Wright State University
RECORDS RETENTION SCHEDULE (RRS)

Instructions: This form establishes a schedule of retention and disposal for the listed records series, based on procedures provided by Section 149.333 of the Ohio Revised Code. Offices are required to submit a Certificate of Records Disposal (CRD) to the University Records Manager prior to the disposal of records listed on their retention schedule, as per Wright State Policy 12220. This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, 401 Dunbar Library. For assistance, please call ext. 2017, or write to chris.wydman@wright.edu.

Originating Office/Department Code: University Police

Division: Student Affairs

Approvals

Dean/Director/Head:

Department Chairperson/Manager:

University Records Manager:

Head, Special Collections and Archives:

Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

Description: A separate retention period is required for each medium in the same records series.

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<tr>
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<th>Records Series Title and Description</th>
<th>IUC Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PLCE-11-01</td>
<td>P</td>
<td>H</td>
<td>Administrative Information</td>
<td>ADM3030</td>
<td>Retain while active. When of no further administrative value, transfer one dated copy to the Archives.</td>
</tr>
</tbody>
</table>

*Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

**Note: Exempt from certificate of Records Disposal procedure.
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<tbody>
<tr>
<td>PLCE17-02</td>
<td>E</td>
<td></td>
<td><em>Database-ARMS (Automated Records Management System-only for police reporting purposes)</em>. Reports generated from ARMS modules. <em>Note: Database is backed-up on network server daily.</em></td>
<td>LEG4000</td>
<td>Retain while active, plus seven years, then delete information. If case is expunged or sealed, expunge all other references to these cases (in relevant ARMS module) and return order to the Court. <em>Note: Database allows deletion within its modules.</em></td>
</tr>
<tr>
<td>PLCE17-03</td>
<td>P</td>
<td></td>
<td><em>Reports-Accident</em> Copies of accident reports. Originals are sent to the State of Ohio.</td>
<td>ADM9910</td>
<td>Retain while active + six years, then review for continuing administrative or historical value*. Destroy if no continuing administrative or historical value.</td>
</tr>
<tr>
<td>PLCE-17-04</td>
<td>P</td>
<td></td>
<td><em>Citation Files</em> Department copy of traffic and moving violations. Original is sent to court. <em>Note: a) moving citation with report (incident) and b) moving citation without a report (citation)</em></td>
<td>LEG4000</td>
<td>Retain while active plus six years, then destroy.</td>
</tr>
</tbody>
</table>

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08/31/2017

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</thead>
<tbody>
<tr>
<td>PLCE17-05</td>
<td>P</td>
<td></td>
<td>Reports- Incident Report Files</td>
<td>LEG4000</td>
<td>Retain while active + six years then review for continuing administrative value. Destroy if no further administrative value.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>File documenting criminal offenses (arranged in chronological order). Note: For expunged and sealed files see series PLCE11-22 and PLCE17-04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE17-06</td>
<td>P</td>
<td></td>
<td>Reports- Ohio Investigative Unit Reports</td>
<td>LEG4000</td>
<td>Retain for three years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department copy of OIU Reports. Originals maintained by ODPS. If OIU Report is associated with a WSUPD case file, the file is consolidated with the case file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE17-07</td>
<td>P</td>
<td></td>
<td>Warnings</td>
<td>LEG4000</td>
<td>Retain for one year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department copy of traffic and moving violation warnings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE11-08a</td>
<td>E</td>
<td></td>
<td>Field Interview Entries</td>
<td>LEG4000</td>
<td>Retain for seven years, then destroy provided there have been no further incidents involving the individual, or there is no pending case, claim or action.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Database entries of individuals involved in suspicious or inappropriate activity on campus. Note: Prior to 1999, this information was recorded on field interrogation cards. Field interrogation cards no longer exist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE11-08b</td>
<td>P</td>
<td></td>
<td>Field Notes (Obsolete)</td>
<td>LEG4000</td>
<td>Retain for seven years, then destroy provided there have been no further incidents involving the individual, or there is no pending case, claim or action.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contain information on individuals involved in suspicious or inappropriate activity on campus. Note: Field notes no longer used after 12/31/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE11-08c</td>
<td>E</td>
<td>C</td>
<td>Recordings of Interviews</td>
<td>LEG4000</td>
<td>Retain for seven years or until no longer needed for trial. Copies made for evidence are maintained until ordered destroyed by the court.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Digital recordings of witness/subject/suspect interviews</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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<tbody>
<tr>
<td>PLCE17-09</td>
<td>P</td>
<td></td>
<td><strong>Liability Release Forms</strong>&lt;br&gt;Form authorizing WSU Police personnel to perform services and relieving WSU of liability.</td>
<td>MIS1000</td>
<td><strong>Retain two years then destroy.</strong>&lt;br&gt;<strong>Note:</strong> Exempt from certificate of Records Disposal procedure.</td>
</tr>
<tr>
<td>PLCE11-10a</td>
<td>P/E</td>
<td></td>
<td><strong>Log-Alarm Log</strong>&lt;br&gt;Logs of panel alarms which have been activated due to malfunction, intrusion, etc. and other supporting documentation.</td>
<td>ADM4000</td>
<td>Retain while active plus three years then destroy.</td>
</tr>
<tr>
<td>PLCE11-10b</td>
<td>P</td>
<td></td>
<td><strong>Log-Key Sign-out and Key Records File</strong></td>
<td>ADM4000</td>
<td>Retain while active plus one year then destroy.</td>
</tr>
<tr>
<td>PLCE11-10c</td>
<td>E</td>
<td></td>
<td><strong>Log-Dispatch Audio Records</strong>&lt;br&gt;Digital recordings of all phone and radio traffic.&lt;br&gt;<em>Note:</em> Maintained in Communication Center for 30 days and then media is reused. If recording is used for evidence, it is maintained until completion of case and then media is reused.</td>
<td>ADM9900</td>
<td>Retain for 30 days and then reuse media unless legal action pending.</td>
</tr>
<tr>
<td>PLCE11-10d</td>
<td>P</td>
<td></td>
<td><strong>Log-Dispatch Call Logs</strong>&lt;br&gt;Written log of all phone and radio traffic.</td>
<td>LEG4000</td>
<td>Retain for two years then destroy.</td>
</tr>
<tr>
<td>PLCE11-10e</td>
<td>P</td>
<td></td>
<td><strong>Log-Vehicle Checklists</strong>&lt;br&gt;Record of vehicle inspections and maintenance. Includes Supervisory Vehicle Checklist and Vehicle Maintenance Checklist.</td>
<td>ADM9900</td>
<td>Retain for one year then destroy.</td>
</tr>
<tr>
<td>PLCE17-10f</td>
<td>P</td>
<td></td>
<td><strong>Log-Safety Plus (obsolete)</strong>&lt;br&gt;Record of rides given by student patrol officers.&lt;br&gt;<em>Note:</em> This service was discontinued. Any remaining Safety Plus logs may be destroyed</td>
<td>ADM9900</td>
<td>Retain for one year then destroy.</td>
</tr>
<tr>
<td>PLCE11-10g</td>
<td>P</td>
<td></td>
<td><strong>Log-Speed Measuring Device Checklist</strong></td>
<td>ADM9900</td>
<td>Retain for two years then destroy.</td>
</tr>
<tr>
<td>PLCE11-10h</td>
<td>P</td>
<td></td>
<td><strong>Log-Student Patrol Equipment</strong>&lt;br&gt;Record of equipment issued to Student Patrol personnel during each shift.</td>
<td>ADM9900</td>
<td>Retain for one year then destroy.</td>
</tr>
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| PLCE17-11                 | E/P         |            | Law Enforcement Automated Data System (L.E.A.D.S.)  
Statewide database maintained by the State of Ohio. Managed in Communications Center, 121 Allyn Hall.  
This series includes the following subseries:  
11a) LEADS/NCIC Teletype Messages  
11b) CCH Log (paper)  
11c) LEADS/NCIC Validations  
11d) LEADS entries for missing juveniles and persons, stolen articles, warrants and wanted persons  
11e) LEADS newsletter (paper)  
11f) LEADS Audit Report (describing use of LEADS by WSU)-original record (paper)  
**Note1:** Determination of retention has been made according to L.E.A.D.S guidelines. | ADM9900 | 14a) Retain until of no further administrative use  
14b) Maintain for three years, then destroy.  
14c) Maintain for two years, until bi-annual audit by LEADS, then erase.  
14d) Maintain for two years after cancellation of the record.  
14e) Maintain for three years then destroy.  
14f) Retain for three years then destroy. |
| PLCE-11-12                | P           | H          | Reports-Annual/Summary  
Annual departmental reports. | ADM9910 | Retain for three years. When of no further administrative value, transfer one dated copy to the Archives. |
| PLCE17-13                 | P           | H          | Reports-Audit or Departmental Reviews/Internal  
13a) Audit reports by WSU internal auditors  
13b) Departmental Reviews by internal assessors (completed by other WSU departments.  
Files maintained in Administrative Office | ADM9900 | Retain permanently. When of no further administrative value, transfer to Archives. |
| PLCE17-14                 | P           | H          | Reports-Audit or Departmental Reviews/External  
Reports/audits conducted by external agencies or officials.  
Files maintained in Administrative Office | ADM9900 | Retain permanently. When of no further administrative value, transfer to Archives. |
| PLCE17-15                 | P           | H          | Reports- Crime Statistics  
Periodically published reports of crimes on campus. | LEG4000 | Retain seven years then destroy. |

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<tr>
<td>PLCE17-16</td>
<td>P</td>
<td>C</td>
<td><strong>Personnel and Staff Development Files - Department</strong>&lt;br&gt;Staff personnel files, including student workers. These records include but are not limited to performance evaluations, letters of recommendations, correspondence, training and professional development certificates, resumes, copies of contracts, vacation and sick leave information. <strong>Note:</strong> Long-term information is held by Human Resources Office.</td>
<td>PER3000</td>
<td>Destroy within two years of termination. If subject to legal action, retain until final disposition.</td>
</tr>
</tbody>
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<tr>
<td>PLCE11-17</td>
<td>E</td>
<td>C</td>
<td>Personnel Overtime File</td>
<td>PER9900</td>
<td>Retain for three years then destroy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Overtime records of department personnel. Includes sign up and payment request sheets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE11-18</td>
<td>P/E</td>
<td>H</td>
<td>Policies and Procedures-Departmental</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This series includes Special and Emergency Response Protocols and operational guidelines for the department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE11-19</td>
<td>P/E</td>
<td>H</td>
<td>Subject Files-Director’s</td>
<td>ADM9910</td>
<td>Retain in the office for three years and then review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Includes correspondence, reports, minutes, memoranda, and informational files on administration and history of the WSU Police Department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLCE11-20</td>
<td>P</td>
<td></td>
<td>Civilian Observer Waiver Forms (Ride Along Forms)</td>
<td>ADM9900</td>
<td>Retain until no longer of administrative value.</td>
</tr>
<tr>
<td>PLCE11-21</td>
<td>P/E</td>
<td></td>
<td>Firearms-Inventory and Records</td>
<td>ADM9900</td>
<td>Retain for the life of the weapon.</td>
</tr>
<tr>
<td>PLCE11-22</td>
<td>P/E</td>
<td></td>
<td>Case Files-Expunged and Sealed</td>
<td>LEG5030</td>
<td>Destroy all files, records and computer references (in Incident Report Management module, Master Name file and Stolen property file in PBSF-04-98) upon receipt of the Expungement Order from the Court.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Case files that are ordered by the court to be expunged or sealed. <strong>Note:</strong> Expunged case files pulled and sent to the Office of General Counsel. Related information in ARMS database deleted. Courts keep a listing of expunged files. In sealed case files, after a case is sealed, name information is removed from the case and from ARMS database but the case remains.</td>
<td></td>
<td></td>
</tr>
</tbody>
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<tr>
<td>PLCE17-23</td>
<td>P</td>
<td></td>
<td><strong>Reports-Response to Resistance/Aggression (Use of Force)</strong>&lt;br&gt;Forms completed by officers when use of force was necessary. Original is included in case files involving a criminal offense.</td>
<td>LEG5030</td>
<td>Retain for four years then destroy.</td>
</tr>
<tr>
<td>PLCE11-24</td>
<td>P</td>
<td>V</td>
<td><strong>Sexual Predator Notifications</strong>&lt;br&gt;Continuously updated information on sexual predators (in the areas neighboring the WSU campus) required to be maintained by police departments by the State of Ohio.</td>
<td>ADM9900</td>
<td>Maintain continuously updated and destroy when of no longer administrative value.</td>
</tr>
<tr>
<td>PLCE11-25</td>
<td>E</td>
<td></td>
<td><strong>Digital Video- Police Car</strong>&lt;br&gt;In-car digital video recordings of traffic stops and other incidents. Used for daily routine purposes.</td>
<td>ADM9900</td>
<td>Maintained on in-car hard drive for 40 hours and then recorded over. If recording is needed for evidence, it is copied to DVD and placed in evidence till until completion of case.</td>
</tr>
<tr>
<td>PLCE11-26</td>
<td>P</td>
<td>C</td>
<td><strong>Personnel Files- Employee Selection</strong>&lt;br&gt;Includes vitae, letters, and related records of individuals who have applied for staff positions in the Police Department.</td>
<td>PER2000</td>
<td>For hired staff, retain for two years after separation then destroy. For non-hires, retain for one year then destroy.</td>
</tr>
<tr>
<td>PLCE11-27</td>
<td>P/E</td>
<td>C</td>
<td><strong>Personnel Files- Employee Selection- Background Files</strong>&lt;br&gt;Pre-employment background checks for individuals applying for positions in the Police Dept.</td>
<td>PER2000</td>
<td>For hired staff, retain for two years after separation then destroy. For non-hires, retain for one year then destroy.</td>
</tr>
</tbody>
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</table>
| P           | C          | **Warrants/Summons/Subpoenas**  
Warrant execution and subpoena or  
summons service records          | LEG5030    | Retain until served,  
discharged, answered,  
or withdrawn by court.  
Original copy retained  
by court.                  |
| P/E         | C          | **Internal Investigations**  
Investigative files relative to allegations of  
misconduct by WSUPD employees. | LEG4000    | A) Investigations  
resulting in termination:  
retain ten years after  
employee separation  
then destroy  
B) Investigations  
resulting in disciplinary  
action or exoneration:  
retain three years after  
resolution then destroy  
C) Investigations  
resulting in a sustained  
violation of Brady  
Material, retain two  
years after employee  
separation then destroy |
| P/E         | C          | **Property/Evidence Files**  
Evidence files collected in the course of law  
enforcement matters that were not requested  
and/or returned to owner | LEG4000    | Retain until expiration  
of applicable statute of  
limitations and destroy  
in accordance with  
receipt of court order  
authorizing destruction/disposition. |
| E           |            | **Shared Police Reports- Restricted Drive**  
Police reports shared with other campus  
departments. | LEG4000    | Retain for one year  
from date file is created  
in restricted drive.          |
| P/E         |            | **Public Records Request Log**  
Log maintained by WSUPD of requests and  
responses to Public Records Inquiries. | PUB2000    | Retain for three years  
from end of calendar year  
then destroy                  |
| P/E         |            | **Special Event Planning Files**  
Records related to safety and security  
planning for special events. These files  
include but are not limited to Incident Action  
Plans (IAPs), meeting notes, duty  
assignments, copies of required permits, etc. | ADM4000    | Retain planning files for  
routine events for 3  
years. For any large  
scale events, retain  
IAP’s for 10 years then  
review for continuing  
value.                  |

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