

University of Wisconsin System Police and Security Record Schedules

Record Series #	Record Series Title	Record Series Description	Retention Event (EVT)	Retention Period	Disposition	PII	Confidential	Sunset Date
UWPP200	Police Services Annual Report	Annual report of the campus police services.	Creation	EVT + 5 years	Transfer to UW Archives	No	No	March 2024
UWPP201	Police Chief Correspondence and Administrative Files	Correspondence and files of the Chief of Police Services and other office files which may contain policy documents, letters, and administrative information of long-term value. Note: Some institutions may consider some or all of these records to have archival value; consult your institution's archives for additional information.	Creation	EVT + 5 years	Destroy or Transfer to Archives per Intitutional Policy	No	No	March 2024
UWPP202	Citations	Citations are tickets written for ordinance and non-criminal traffic violations.	Creation	EVT + 5 years	Destroy Confidential	Yes	No	March 2024
UWPP203A	Juvenile Offender Misdemeanor Case Files	These records maybe called incident reports, investigation reports, offense reports, juvenile police reports or case files. They may include reports on juvenile offenders, misdemeanors (including criminal traffic incidents), and felonies. They may include evidence reports, photographs, mugshots, etc. Cases may be open or closed. Campuses may, per local policy, keep homicide and sexual assault cases permanently. Selected cases may have historical value. Open cases should be retained until closed or have passed the statute of limitations for the charge.	18th Birthday	EVT + 4 years	Destroy Confidential	Yes	Yes	March 2024
UWPP203B	Juvenile offenders - Felony Case files	These records maybe called incident reports, investigation reports, offense reports, juvenile police reports or case files. They may include reports on juvenile offenders, misdemeanors (including criminal traffic incidents), and felonies. They may include evidence reports, photographs, mugshots, etc. Cases may be open or closed. Campuses may, per local policy, keep homicide and sexual assault cases permanently. Selected cases may have historical value. Open cases should be retained until closed or have passed the statute of limitations for the charge.	18th Birthday	EVT + 8 years	Destroy Confidential	Yes	Yes	March 2024
UWPP203C	Adult Misdemeanor Case Files	These records maybe called incident reports, investigation reports, offense reports, juvenile police reports or case files. They may include reports on juvenile offenders, misdemeanors (including criminal traffic incidents), and felonies. They may include evidence reports, photographs, mugshots, etc. Cases may be open or closed. Campuses may, per local policy, keep homicide and sexual assault cases permanently. Selected cases may have historical value. Open cases should be retained until closed or have passed the statute of limitations for the charge.	Date of Incident	EVT + 25 years	Destroy Confidential	Yes	Yes	March 2024
UWPP203D	Adult Felony Case Files	These records maybe called incident reports, investigation reports, offense reports, juvenile police reports or case files. They may include reports on juvenile offenders, misdemeanors (including criminal traffic incidents), and felonies. They may include evidence reports, photographs, mugshots, etc. Cases may be open or closed. Campuses may, per local policy, keep homicide and sexual assault cases permanently. Selected cases may have historical value. Open cases should be retained until closed or have passed the statute of limitations for the charge.	Date of Incident	EVT + 25 years	Destroy Confidential	Yes	Yes	March 2024
UWPP204	Officer and Department Activity Reports	These records cover daily and weekly logs/reports of officer activities, including work schedules and court rosters.	Creation	EVT + 3 years	Destroy	No	No	March 2024
UWPP205	Campus Security Activities Records	Records in this series include bicycle license registrations, motor vehicle lockouts, room lockouts, ride-along programs, motor vehicle and driver authorizations, and similar activities.	Occurrence of Activity or Creation of the Record	EVT + 3 years	Destroy	Yes	No	March 2024
UWPP206	Dispatch and radio logs	Records of requests for police assistance and police responses, often in electronic format.	Creation	EVT + 120 days	Destroy Confidential	Yes	Yes	March 2024
UWPP207	Security Video/Audio Surveillance Records (Amendment)	Video or audio associated with facility related surveillance of persons entering, using, or departing campus buildings or property.	Creation	Recordings that document incidents that may lead to claims against the campus: EVT + 120 days Recordings showing no discernable incidents: EVT+ 10 days	Destroy	Yes	No	March 2024
UWPP208	Access Cards, Keys, Official Identification Badges Rosters	Lists of those University employees who have access cards and/or keys for University facilities and those who have official identification (i.e. name badges, university photo identification cards). Employees shall report missing cards/keys and/or identification as needed and shall surrender such items at the end of employment. Format maybe a paper or electronic.	Card/Key Returned or Reported Lost	EVT + 6 months	Destroy	Yes	No	March 2024
UWPP209	Field Training Files	Field training is a requirement of all new employees and conducted during their probationary periods. If the field training is not completed successfully, the individual is terminated. The content of the field training is part of the National Field Training Program used by many law enforcement agencies. It is a twelve week process. UW Police Policy states that successful candidates for staff positions on UW Police forces must meet the standards of the training program. Files are maintained on both successful and unsuccessful candidates. Training files of successful candidates are not included in their official personnel files.	Date of Termination	EVT + 7 years	Destroy Confidential	Yes	Yes	March 2024

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UWPP210	Clery Act Report Files	This series consists of information compiled for Clery Act for Higher Education (20 U.S.C. 1092(f)) reports. It includes a daily occurrence log that describes case #, date/time, case type, location, address, status and occurrence and other documents used in the preparation of the annual report. Official copy may be created and/or held at a higher administrative level.	Creation	EVT + 7 years	Destroy: Daily Logs Transfer to UW Archives: Annual Reports	No	No	March 2024
UWPP211	Uniform Crime Reports	Monthly statistical report sent to the Wisconsin Department of Justice, which compiles a state report that is sent to the U. S. Office of Justice Statistics.	Creation	EVT + 3 years	Destroy	No	No	March 2024