



## 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 by shredding or file wiping
002	Incident Reports: Non-Criminal  Reports of non-criminal incidents and requests for service	Paper: Active + 7 years  Electronic: Retain Indefinitely	Destroy by shredding or file wiping
003	Incident Reports: Accidents  Reports created by University police for accidents that occur on campus	Paper: Active + 7 years  Electronic: Retain Indefinitely	Destroy by shredding or file wiping
004	Missing Person Reports	Active + 20 years, or until person 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.	Paper: Active + 7 years  Electronic: Retain Indefinitely	Review for continuing value and possible transfer to archives
006	Non-Criminal Investigations  Reports created by police of investigation of incidents or campus activity	Paper: Active + 7 years  Electronic: Retain Indefinitely	Review for continuing value and possible transfer to archives
007	Citizen Complaints  1. In dispatch logs  2. other documentation/files	Active + 3 years  Active + 3 years	Destroy by shredding or file wiping
008	Transportation Records	Date created + 1 year	Destroy by shredding or file wiping
009	Dispatch Logs  Records of requests for service received and transmitted by the dispatcher  *Dispatch logs are created by third-party vendor.	To the extent provided to JCUPD:  Date created + 24 hours (whether requested by JCUPD or received and retained by JCUPD for customer service or investigation)	Destroy by shredding or file wiping

\*Active means the period in which the particular record is required and necessary to retain for use by JCUPD or by the statute of limitations set by Ohio law.

APPROVED / EFFECTIVE  
January 29, 2026

010	Dispatch Recordings	To the extent received by JCUPD:  Active + resolution	Destroy by shredding or file wiping
011	Administrative Records  Routine records – daily bulletins, scheduling records, inspection logs, rosters, event security, accident requests, fingerprint logs, and other records of a routine nature	Date created + 1 year	Destroy by shredding or file wiping
012	Transient Records  Records not of a permanent nature (e.g., voicemail, etc.)	Active	Review for continuing value; destroy by shredding or file wiping once value exhausted
013	Motor Vehicle Records and Equipment/Property Records  Includes title, insurance, maintenance and equipment/property documentation for police department	Active + 1 year	Destroy by shredding or file wiping
014	Parking Records  Applications for parking permit/decal-non-fee and other parking records	Date issued + 5 years	Destroy by shredding or file wiping  *New parking database utilized in 2024, prior electronic records unavailable
015	Parking: Paid Tickets	Date issued + 5 years	Destroy by shredding or file wiping  *New parking database utilized in 2024, prior electronic records unavailable.
016	Parking: Unpaid Tickets	Date issued + 5 years	Destroy by shredding or file wiping  *New parking database utilized in 2024, prior electronic records unavailable.
017	Clery Act Reports  Annual Security Report & Annual Fire Safety Report, warnings and alerts	Date issued + 7 years	Destroy by shredding or file wiping
018	Clery Crime Log	Date created + 7 years	Destroy by shredding or file wiping

019	Criminal Alerts and Restrictions  BOLO, persona non grata, trespass warnings	Active + review for continuing value	Review for continuing value; destroy by shredding or file wiping once value exhausted  Note: The information contained within incident reports is retained in a separate database.
020	Compliance Records  Records of compliance documents (i.e., OPOTA, Clery, Title IX, VAWA, etc.)	Date created + 7 years	Review for continuing value; destroy by shredding or file wiping once value exhausted
021	Records (Background) Check Requests	Date of request + 2 years	Destroy by shredding or file wiping
022	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	Active employment + 25 years or 1 year post death or retirement if not needed for continuing value.	Review for continuing value; destroy by shredding or file wiping once value exhausted
022a	Personnel Records  Applications, interview, and background documents for applicants not hired.	Date submitted + 1 year	Destroy by shredding or file wiping
023	Transient Personnel Records  Records of attendance, notes, etc.	Active & review for continuing value.	Review for continuing value; destroy by shredding or file wiping once value exhausted
024	Department Training Records including firearms training records  Records of staff training provided by internal and external resources	Date created + 7 years  For firearms records and disposal records, see Record #028.	Review for continuing value; destroy by shredding or file wiping once value exhausted
025	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 by shredding or file wiping once value exhausted
026	Budget Records  Budget and purchasing information kept in JCUPD related to supplies, equipment and services.	Active + 1 year	Destroy by shredding or file wiping
027	Video Taken by Police  Recorded video/audio of police interviews or interactions.	Active + for 1 system cycle (about 30 days), provided no action pending, <u>or</u> if used in investigation, for length of investigation	Destroy by shredding or file wiping

028	Police Video System Recordings Surveillance video controlled by police	60 days, provided no action pending, <u>or</u> if used in investigation, for length of investigation	Destroy by shredding or file wiping
029	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 by shredding or file wiping
030	Seized Property  Property seized for safekeeping in criminal or non-criminal investigations  * Property transferred to another police agency for purposes of investigation for prosecution, following rules of evidence, are not retained.	Active + 2 years after disposal of property	Destroy by shredding or file wiping 2 years after disposal of property
031	Recovered Property Record  Lost & Found	Date property located/found + 2 years	Destroy by shredding or file wiping 2 years after property located/found
032	Department Activity Reports  Reports containing substantive information of operations, policies, procedures, planning and activities	Active + review for continuing value	Review for continuing value; destroy by shredding or file wiping once value exhausted
033	Shift Reports	Date created + 1 year	Destroy by shredding or file wiping
034	Towing Records	Date created + 1 year	Destroy by shredding or file wiping