

**UNIVERSITY OF WISCONSIN SYSTEM  
POLICE AND PARKING SERVICES  
GENERAL RECORDS SCHEDULE**

January 2014



APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO March 2024

## **I. INTRODUCTION AND PURPOSE**

The University of Wisconsin System comprises fifteen distinct institutions, many of which create and receive records that are similar in purpose and utility. In the interest of efficiency, therefore, this records schedule identifies categories of records that are common to all University of Wisconsin institutions, so as to avoid making each institution secure a distinct retention schedule for the same categories of records.

Police authority for the University System is granted to the Board of Regents by Wis. Stat. ch. 36.11 (2). All campuses have some form of police and parking services, but the administrative location of those services varies between institutions. Some campus police units are composed of sworn officers, others are mainly security units. The University Colleges contract for police services with their local communities. Some police activities may be shared with local law enforcement agencies. Parking Services are included in this schedule due to their ability to issue citations and to the fact that they may, on some campuses, be part of Police Services.

## **II. SCOPE**

The record schedules described within this document include the following records:

Annual reports / Administrative records

Incident reports / Case files

Citations

Security files

Communications records

It does NOT include personnel records, employee background checks, or financial and budget records for which other UWS general schedules have been established. Consult with your campus records manager for the applicable schedules.

It applies to all police and parking services records, regardless of paper or electronic format. Police and Parking records may contain confidential information. Police and Parking records may contain personally identifiable information (Wis. Stat. ch. 19.62(5)).

Many police records are now created and/or maintained in an electronic format. Such electronic record-keeping systems must comply with Wis. Admin. Code ch. Adm 12, the University of Wisconsin System Regent Policy Document 3-2 sec. 4.6 on electronic records, and relevant FERPA regulations.

## **III. GUIDELINES APPLICABLE TO THIS GRS:**

### **A. Preservation of Historic Records.**

Historic records are those that must be retained indefinitely because of their historical character. Historic records stored only in electronic form must comply with the legal

requirements set forth in: Regent Policy Document 3-2: University of Wisconsin System Public Records Management; and Wis. Admin. Code ch. Adm 12: Electronic Records Management-Standards and Requirements. It is expected that Police and Parking Services records will rarely be classified as historic records.

#### **B. Use of the Records Series Approach.**

The records schedules included within this document were developed using the “records series” approach defined in Wis. Stat. ch. 16.61(2) (c).

#### **C. Destruction Authorization.**

The records schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period.

#### **D. Records to be Retained.**

In accordance with Wisconsin law, records to be retained are those defined as in the Wisconsin Statutes as “public records,” that are made or received by any university employee in connection with the transaction of university business. See by Wis. Stat. ch. 16.61(2) (b). Public records do not include the following:

1. Duplicates maintained by a university employee only for convenience or reference and for no other substantive purpose.
2. Unsolicited notices or invitations which are not related to any official action taken, proposed, or considered by the University of Wisconsin System.
3. Drafts, notes, preliminary computations and like materials intended for personal use by an individual university employee or prepared by a university employee in the name of the person for whom the employee is working.
4. Routing slips and envelopes.
5. Materials that are purely the personal property of a university employee and have no relation to his or her office.

Records that are not “public records” under the definition may be destroyed at the discretion of university administrators.

#### IV. CONDITIONS AFFECTING FINAL DISPOSITION

All recommended dispositions provided within this schedule may be carried out by University of Wisconsin administrators - except that records may not be destroyed where required to be retained by law or policy including, but not limited to, a pending public records request, lawsuit, or audit.

Retention periods and recommended disposition are based on Wisconsin Supreme Court rules (SCR chapter 72), the Department of Administration "General Schedule for County Governments", and Public Records Board approved retention schedules for police services submitted previously by individual University of Wisconsin system campuses.

While many Parking and Police Services records are open under Open Records laws, they are normally handled in a confidential manner. This schedule endeavors to insure that they are disposed of in an equally confidential manner.

### I. Parking Services

#### **UWPP100 Parking Services Annual Report**

Annual report of the activities of the campus parking services.

##### Retention Time Period

Original: CR + 5 fiscal years (EVT=Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Transfer to University Archives  
PII: No  
Confidential: No

#### **UWPP101 Parking Director's Correspondence and Administrative Files**

Correspondence and files of the Director of Parking Services which may contain information of long-term value - such as planning materials for new parking areas, policy information, and administrative matters. Files may include campus parking oversight committee materials.

Note: Some institutions may consider some or all of these records to have archival value; consult your institution's archives for additional information.

##### Retention Time Period

Original: CR + 5 years (EVT=Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy or Transfer to Archives per institutional policy  
PII: No  
Confidential: No

**UWPP102 Parking Permit Registration Forms**

Forms containing information needed to register a vehicle for parking on campus. They will include name and address of the vehicle owner. They may include information for payroll deduction of fees, campus parking assignments, and campus identification numbers. Persons may include, but are not limited to, students, staff, or guests.

**Retention Time Period**

Originals: Current year + 5 fiscal years  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy confidential  
PII: Yes  
Confidential: No

**UWPP103 Parking Citations**

Official copies of citations for parking violations on campus. Format may be paper or electronic.

**Retention Time Period**

Original: CR + 5 years (EVT=Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy confidential  
PII: Yes  
Confidential: No  
Note: While this series is subject to legal and open records requests, it should be managed in such a way that confidentiality of information is otherwise maintained

**UWPP104 Parking Citation Appeals**

Correspondence appealing parking violations and requesting waiver of fees and/or other penalties. Format may be paper or electronic.

**Retention Time Period**

Original: Date of citation payment or closure + 6 fiscal years  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy confidential  
PII: Yes  
Confidential: No

**UWPP105 Parking Wait Lists**

Lists of persons waiting for assigned parking spaces. Format may be paper or electronic.

**Retention Time Period**

Original: Current list  
Copies: Do not retain duplicates longer than original

Disposition: Destroy when superseded  
PII: Yes  
Confidential: No

## II. Police Services

### **UWPP200 Police Services Annual Report**

Annual report of the campus police services.

#### Retention Time Period

Original: CR + 5 fiscal years (EVT=Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Transfer to University Archives

### **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.

#### Retention Time Period

Original: CR + 5 years (EVT=Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy or Transfer to Archives per institutional policy  
PII: No  
Confidential: No

### **UWPP202 Citations**

Citations are tickets written for ordinance and non-criminal traffic violations.

#### Retention Time Period

Originals: CR + 5 years (Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy confidential  
PII: Yes  
Confidential: No

### **UWPP203 Case files**

These records may be 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, mug shots, 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.

Retention:

203A Juvenile Offender Misdemeanor Case Files

Open cases should be retained until closed or have passed the statute of limitations for the charge

Closed cases retention: EVT+ 4 years (EVT=18<sup>th</sup> birthday)

203B Juvenile offenders - Felony Case files

Open cases should be retained until closed or have passed the statute of limitations for the charge

Closed cases retention: EVT+ 8 years (EVT= 18<sup>th</sup> birthday)

203C Adult Misdemeanor Case Files

Open cases should be retained until closed or have passed the statute of limitations for the charge

Closed cases retention: EVT + 25 years (EVT = Date of incident)

203D Adult Felony Case Files

Open cases should be retained until closed or have passed the statute of limitations for the charge

Closed cases retention: EVT + 25 years (EVT = Date of incident)

Disposition (all case file types): Destroy confidential

PII (all case file types): Yes

Confidential: Some, see e.g., Wis. Stats. ch. 19.35(1)(a)2 (personally identifiable information that would endanger safety or security), ch. 19.36(8) (identities of law enforcement informants), ch. 48.396 (juvenile justice records); ch. 51.30 (mental health records)

**UWPP204 Officer and Department activity reports**

These records cover daily and weekly logs/reports of officer activities, including work schedules and court rosters.

Retention Time Period

Originals: CR + 3 years (EVT=Creation)

Copies: Do not retain duplicates longer than original

Disposition: Destroy

PII: No

Confidential: No

**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.

**Retention Time Period**

Original: EVT + 3 years (EVT = occurrence of activity or creation of the record)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy  
PII: Yes  
Confidential: No

**UWPP206 Dispatch and radio logs**

Records of requests for police assistance and police responses, often in electronic format.

**Retention Time Period**

Original: CR + 120 days (EVT=Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy confidential  
PII: Yes  
Confidential: Some (see Wis. Stat. ch. 19.35(1)(a)2)

**UWPP207 Security Video/Audio Surveillance Records**

Video or audio associated with facility related surveillance of persons entering, using, or departing campus buildings or property.

**Retention Time Period**

Original: CR + 120 days (EVT=Creation; PRB has established a 120-day minimum to meet requirements of Wis. Stat. ch. 893.80.)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy  
PII: Yes  
Confidential: No

NOTE 1: If a surveillance record is requested for an investigation, a retention of 3 years from the date the investigation is closed is established for the portion of the surveillance copied.

NOTE 2: If a surveillance record is used in the prosecution of a case, the record becomes part of the case file and subject to the retention period for that type of case file.



**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 may be a paper or electronic.

**Retention Time Period**

Original: Current list  
Copies: Do not retain duplicates longer than original  
Disposition: Retain for 6 months after (event) date the card/key is returned or reported lost; destroy  
PII: Yes  
Confidential: No

**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.

**Retention Time Period**

Original: EVT + 7 years (EVT= date of termination)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy confidential  
PII: Yes  
Confidential: Yes (UWADM 014)

**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.

**Retention Time Period**

Original: CR + 7 years (Creation)  
Copies: Do not retain duplicates longer than original  
Disposition: Destroy daily logs. Annual reports should be offered to the University Archives.

PII: No  
Confidential: No

**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.

**Retention Time Period**

Original: CR + 3 years (Creation)  
Copies: Those held by other campus offices may be destroyed when no longer needed for administrative purposes.  
Disposition: Destroy  
PII: No  
Confidential: No

*Matt Bloom*  
State Archivist

MAR 05 2014

*G. Thompson* 3/14/14  
Executive Secretary - PRB

**285W – UW System Administration**

**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.

Retention Time Period:

Recordings that document incidents that may lead to claims against the campus.  
CR+120 days (EVT=Creation; PRB has established a 120-day minimum to meet requirements of Wis. Stat. § 893.80.)

Recordings showing no discernable incidents.  
CR+10 days (EVT=Creation)

Copies: Do not retain duplicates longer than original  
Disposition: Destroy  
PII: Yes  
Confidential: No

NOTE 1: If a surveillance record is requested for an investigation, a retention of 3 years from the date the investigation is closed is established for the portion of the surveillance copied.

NOTE 2: If a surveillance record is used in the prosecution of a case, the record becomes part of the case file and subject to the retention period for that type of case file.

Matt Blum MAY 13 2014  
State Archivist Date

G. Thompson 5/30/14  
Executive Secretary - PRB Date

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