

# Finance

# Campus Police

Records Liaison: Lt. Cathy Farrington

**CmpPol1** Incident Reports

*Incident reports with a generated case number.*

Retain three calendar years.

**CmpPol1.1** Sexual Assault Reports

*Rape or sexual assault reports.*

Retain ten calendar years provide no litigation is pending.

**CmpPol1.2** Death Reports

*Reports relating to suicide, sudden, unexplained deaths.*

Permanent.

**CmpPol1.3** Investigation Report, Murder

*Investigative files and reports relating to murders where no arrest warrant issued.*

Permanent.

**CmpPol1.4** Controlled Substance Seizure Report

*Investigative files and reports relating to controlled substance issues where no arrest warrant issued.*

Permanent.

**CmpPol1.5** Protective Custody Report

*Report relating to the protective custody incidents.*

Retain current year plus two calendar years.

**CmpPol1.6** Ambulance Calls

*Log of all the calls made for ambulance services.*

Destroy after seven years, provided no litigation is pending.

**CmpPol2** Daily Media Log

*Log entries which get entered into department's public daily log.*

Retain three calendar years.

**CmpPol3** CAD Log

*Log entries which get entered into department's computerized aided dispatch.*

Retain three calendar years.

**CmpPol4** Employee Timesheets

*All employee payroll time sheets.*

Retain one year.

**CmpPol5**            Time Total Records

*Documentation of recorded time off accrual and use.*

Retain current plus one year.

**CmpPol6**            Time off Request Forms

*Approved and denied time off requests.*

Retain current year plus one.

**CmpPol7**            Police training and certificates

*Employees training files and certificates.*

Retain for two years from the date the police officer leaves the department and transfer to HR to be included in personnel file.

**CmpPol8**            Police Details Records Reports

*All documentation relating to details done by Police.*

Retain current year plus two.

**CmpPol9**            ARMS

*Note: Records held in ARMS system should be destroyed in accordance to time periods noted in this retention schedule.*