. 1092 (f). The Clery Act is a landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution’s participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United State Department of Education.

File series contents include; copies of crime reports; daily crime logs; records for arrests and referrals for disciplinary action; time warning and emergency notification reports; related documentation, such as letters to and from local police complying with the Clery Act; letters to and from campus security authorities; compliance correspondence with the Department of Education; and copies of notices to students and employees about the availability of the annual security report.

Recommendation: Retain in the office for seven (7) years from the date of last activity on file, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/21/13