



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	Active + 7 years	Destroy by shredding or file wiping
003	Incident Reports: Accidents Reports created by University police for accidents that occur on campus	Active + 7 years	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.	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	Active + 3 years Active & 3 years	Destroy by shredding or file wiping
008	Transportation logs Students and others transported on University shuttle vans.	Date created + 1 year	Destroy by shredding or file wiping
009	Dispatch Logs Records of requests for service received and transmitted by the dispatcher	Date created + 3 years	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.

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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	Date created + 1 year	Destroy by shredding or file wiping
011	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
012	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
013	Parking Records Applications for parking permit/decal-non-fee and other parking records	Date created + 7 years *New parking database utilized in 2021, prior electronic records unavailable	Destroy by shredding or file wiping
014	Parking: Paid Tickets	Date issued + 7 years *New parking database utilized in 2021, prior electronic records unavailable.	Destroy by shredding or file wiping
015	Parking: Unpaid Tickets	Date issued + 7 years *New parking database utilized in 2021, prior electronic records unavailable.	Destroy by shredding or file wiping
016	Clery Act Reports Annual Security Report & Annual Fire Safety Report, warnings and alerts	Date issued + 7 years	Destroy by shredding or file wiping
017	Clery Crime Log	Date created + 7 years	Destroy by shredding or file wiping
018	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.

019	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
020	Records (Background) Check Requests	Date of request + 2 years	Destroy by shredding or file wiping
021	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
021a	Personnel Records Applications, interview, and background documents for applicants not hired.	Date submitted + 1 year	Destroy by shredding or file wiping
022	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
023	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
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 by shredding or file wiping once value exhausted
025	Budget Records Budget and purchasing information kept in JCUPD related to supplies, equipment and services.	Active + 1 year	Destroy by shredding or file wiping
026	Video Taken by Police Recorded video/audio of police interviews or interactions.	Active + 7 years	Destroy by shredding or file wiping
027	Police Video System Recordings Surveillance video controlled by police	Active + 7 years if part of investigation, or 1 system cycle (time frame varies), provided no action pending	Destroy by shredding or file wiping
028	Firearm Records and Inventories Includes purchase and disposal records	Active + 3 years, except original purchase and	Destroy by shredding or file wiping

		disposal records to be retained indefinitely For firearms training records, see Record #023	
029	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
030	Recovered Property Record Lost & Found	Date property located/found + 2 years	Destroy by shredding or file wiping 2 years after property located/found
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 by shredding or file wiping once value exhausted