

PUBLIC SAFETY: GENERAL

NOTE: Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
1. Accreditation records for law enforcement, fire prevention, or emergency medical services unit (if applicable)	22280		10 years after superseded	Campuses should evaluate the records for potential long-term value.	Sufficient to meet administrative operational needs.
2. Standard Operating Procedures	22281	Procedures for call receipt and dispatch, including codes, abbreviations, and authority file data	5 years after updated or superseded		Sufficient to meet administrative operational needs.
3. Tape recording of Communications	22282	Communications kept by dispatch unit of law enforcement agency or emergency medical service or central emergency dispatch unit	180 days after information posted to emergency call receipt and/or equipment dispatch record	Contact the Office of University Police regarding any potential legal value before these records are disposed of. Recordings of serious incidents may warrant longer retention or transfer onto a	Sufficient to meet administrative operational needs.

				separate tape until legal action is resolved.	
4. Campus safety records	22283	a. Annual security report	PERMANENT	This item covers records that must be maintained under the Clery Act regulations - 34 CFR 668.46 (Institutional Security Polices and Crime Statistics).	34 CFR 668.46; 20 USC § 1092(f); Security on Campus' <i>The Handbook for Campus Crime Reporting</i> p. 114. State Archives has determined that the annual reports have permanent archival value.
		b. Notice of availability of the annual security report and related records as distributed or made available to enrolled and prospective students and current and prospective employees	3 years after superseded or obsolete		
		c. Designation of employee(s) authorized to assist enrolled and prospective students obtain the annual security report and related records	3 years after superseded or obsolete		
		d. Crime statistics, including lists of crimes by location and relevant maps, other than those statistics included in the annual security report	7 years		
		e. Crime logs	7 years		

LAW ENFORCEMENT: GENERAL

NOTE: Paper records may be destroyed after scanning with digital version replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
5. Incident data summary record	22284	Including blotter, "desk record book," or equivalent record containing summary record of department or station activities	PERMANENT		Sufficient to meet administrative operational needs.
6. Law enforcement reports, studies, or data queries	22285	Law enforcement reports, studies, or data queries, including their documentation			Sufficient to meet administrative operational needs.
		a. Reports, studies, or queries having legal or fiscal value, such as reports covering use of equipment and personnel resources, reports on crime in specific areas or on specific kinds of criminal activity, and daily activity reports.	5 years	Appraise records covered by part "a" for archival value. Reports and studies analyzing law enforcement activity for a specific kind of criminal activity or a given area may be valuable for	Sufficient to meet administrative operational needs.

				long-term planning, analysis of trends in law enforcement, and historical and other research.	
		b. Reports, studies, or queries having no legal or fiscal value, such as daily communications or other routine internal reports	0 after no longer needed		Sufficient to meet administrative operational needs.
7. Arrest Records and Folders	22286	Photos, arrest reports, deposition, Rosario notes/materials	PERMANENT		Sufficient to meet administrative operational needs.
8. Incident and investigation records	22287	Records, including but not limited to complaint, investigation report, property record, and disposition of the case			Sufficient to meet administrative operational needs.
		a. For homicides, suicides, arson, missing persons (until located), active warrants, and stolen or missing firearms (until recovered)	PERMANENT		Sufficient to meet administrative operational needs.

		b. For all other felonies	25 years after case closed	Appraise case investigation files for these felonies for historical and other research value, as well as for analysis of long-term trends.	Sufficient to meet administrative operational needs.
		c. For misdemeanors	5 years after case closed		Sufficient to meet administrative operational needs.
		d. When offense involved was a violation or traffic infraction	1 year after case closed		Sufficient to meet administrative operational needs.
		e. When the individual involved was an adult and the investigation reveals no offense has been committed	1 year after case closed		Sufficient to meet administrative operational needs.
		f. When the individual involved was a juvenile and no arrest was made or no offense was committed	0 after individual attains age 19		Sufficient to meet administrative operational needs.

LAW ENFORCEMENT: FIREARMS

NOTE: Paper records may be destroyed after scanning with digital version replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
9. Campus firearm purchase record	22288	Records relating to firearms purchased for distribution to and use by campus police officers.	PERMANENT		Sufficient to meet administrative operational needs.
10. Individual firearm purchase record	22289	Firearms purchased by campus police officers for personal use.	5 years after termination of service or firearm is no longer owned by the campus police officer		Sufficient to meet administrative operational needs.
11. Records of issuance of firearms or other weapons to law enforcement personnel	22290		3 years after return or other disposition of weapon		Sufficient to meet administrative operational needs.
12. Repair and maintenance records for firearms or other weapons used by law enforcement personnel	22291		3 years after weapon no longer in use		Sufficient to meet administrative operational needs.
13. Record of stolen or missing firearms	22292		PERMANENT		Sufficient to meet administrative

					operational needs.
--	--	--	--	--	--------------------

LAW ENFORCEMENT: MOTOR VEHICLES (For State Vehicles see NYS Archives' General Retention and Disposition Schedule for New York State Government Records Part 1: Equipment, Supplies, and Motor Vehicle Management or Personnel)

NOTE: Paper records may be destroyed after scanning with digital version replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
14. Traffic violation records	22293	including, speeding, or other appearance ticket; officer's supporting deposition and related records	2 years after payment of fine, or 2 years after any litigation has been completed.		Sufficient to meet administrative operational needs.
15. Parking violation records	22294	including parking violation hearing records; "boot and tow" records; and related records	2 years after payment of fine or completion of litigation		Sufficient to meet administrative operational needs.
16. Vehicle accident case record	22295	Including vehicle accident report and related records	6 years (if no litigation), or 6 years after any litigation has been completed, but not before youngest individual involved attains age 21		Sufficient to meet administrative operational needs.

17. Vehicle history files	22296	containing information on specific vehicles or vehicle models, including vehicles that have been involved in accidents or used in the commission of crimes	0 after no longer needed		Sufficient to meet administrative operational needs.
----------------------------------	-------	--	--------------------------	--	--

LAW ENFORCEMENT: MISCELLANEOUS

NOTE: Paper records may be destroyed after scanning with digital version replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
18. Warrant execution and subpoena or summons service records by external law enforcement agency	22297	a. Copies of arrest and other warrants executed by law enforcement agency	5 years after warrant executed or recalled		Sufficient to meet administrative operational needs.
		b. Other warrant-related records, including copies without original signatures and warrant control records	5 years after last entry		Sufficient to meet administrative operational needs.
		c. Warrant information file	Maintain data on each warrant as long as warrant is valid		Sufficient to meet administrative operational needs.
		d. Subpoena or summons	2 years		Sufficient to meet administrative

					operational needs.
--	--	--	--	--	--------------------