



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

<b>Record #</b>	<b>Record</b>	<b>Retention Period</b>	<b>Disposition</b>
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	Active + 4 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

010	<b>Administrative Records</b>  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	<b>Transient Records</b>  Records not of a permanent nature (e.g., voicemail, etc.)	Active	Review for continuing value; destroy once value exhausted
012	<b>Motor Vehicle Records and Equipment/Property Records</b>  Includes title, insurance, maintenance and equipment/property documentation for police department	Active + 1 year	Destroy
013	<b>Parking Records</b>  Applications for parking permit/decal-non-fee and other parking records	Active + 1 year	Destroy
014	<b>Parking: Paid Tickets</b>	Active + 1 year	Destroy
015	<b>Parking: Unpaid Tickets</b>	Active until paid + 1 year	Destroy
016	<b>Clery Act Reports</b>  Annual Security Report & Annual Fire Safety Report, warnings and alerts	7 years	Destroy
017	<b>Clery Crime Log</b>	7 years	Destroy
018	<b>Criminal Alerts and Restrictions</b>  BOLO, persona non grata, trespass warnings	Active + review for continuing value	Review for continuing value; destroy once value exhausted
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 + review for continuing value	Review for continuing value; destroy once value exhausted

022	<p>Transient Personnel Records</p> <p>Records of attendance, notes, etc.</p>	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>Active + 3 years, except original purchase and disposal records to be retained indefinitely</p> <p>For firearms training records, see Record #023</p>	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	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