



## 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
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.

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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/decals-non-fee and other parking records	7 years from date created.  *New parking database utilized in 2021, prior electronic records unavailable	Destroy
014	Parking: Paid Tickets	7 years from date record created.  *New parking database utilized in 2021, prior electronic records unavailable.	Destroy
015	Parking: Unpaid Tickets	7 years  *New parking database utilized in 2021, prior electronic records unavailable.	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  Note: The information contained within incident

			reports is retained in a separate database.
019	<b>Compliance Records</b> Records of compliance documents (i.e., OPOTA, Clery, Title IX, VAWA, etc.)	7 years	Review for continuing value; destroy once value exhausted
020	<b>Records (Background) Check Requests</b>	2 years	Destroy
021	<b>Personnel Records</b> Records of staff personnel selection and performance kept in JCUPD for administrative purposes (including applications and background checks), but not official Human Resources records	Active employment plus 25 years or 1 year post death or retirement if not needed for continuing value.	Review for continuing value; destroy once value exhausted
021a	<b>Personnel Records</b> Applications, interview, and background documents for applicants not hired.	1 year	Destroy
022	<b>Transient Personnel Records</b> Records of attendance, notes, etc.	Active & review for continuing value.	Review for continuing value; destroy once value exhausted
023	<b>Department Training Records including firearms training records</b> 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	<b>Emergency Management Records</b> 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	<b>Budget Records</b> Budget and purchasing information kept in JCUPD related to supplies, equipment and services.	Active + 1 year	Destroy
026	<b>Video Taken by Police</b> Recorded video/audio of police interviews or interactions.	Active + 7 years	Destroy
027	<b>Police Video System Recordings</b> Surveillance video controlled by police	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>Active + 3 years, except original purchase and disposal records to be retained indefinitely</p> <p>For firearms training records, see Record #023</p>	<p>Destroy</p>
029	<p>Seized Property</p> <p>Property seized for safekeeping in criminal or non-criminal investigations</p>	<p>Active + 2 years after disposal of property</p>	<p>Destroy 2 years after disposal of property</p>
030	<p>Recovered Property Record</p> <p>Lost &amp; Found</p>	<p>2 years after disposal of property</p>	<p>Destroy 2 years after disposal of property</p>
031	<p>Department Activity Reports</p> <p>Reports containing substantive information of operations, policies, procedures, planning and activities</p>	<p>Active + review for continuing value</p>	<p>Review for continuing value; destroy once value exhausted</p>