



University of Wisconsin–Madison Police

Policy: 82.4

SUBJECT: RECORDS RETENTION SCHEDULE

EFFECTIVE DATE: 06/01/10

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POLICY:

The University of Wisconsin–Madison Police Department shall establish a retention schedule and destruction procedures for internal records.

DEFINITIONS:

“Hold” refers to a status ensuring a record may not be destroyed even though the retention period has concluded.

“Indefinite” refers to a term used in record retention schedules to indicate the retention period for certain records cannot be determined and these records must be reviewed periodically to determine whether or not they can be destroyed.

“Record” refers to information stored on any media that can be retrieved at a later time.

PROCEDURE:

82.4.1 RECORDS MANAGEMENT

The following governs the management of the retention records program:

- A. Official records shall be maintained in accordance with provisions established by Wisconsin statutes. The Support Services Captain will review the Records Retention schedule every three years and will suggest additions to records on the schedule. The Support Services Captain will consult with the University Records Officer during reviews.
- B. The Support Services Captain or designee shall be responsible for the retention and disposal of the following department records:
 - 1. Citations
 - 2. Motor vehicle traffic collision reports
 - 3. Fingerprint cards and mug shots
 - 4. Telephone recordings
 - 5. Video recordings
 - 6. Ride-along records
 - 7. Schedules
 - 8. Offense/incident reports
 - 9. Daily briefing sheets
 - 10. Cash receipts for the distribution of reports and/or associated materials

82.4.2 LEGAL CONSIDERATIONS

The following outlines legal considerations regarding the records retention program:

- A. According to Wisconsin statute 16.61(4), all public records made or received by or in the custody of a state agency shall be and remain the property of the state.
- B. University of Wisconsin-Madison Archives and Records Management Services provides standards for the permanent preservation of records of the University of Wisconsin System, as outlined in Wisconsin Statute 16.61(13)(a),(b).
- C. According to the University of Wisconsin-Madison Archives and Records Management Services, it is the responsibility of the office holding the record to determine if an audit, litigation, or an open records request is pending before disposing of that record.

- D. Any public record may be kept and preserved by the use of microfilm or any other reproductive device. A photographic reproduction shall be deemed an original record for all purposes if it meets the applicable standards of Wisconsin State Statute 16.61(7). Once reproduced by photographic reproduction, the original document may be destroyed or otherwise disposed of.
- E. According to the University of Wisconsin-Madison Archives and Records Management Services, the Department may contact the State Records Center for disposal of personnel record items. While many items are not confidential in nature, personnel records represent an area of sensitivity and should not be left in containers or recycle bins while awaiting disposal.

82.4.3 DESTRUCTION PROCEDURE

The following shall govern the destruction of the department’s official records:

- A. When the destruction period specified ends, records meeting the criteria shall be destroyed as soon as practical.
- B. Any record for which there is reason to believe litigation may be pending, shall not be destroyed, regardless of whether the retention period had concluded. Such records shall be placed on hold status until all litigation has concluded.
- C. In instances in which records destruction is noted as part of the retention instructions, the Department shall destroy confidentially all personnel-related records that contain confidential or personally identifiable information. The University Archives and Records Management, ARMS, can advise on the best method for the destruction of personnel records.

82.4.4 RECORDS RETENTION SCHEDULE

The following outlines the Department’s record retention schedule:

RECORD	DESCRIPTION	RETENTION SCHEDULE
Police Case Files – Homicide and Unsolved Missing Persons Cases	This record consists of case files of homicides and unsolved missing persons. This would include evidentiary records such as fingerprints, mug shots, telephone recordings, car video, and video surveillance tapes.	Permanent
Police Case Files – Felony, Misdemeanors	This record series consists of case files of crimes such as theft, sexual assault, burglary, battery and other crimes. This would not include evidentiary records such as finger prints, mug shots, telephone recordings, video recordings"	CR + 25 Years CR=Creation
Fingerprints and Mug shots records	This series includes those records that are not included or considered as evidentiary record.	CR + 7 years CR=Creation
Telephone Recordings and In-Car Video and UWPD Building System Video Recordings	This series includes those records that are not included or considered as evidentiary record.	CR + 180 Days
Campus Community Police Records	This series includes crime prevention and other	CR + 7 Years CR=Creation

	campus community problem oriented police projects including the Bike Unit, Special Events, K-9 Unit, Mounted Unit, Route and Chazen Museum Security, and Health sciences security.	
Wisconsin Uniform Traffic Citations and Wisconsin Citation (Non-Traffic)	This record series includes paper and electronic citations issued for traffic, University Administrative Code and other non-criminal violations.	CR + 7 Years CR=Creation
Incident and Accident Reporting and Safety Reports	Offense/Incident Reports and Vehicle Accident Reports including the Campus Safety Reports.	CR + 25 Years CR=Creation
RECORD	DESCRIPTION	RETENTION SCHEDULE
UW Police Clery Log	This series consists of the information related to the Clery Act for Higher education. The log contains the daily occurrence Log describing case#, Date/time, case type, location, address, status and occurrence.	CR + 3 years
Surveillance Records	This series includes photographs and video surveillance that is not part of In-Car or Building System Video Recordings.	CR + 1 years CR=Creation
Police Communications - Dispatch Records	This record series contains recordings of UWPD Radio Transmissions.	CR + 180 Days
Dispatch Record Log Books	Notes created by the Police Communications Operator which may be created for information received regarding incidents or activities. Information may contain the date and time received, nature of the information, and general notes or actions taken.	CR + 1 years CR=Creation
Field Training Files	This records series documents the field training process. Documentation includes some or all of the following: Hand written daily notes by officers describing duties, interactions the officer has during their shift; Daily Journals, Assessment of Training Evaluation Reporting, Successful candidates do not have their training files added to the personnel file.	EVT + 7 Years EVENT= Date of Termination

UWPD Schedules	This service contains records for UWPD Daily Briefings for staff, daily roster schedules and assignments such as security or police officer beat assignments, application and signed waivers for non-UWPD persons to ride/walk/sit along with UWPD personnel as they perform their assigned duties.	CR + 2 years CR=Creation
UWPD CALEA Accreditation Records	This series consists of records for CALEA accreditation.	EVT + 4 Years EVT=Date of Accreditation
UWPD Annual Reports and Publications	This series includes the UWPD Annual Report, BADGER Beat Newsletter, Crime prevention and informational publications.	CR + 5 Years CR=Creation
UWPD Significant Events	This series includes records related to significant events in the history of UWPD and the UW-Madison Campus. EX: Camp Randall crowd crush(1993).	CR + 25 Years CR=Creation
RECORD	DESCRIPTION	RETENTION SCHEDULE
Access Card Information	This series contains employee and / or student identification information including building/area access privileges stored for the purposed of granting access via access card to secured specific buildings or areas of the University. (**NOTE: What was actually accessed is held by AIMS - 6 months live on system and 3 years total in back up archive.)	EVT + 1 Year EVT= Separation from the University.
Infrastructure Security Reports	This series contains records created relating to the physical security and protection of buildings and areas of the University. These may include crime prevention surveys, scope reports and other related reports.	CR + 3 Years CR=Creation
University Building Video Surveillance - Other	This series contains records created by video surveillance recorded from building access/security/video systems that are controlled by UWPD. This does not include video clips that are deem evidence or video from the UWPD building video surveillance.	CR + 60 Days CR=Creation