

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	X
Page	1 of 10

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 PLCE

Division: Executive Vice President/ Chief Operating Officer

- ¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable
²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital
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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	Retention Rule/ IUC Code	Retention Period
PLCE-11-01	P	H	<u>Administrative Information</u> WSU Police Department Directives (related to WSU campus safety and the administration of the Police Department)-Administration Office.	ADM9900 IUC-ADM-00-02	Retain while active. When of no further administrative value, transfer one dated copy to the Archives.
PLCE17-02	E		<u>Database-ARMS (Automated Records Management System-only for police reporting purposes)</u> . Reports generated from ARMS modules. <i>Note: Database is backed-up on network server daily.</i> <i>Note: Database allows deletion within its modules.</i>	LEG4000 IUC-SEC-00-06	Retain for two years or until expiration of applicable statute of limitation then review for continuing legal or administrative value. Destroy if no continuing legal or administrative value. If case is expunged or sealed, expunge all other references to these cases (in relevant ARMS module) and return order to the Court.

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****Note:** Exempt from certificate of Records Disposal procedure.

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	X
Page	2 of 10

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PLCE17-03	P		Accident Reports Copies of accident reports. Originals are sent to the State of Ohio.	ADM9910 IUC-ADM-00-01	Retain for two years or until expiration of applicable statute of limitation then review for continuing legal or administrative value. Destroy if no continuing legal or administrative value.
PLCE-18-04a	P		Citation Files- Moving and Traffic Citations <i>Department copy of traffic and moving violations. Original is sent to court.</i> Note: a) moving citation with report (incident) and b) moving citation without a report (citation)	LEG4000 IUC-SEC-00-06	Retain for two years or until expiration of applicable statute of limitation then review for continuing legal or administrative value. Destroy if no continuing legal or administrative value.
PLCE18-04b	P		Citation Files- Criminal Citations	LEG4000 IUC-SEC-00-06	Retain for two years or until expiration of applicable statute of limitation then review for continuing legal or administrative value. Destroy if no continuing legal or administrative value.
PLCE20-04c	E		Citation Files- Parking Citations	LEG4000 IUC-SEC-00-06	Retain while active plus two years, then destroy.
PLCE17-05	P		Reports- Incident Report Files File documenting criminal offenses (arranged in chronological order). Note: For expunged and sealed files see series PLCE11-22 and PLCE17-04	LEG4000 IUC-SEC-00-06	Retain for two years or until expiration of applicable statute of limitation. Review for any ongoing legal or administrative value prior to disposal.

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Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	X
Page	3 of 10

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PLCE20-06a	P/E		<u>Reports- Ohio Investigative Unit Reports</u> 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.	LEG4000 IUC-SEC-00-06	Retain for three years
PLCE20-06b	P/E		<u>Reports- Documents- Other Agency</u> Department copy of reports and other documents from other agencies including court orders. If report is associated with a WSUPD case file, the file is consolidated with the case file	LEG4000 IUC-SEC-00-06	Retain for two years. Review for any ongoing legal or administrative value prior to disposal. Note: Temporary Protection Orders (TPO) issued by other courts may be disposed of once they expire. Review for any ongoing value prior to disposal.
PLCE17-07	P		<u>Warnings</u> Department copy of traffic and moving violation warnings.	LEG4000 IUC-SEC-00-06	Retain for one year
PLCE18-08a	E		<u>Field Interview Entries</u> 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.	LEG4000 IUC-SEC-00-06	Retain for three years, then destroy provided there have been no further incidents involving the individual, or there is no pending case, claim or action.
PLCE11-08b	P		<u>Field Notes (Obsolete)</u> Contain information on individuals involved in suspicious or inappropriate activity on campus. Note: Field notes no longer used after 12/31/2004	LEG4000 IUC-SEC-00-06	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.

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Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	X
Page	4 of 10

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PLCE11-08c	E	C	Recordings of Interviews Digital recordings of witness/subject/suspect interviews	LEG4000 IUC-SEC-00-06	Retain for two years or until expiration of applicable statute of limitation then review for continuing legal or administrative value. Destroy if no continuing legal or administrative value. Copies made for evidence are maintained until ordered destroyed by the court.
PLCE17-09	P		Liability Release Forms Form authorizing WSU Police personnel to perform services and relieving WSU of liability.	ADM9900 IUC-ADM-00-02	Retain two years then destroy. **
PLCE11-10a	P/E		Log-Alarm Log Logs of panel alarms which have been activated due to malfunction, intrusion, etc. and other supporting documentation.	ADM9900 IUC-ADM-00-02	Retain while active, plus three years, then destroy.
PLCE11-10b	P		Log-Key Sign-out and Key Records File	ADM9900 IUC-ADM-00-02	Retain while active plus one year, then destroy
PLCE11-10c	E		Log-Dispatch Audio Records Digital recordings of all phone and radio traffic. Note: Maintained in Communication Center for 45 days and then media is reused. If recording is used for evidence, it is maintained until completion of case and then media is reused.	ADM9900 IUC-ADM-00-02	Retain 45 days and then reuse media unless legal action pending.
PLCE19-10d	P		Log-Dispatch Call Logs Written log of all phone and radio traffic	LEG4000 IUC-SEC-00-06	Retain for two years then destroy
PLCE19-10e	P		Log- Vehicle Checklists Record of vehicle inspections and maintenance. Includes Supervisory Vehicle Checklist and Vehicle Maintenance Checklist.	ADM9900 IUC-ADM-00-02	Retain for six months then destroy.

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Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	X
Page	5 of 10

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PLCE17-10f	P		<u>Log- Safety Plus (obsolete)</u> Record of rides given by student patrol officers. <i>Note: This service was discontinued. Any remaining Safety Plus logs may be destroyed</i>	ADM9900 IUC-ADM-00-02	Retain for one year then destroy.
PLCE11-10g	P		<u>Log- Speed Measuring Device Checklist</u>	ADM9900 IUC-ADM-00-02	Retain for two years then destroy
PLCE11-10h	P		<u>Log- Student Patrol Equipment</u> Record of equipment issued to Student Patrol personnel during each shift.	ADM9900 IUC-ADM-00-02	Retain for one year then destroy.
PLCE20-10i	P		<u>Log- Automated External Defibrillator (AED)</u> Written log of inspection of the AED	ADM9900 IUC-ADM-00-02	Retain for two years or until the expiration of applicable statute of limitations, then review for continuing legal or administrative value. Destroy if of no continuing value.
PLCE20-10j	P		<u>Log- TASER Inspection</u> Written log of inspection of TASERS	ADM9900 IUC-ADM-00-02	Retain for two years or until the expiration of applicable statute of limitations, then review for continuing legal or administrative value. Destroy if of no continuing value.
PLCE20-11	E/P		<u>Law Enforcement Automated Data System (LEADS)</u> Statewide database maintained by the State of Ohio. Managed in Communications Center, 121 Allyn Hall. Includes the following subseries: <u>11a) LEADS/NCIC Teletype Messages</u> <u>11b) CCH Log (paper)</u> <u>11c) LEADS/NCIC Validations</u> <u>11d) LEADS entries for missing juveniles and persons, stolen articles, warrants and wanted persons</u> <u>11e) LEADS newsletter (paper)</u> <u>11f) LEADS Audit Report (describing use of LEADS by WSU-original record (paper)</u> <i>Note1: Determination of retention has been made according to L.E.A.D.S guidelines.</i>	ADM9900 IUC-ADM-00-02	11a) Retain until of no further administrative use 11b -11f) Maintain for three years, then destroy.

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Wright State University
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 (continuation sheet)

New	
Revision	X
Addition	X
Page	6 of 10

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PLCE-11-12	P	H	<u>Reports-Annual/Summary</u> Annual departmental reports.	ADM9910 IUC-ADM-00-01	Retain for three years. When of no further administrative value, transfer one dated copy to the Archives.
PLCE17-13	P	H	<u>Reports-Audit or Departmental Reviews/Internal</u> 13a) Audit reports by WSU internal auditors 13b) Departmental Reviews by internal assessors (completed by other WSU departments). <i>Files maintained in Administrative Office</i>	ADM9900 IUC-ADM-00-02	Retain permanently. When of no further administrative value, transfer to Archives.
PLCE17-14	P	H	<u>Reports-Audit or Departmental Reviews/External</u> Reports/audits conducted by external agencies or officials. <i>Files maintained in Administrative Office</i>	ADM9900 IUC-ADM-00-02	Retain permanently. When of no further administrative value, transfer to Archives.
PLCE17-15	P	H	<u>Reports- Crime Statistics</u> Periodically published reports of crimes on campus.	LEG4000 IUC-SEC-00-06	Retain seven years then destroy.
PLCE17-16	P	C	<u>Personnel and Staff Development Files-Department</u> 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. Note: Long-term information is held by Human Resources Office.	ADM9900 IUC-HR-40-60	Destroy within two years of termination or resignation. If subject to legal action, retain until final disposition.

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 (continuation sheet)

New	
Revision	X
Addition	X
Page	7 of 10

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PLCE11-17	E	C	<u>Personnel Overtime File</u> Overtime records of department personnel. Includes sign up and payment request sheets.	PER6000 IUC-HR-50-10	Retain for three years then destroy.
PLCE11-18	P/E	H	<u>Policies and Procedures-Departmental</u> This series includes Special and Emergency Response Protocols and operational guidelines for the department.	ADM9910 IUC-ADM-00-01	Retain in the office for three years and then review for continuing administrative or historical value.*
PLCE18-19	P/E	H	<u>Subject Files-Director's</u> Includes correspondence, reports, minutes, memoranda, and informational files on administration and history of the WSU Police Department. Also includes corrective action files for WSUPD staff.	ADM9910 IUC-ADM-00-01	Retain in the office for three years and then review for continuing administrative or historical value*, EXCEPT for items covered under articles of existing Collective Bargaining Agreements. Refer to CBAs for specific exceptions and requirements.
PLCE11-20	P		<u>Civilian Observer Waiver Forms (Ride Along Forms)</u>	ADM9900 IUC-ADM-00-02	Retain until no longer of administrative value
PLCE11-21	P/E		<u>Firearms-Inventory and Records</u>	ADM9900 IUC-ADM-00-02	Retain for the life of the weapon.
PLCE11-22	P/E		<u>Case Files-Expunged and Sealed</u> Case files that are ordered by the court to be expunged or sealed. Note: Expunged case files pulled and sent to the Office of General Counsel, and related information in ARMS database is deleted. Courts keep a listing of expunged files In sealed case files. After a case is sealed, name information is removed from the case file and from ARMS database.	LEG5030 IUC-SEC-00-05	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.

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 (continuation sheet)

New	
Revision	X
Addition	X
Page	8 of 10

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PLCE18-23	P/E		<u>Reports-Response to Resistance/ Aggression (Use of Force)</u> Forms completed by officers when use of force was necessary. Original is included in case files involving a criminal offense.	LEG5030 IUC-SEC-00-05	Retain for two years or until expiration of applicable statute of limitation then review for continuing legal or administrative value. Destroy if no continuing legal or administrative value.
PLCE11-24	P	V	<u>Sexual Predator Notifications</u> 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.	ADM9900 IUC-ADM-00-02	Maintain continuously updated and destroy when of no longer administrative value.
PLCE18-25a	E		<u>Digital Video- Police Car</u> In-car digital video recordings of traffic stops and other incidents. Used for daily routine purposes.	ADM9900 IUC-ADM-00-02	Maintained on in-car hard drive for 40 hours. Recordings are automatically downloaded to server for 30 days. If recording is used for evidence, it is maintained until completion of case.
PLCE18-25b	E		<u>Digital Video- Police Headquarters</u> Digital recording system utilized at Police headquarters. Records audio/video in interview room as well as other locations within Police HQ.	ADM9900 IUC-ADM-00-02	Maintained on hard drive of recording system for 40 hours. Recordings are automatically downloaded to server for 30 days. If recording is used for evidence, it is maintained until completion of case.
PLCE11-26	P	C	<u>Personnel Files- Employee Selection</u> Includes vitae, letters, and related records of individuals who have applied for staff positions in the Police Department.	PER2000 IUC-HR-40-04	For hired staff, retain for two years after separation then destroy. For non-hires, retain for one year then destroy.

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 (continuation sheet)

New	
Revision	X
Addition	X
Page	9 of 10

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PLCE11-27	P/E	C	<u>Personnel Files- Employee Selection- Background Files</u> Pre-employment background checks for individuals applying for positions in the Police Dept.	PER2000 IUC-HR-40-04	For hired staff, retain for two years after separation then destroy. For non-hires, retain for one year then destroy.
PLCE11-28	P		<u>Warrants/Summons/Subpoenas</u> Warrant execution and subpoena or summons service records	LEG5030 IUC-SEC-00-05	Retain until served, discharged, answered, or withdrawn by court. Original copy retained by court.
PLCE17-29	P/E	C	<u>Internal Investigations</u> Investigative files relative to allegations of misconduct by WSUPD employees.	LEG4000 IUC-SEC-00-06	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 <i>Brady Material</i> , retain two years after employee separation then destroy
PLCE17-30	P/E	C	<u>Property/ Evidence Files</u> Evidence files collected in the course of law enforcement matters that were not requested and/or returned to owner	LEG4000 IUC-SEC-00-06	Retain until expiration of applicable statute of limitations and destroy in accordance with receipt of court order authorizing destruction/disposition.
PLCE17-31	E		<u>Shared Police Reports- Restricted Drive</u> Police reports shared with other campus departments.	LEG4000 IUC-SEC-00-06	Retain for one year from date file is created in restricted drive.

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PLCE17-32	P/E		Public Records Request Log Log maintained by WSUPD of requests and responses to Public Records Inquiries.	PUB3000 IUC-PUB-00-04	Retain for three years from end of calendar year then destroy
PLCE17-32	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.	ADM9900 IUC-ADM-00-02	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.
PLCE18-33	P/E		Instructional and Crime Prevention Programming Files Instructional materials including training safety precautions & expectations, handouts, electronic presentations and related documents created by instruction staff. May also include preparation files, informational files on instructors and offerings, course attendance form(s), and evaluation forms.	ADM9900 IUC-ADM-00-02	Retain while active plus three years. Review for continuing administrative value.

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