



**John Carroll University Police Department
Records Retention Schedule**

Record #	Record	Retention Period	Disposition
001	Incident Reports: Criminal Reports of campus criminal incidents	Active* + 7 years	Destroy
002	Incident Reports: Non-Criminal Reports of non-criminal incidents and requests for service	Active + 7 years	Destroy
003	Incident Reports: Accidents Reports created by University police for accidents that occur on campus	Active + 7 years	Destroy
004	Missing Person Reports	Active + 20 years, or until found	Review for continuing value and possible transfer to archives
005	Criminal Investigations Reports created by university police on campus criminal activity, use of force, etc.	Active + 7 years	Review for continuing value and possible transfer to archives
006	Non-Criminal Investigations Reports created by police of investigation of incidents or campus activity	Active + 7 years	Review for continuing value and possible transfer to archives
007	Citizen Complaints 1. In dispatch logs 2. Other documentation / files	3 years Active + 3 years	Destroy Destroy
008	Transportation logs Students and others transported on University shuttle vans.	1 year	Destroy
009	Dispatch Logs Records of requests for service received and transmitted by the dispatcher	3 years	Destroy

*Active means the period in which the particular record is required and necessary to retain for use by JCUPD.

010	Administrative Records Routine records – daily bulletins, scheduling records, inspection logs, rosters, event security, accident requests, fingerprint logs, and other records of a routine nature	1 year	Destroy
011	Transient Records Records not of a permanent nature (e.g., voicemail, etc.)	Active	Review for continuing value; destroy once value exhausted
012	Motor Vehicle Records and Equipment/Property Records Includes title, insurance, maintenance and equipment/property documentation for police department	Active + 1 year	Destroy
013	Parking Records Applications for parking permit/decal-non-fee and other parking records	7 years from date record created	Destroy
014	Parking: Paid Tickets	7 years from date record created	Destroy
015	Parking: Unpaid Tickets	7 years from date record created	Destroy
016	Clery Act Reports Annual Security Report & Annual Fire Safety Report, warnings and alerts	7 years	Destroy
017	Clery Crime Log	7 years	Destroy
018	Criminal Alerts and Restrictions BOLO, persona non grata, trespass warnings	Active + review for continuing value	Review for continuing value; destroy once value exhausted
019	Compliance Records Records of compliance documents (i.e., OPOTA, Clery, Title IX, VAWA, etc.)	7 years	Review for continuing value; destroy once value exhausted
020	Records (Background) Check Requests	2 years	Destroy
021	Personnel Records Records of staff personnel selection and performance kept in JCUPD for administrative purposes (including applications and background checks), but not official Human Resources records	25 years	Destroy
022	Transient Personnel Records Records of attendance, notes, etc.	Active	Review for continuing value; destroy once value exhausted

023	<p>Department Training Records including firearms training records</p> <p>Records of staff training provided by internal and external resources</p>	7 years	Review for continuing value; destroy once value exhausted
024	<p>Emergency Management Records</p> <p>Records of emergency management and threat assessment activities and initiatives applicable to JCUPD</p>	Active + review for continuing value	Review for continuing value; destroy once value exhausted
025	<p>Budget Records</p> <p>Budget and purchasing information kept in JCUPD related to supplies, equipment and services.</p>	Active + 1 year	Destroy
026	<p>Video Taken by Police</p> <p>Recorded video/audio of police interviews or interactions.</p>	Active + 7 years	Destroy
027	<p>Police Video System Recordings</p> <p>Surveillance video controlled by police</p>	Active + 7 years if part of investigation, or 1 system cycle, provided no action pending	Destroy
028	<p>Firearm Records and Inventories</p> <p>Includes purchase and disposal records</p> <p>For firearms training records, see Record #023</p>	Active + 3 years, except original purchase and disposal records to be retained indefinitely	Destroy
029	<p>Seized Property</p> <p>Property seized for safekeeping in criminal or non-criminal investigations</p>	Active + 2 years after disposal of property	Destroy 2 years after disposal of property
030	<p>Recovered Property Record</p> <p>Lost & Found</p>	2 years after disposal of property	Destroy 2 years after disposal of property
031	<p>Department Activity Reports</p> <p>Reports containing substantive information of operations, policies, procedures, planning and activities</p>	Active + review for continuing value	Review for continuing value; destroy once value exhausted