



**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 <u>Note:</u> The information contained within incident reports is retained in a separate database.
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	25 years <u>or</u> 1 year post-death or retirement if not	Destroy

	applications and background checks), but not official Human Resources records	needed for continuing value	
022	Transient Personnel Records Records of attendance, notes, etc.	Active + review for continuing value	Review for continuing value; destroy once value exhausted
023	Department Training Records; (including firearms training records) Records of staff training provided by internal and external resources	7 years For firearms records and disposal records, see Record #028.	Review for continuing value; destroy once value exhausted
024	Emergency Management Records Records of emergency management and threat assessment activities and initiatives applicable to JCUPD	Active + review for continuing value	Review for continuing value; destroy once value exhausted
025	Budget Records Budget and purchasing information kept in JCUPD related to supplies, equipment and services.	Active + 1 year	Destroy
026	Video Taken by Police Recorded video/audio of police interviews or interactions.	Active + 7 years	Destroy
027	Police Video System Recordings Surveillance video controlled by police	Active + 7 years if part of investigation, or 1 system cycle, provided no action pending	Destroy
028	Firearm Records and Inventories Includes purchase and disposal records	Active + 3 years, except original purchase and disposal records to be retained indefinitely For firearms training records, see Record #023.	Destroy
029	Seized Property Property seized for safekeeping in criminal or non-criminal investigations	Active + 2 years after disposal of property	Destroy 2 years after disposal of property
030	Recovered Property Record Lost & Found	2 years after disposal of property	Destroy 2 years after disposal of property

031	Department Activity Reports Reports containing substantive information of operations, policies, procedures, planning and activities	Active + review for continuing value	Review for continuing value; destroy once value exhausted
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