

**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Series Title	Record Series Description	Retention Event (EVT)	Retention Period	Disposition	PII	Confidential	Sunset Date	Superseded	Notes
W0000273	Police Case Files - Unlimited Prosecution	This series consists of case files related to solved or unsolved homicides, sexual assaults and any criminal case with an unlimited statute of limitations. Records may include, but are not limited to, reports, attachments, crime scene photos, audio/video, Restorative Justice documents, subject jackets, and citations.  Records may be confidential under Wis. Stat. §§ 19.36(2), 19.35(1)(a) for certain law enforcement records and Wis.Stat. §§ 48.396, 938.396 - Juvenile Justice code.  Permanent: Records are permanent since there is no time limit on prosecutions.	Permanent	Permanent	Permanent	Yes	Yes	March 2033	UWPD0001 - Police Case Files - Homicide and Unsolved Missing Person Cases UWPP203B - Juvenile Offenders - Felony Case Files UWPP203D - Adult Felony Case Files	
W0000274	Police Case Files	This series consists of case files related to solved or unsolved cases and incidents with statutes of limitations (e.g., burglary, theft of a motor vehicle, OWI, etc.). Records may include, but are not limited to, reports, attachments, crime scene photos, audio/video, Restorative Justice documents, subject jackets, and citations. Unsolved cases should be retained until closed or have passed the statute of limitations for the charge.  Records may be confidential under Wis. Stat. §§ 19.36(2), 19.35(1)(a) for certain law enforcement records and Wis.Stat. §§ 48.396, 938.396 - Juvenile Justice code.	Date Cased Closed or Statute of Limitations Has Been Reached	EVT+25 years	Destroy Confidential	Yes	Yes	March 2033	UWPD0002 - Police Case Files - Felony, Misdemeanors UWPP203A - Juvenile Offender Misdemeanor Case Files UWPP203C - Adult Misdemeanor Case Files	
W0000275	Citations	This series consists of citations written for ordinance and non-criminal traffic violations on or around UW campuses.  Records may include, but are not limited to name, address, dob, charge, officer's name and any corresponding documentation.  Records may be confidential under Wis.Stat. §§ 48.396, 938.396 - Juvenile Justice code.	Date Citation Resolved	EVT+7 years	Destroy Confidential	Yes	Yes	March 2033	UWPP2020 - Citations	
W0000276	Police Daily Schedules	This series contains the daily briefings for staff, daily roster schedules and assignments such as security or police officer assignments and incident briefing sheets.	Date Created	EVT+2 years	Destroy Confidential	Yes	No	March 2033	UWPD0013 - UWPD Daily Schedules UWPP2040 - Officer and Department Activity Reports	
W0000277	Police Communications - Dispatch and Audio Recordings	This series consists of recordings of campus police radio transmissions, which may include, but are not limited to, requests for police assistance and police responses.  Records may be confidential under Wis. Stat. § 19.35(1)(a) - for certain law enforcement records.	Date Created	EVT+6 months	Destroy	Yes	Yes	March 2033	UWPD0010 - Police Communication - Dispatch Records UWPP2060 - Dispatch and Radio Logs	
W0000278	Computer Aided Dispatch (CAD) Records	This series consists of records created by the Police Dispatcher during calls regarding incidents or activities. Records may contain the date and time received, nature of the information, general notes or actions taken.  Records may be confidential under Wis. Stat. § 19.35(1)(a) - for certain law enforcement records.	Date Created	EVT+1 year	Destroy Confidential	Yes	Yes	March 2033	UWPD0011 - Dispatch Record Log Books	
W0000279	Police Ride-Along Records	This series consists of the ride-along waiver that is completed by UW police staff and the person(s) participating in the ride-along. Records include, but are not limited to, the initial application for the ride-along and the approved completed waiver. Records may also include annual logs of completed Ride-Alongs consisting of the name of person(s) on the ride-along, name of officer and date.	End of Calendar Year	EVT +2 years	Destroy Confidential	Yes	No	March 2033		
W0000280	Police Special Event Records	This series includes records created for special events that occur on UW campuses and require police or security presence. Records include, but are not limited to special event plans, reports, staffing and follow-up analysis.  Records may be confidential under Wis. Stat. § 19.36(2) and Wis. Stat. § 19.35(1)(a) for certain law enforcement records.	End of Fiscal Year	EVT + 7 years	Destroy Confidential	Yes	Yes	March 2033		
W0000281	UW Police Key Logs	This series contains records regarding keys issued to UW police department employees for police facilities.	Date of Separation from Employment	EVT+2 years	Destroy Confidential	Yes	No	March 2033	UWPD0017 - UWPD Key Logs	
FAC00083	Access Cards, Identity Badges/Name Plates and Photo Identification	Documentation of request and assignment of access cards, identity badges, name plates and/or photo identification as an employee or contractor.	Date Returned or Reported Lost	EVT + 6 months	Destroy Confidential	Yes	No	November 2029	UWPD0018 - Access Card Information UWPP208 - Access Cards, Keys, Official Identification Badges Rosters	
W0000283	Routine Campus Security Activity Records	This series contains records related to routine campus security activities such as bicycle license registrations, vehicle assists, room lockouts, motor vehicle and driver authorizations, and similar activities.  Records include, but are not limited to, the incident request, information about the person making the request, date, time, location and resolution.	Date Created	EVT+3 year	Destroy Confidential	Yes	No	March 2033	UWPP2050 - Campus Security Activities Records	
W0000284	Police Firearms and Other Weapons Inventory Records	This series consists of inventories of police department weapons and individually owned firearms that have been department-approved to be used in the workplace. Weapons may include, but are not limited to firearms and conducted electrical weapons (Tasers). Inventories include, but are not limited to personal information, the weapon's make, model and serial number, and inspection records.	Date Superseded	EVT + 1 year	Destroy Confidential	Yes	No	March 2033		
W0000285	Police Fingerprint Service Records	This series consists of records related to fingerprinting conducted as a public fee-for-service by the UW Police. This service is available to UW-affiliated individuals as well as the general public and results in completed fingerprint cards which are then turned over to the requestor. These are not considered to be evidentiary records.	Date of Confirmation of Receipt by the Crime Information Bureau	EVT +1 day	Destroy Confidential	Yes	No	March 2033	UWPD0003 - Fingerprints and Mug Shots Records	

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W0000286	Police Field Training Files	<p>UW Police policy states that successful candidates for staff positions on the UW Police force must meet the standards of the field training program. This training is required for all new police officers, security officers and police communications operators and conducted during their probationary periods. If the field training is not successfully completed, the individual is terminated.</p> <p>The records in this series document the field training for each candidate. Records may include, but are not limited to, daily notes by training officers describing duties, interactions the candidate has during their shift, evaluations of core competencies, activity reports, and a final evaluation report.</p> <p>Training files are held separately from personnel files.</p> <p>Records may be confidential under Wis. Stat § 19.36(10) - personnel files.</p>	Date of Separation from Employment	EVT+7 years	Destroy Confidential	Yes	Yes	March 2033	UWPD0012 - Field Training Files UWPP2090 - Field Training Files	
W0000287	Police Inservice Course Files	<p>This series consists of records associated with Inservice Courses for UW Police staff. Records include, but are not limited to, curriculum and lesson plans, course attendance and performance records, required state forms, and other associated records. Course materials may also include video or evidence from case files.</p> <p>Records may be confidential under Wis. Stat. §§ 19.36(2), 19.35(1)(a) for certain law enforcement records.</p>	End of Fiscal Year	EVT +20 years	Destroy Confidential	Yes	Yes	March 2033		
W0000288	Police Service Animal Records	<p>Records related to the training, certification, deployment and health records of UW PD service animals. This may include, but is not limited to canines and mounted patrol horses.</p> <p>Records may be confidential under Wis. Admin. Code § VE 1.52.</p>	Date Animal's Service Ends	EVT +7 years	Destroy Confidential	Yes	No	March 2033		
W0000289	Police Professional Standards and Internal Affairs (PSIA) Case Files	<p>This series consists of Professional Standards and Internal Affairs (PSIA) complaints and investigative case files. This series also includes administrative reviews of high liability incidents.</p> <p>Records in this series include, but are not limited to, the original complaint, final resolution, evidence, correspondence, audio/video related to the incident and related documents.</p> <p>Records may be confidential under Wis. Stat. § 19.35(1)(a) for certain law enforcement records, Wis. Stat. §§ 48.396, 938.396 - Juvenile Justice code, Wis. Stat. § 103.13(6)(a) - investigation of a criminal offence by personnel, and Wis. Stat. § 19.36(10) - employee personnel records.</p>	Date of Separation from Employment	EVT +10 years	Destroy Confidential	Yes	Yes	March 2033		
W0000290	Police Response to Resistance Review Documentation	<p>Response to resistance reviews are conducted by supervisors for all incidents above compliant handcuffing. These reviews determine if there are any policy, training, weapon/equipment and/or discipline issues which should be addressed and to review the constitutionality of the use of force. After review, records may move to follow W0000289 or W0000291.</p> <p>Records may include, but are not limited to the incident report, supervisor/manager review, decisions made and associated documents.</p> <p>Records may be confidential under Wis. Stat. § 19.35(1)(a) for certain law enforcement records.</p>	Date Review Completed	EVT +5 years	Destroy Confidential	Yes	Yes	March 2033		
W0000291	Police Officer Involved Critical Incidents (OICI) Case Files	<p>This series consists of records associated with Officer Involved Critical Incidents (OICI) cases with the exception of cases investigated by other designated agencies as required by Wis. Stat. § 175.47</p> <p>Records may include, but are not limited to, details of the incident, individuals involved, interviews, audio/video, review of steps taken, investigation records, training, and final reports.</p> <p>This series contains cases of high public interest and historical importance.</p> <p>Records may be confidential under Wis. Stat. § 19.35(1)(a) for certain law enforcement records, Wis. Stat. §§ 48.396, 938.396 - Juvenile Justice code, Wis. Stat. § 103.13(6)(a) - investigation of a criminal offence by personnel, and Wis. Stat. § 19.36(10) - employee personnel records.</p>	Date of Separation from Employment	EVT +10 years	Transfer to UW Archives	Yes	Yes	March 2033		
W0000292	Clery Act Annual Report	<p>The Clery Act for Higher Education requires colleges and universities that receive federal funding to disseminate a public Annual Security Report (ASR) to employees and students every October 1st as stated in 20 U.S. Code § 1092(f). This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.</p> <p>Records in this series consists of the final Clery report that is submitted annually.</p>	Date Created	EVT+7 years	Destroy Confidential	No	No	March 2033	UWPP2100 - Clery Act Report Files	
W0000293	Clery Act Report Supporting Documents	<p>The Clery Act for Higher Education requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st as stated in 20 U.S. Code § 1092(f).</p> <p>Records in this series consist of all supporting records used in compiling the annual Clery report. It includes a daily occurrence log that describes case #, date/time, case type, locations, address, status and occurrence and other associated documents used in preparation of the annual report.</p> <p>Records may be confidential under Wis. Stat. §§ 19.36(2), 19.35(1)(a) for certain law enforcement records and Wis. Stat. §§ 48.396, 938.396 - Juvenile Justice code.</p>	Date Created	EVT+7 years		Yes	Yes	March 2033		
W0000294	Law Enforcement Accreditation - Final Reports	<p>This series consists of the final report received from accreditation bodies as part of the accreditation process for law enforcement agencies to various bodies such as the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Wisconsin Law Enforcement Accreditation Group (WILEAG) and the International Association of Campus Law Enforcement Administrators (IACLEA).</p>	End of Assessment Cycle	EVT+5 years	Transfer to University Arch	No	No	March 2033	UWPD0014 - UWPD CALEA Accreditation Records	
W0000295	Law Enforcement Accreditation - Supporting Documents	<p>This series consists of the supporting documentation created as part of the accreditation process for law enforcement agencies to various bodies as the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Wisconsin Law Enforcement Accreditation Group (WILEAG) and the International Association of Campus Law Enforcement Administrators (IACLEA).</p>	End of Assessment Cycle	EVT+5 years	Destroy	No	No	March 2033	UWPD0014 - UWPD CALEA Accreditation Records	

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W0000296	Police Incident and Statistical Reports	This series consists of historical information and statistics used to identify and track crime and incident trends which are used for planning and operations.  Records include, but are not limited to annual state incident-based reports such as the Uniform Crime Report and internal statistical reports.  Records may be confidential under Wis. Stat. §§ 19.36(2), 19.35(1)(a) for certain law enforcement records and Wis. Stat. §§ 48.396, 938.396 - Juvenile Justice code.	Date Created	EVT+20 years	Destroy confidential	Yes	Yes	March 2033	UWPD0007 - Incident and Accident Reporting and Safety Reports  UWPP2110 - Uniform Crime Reports	
W0000297	Campus Infrastructure Security Reports	This series consists of reports produced by UW Police as a campus service and are related to the physical security and protection of buildings and areas of the University. Records include, but are not limited to, walk-through evaluations of buildings, crime prevention surveys, scope reports, Commission on Accreditation for Law Enforcement Agencies (CALEA) risk assessments and other related reports.  These reports are sensitive in nature and may be confidential under Wis. Stat. 19.36(9) for campus security measures.	Date Created	EVT+3 years	Destroy Confidential	No	Yes	March 2033	UWPD0019 - Infrastructure Security Reports	
W0000298	Police Surveillance Records	This series includes photographs and video surveillance recordings made as part of a planned investigation.  Evidentiary materials that eventually become part of the prosecution of a case or used for an investigation follow the record schedule for that case or investigation.  Records may be confidential under Wis. Stat. §§ 19.36(2), 19.35(1)(a) for certain law enforcement records and Wis. Stat. §§ 48.396, 938.396 - Juvenile Justice code.	Date Created	EVT+1 year	Destroy Confidential	Yes	Yes	March 2033	UWPD0009 - Surveillance Event Records	
W0000299	Police Audio and Video Recordings	This series includes police audio or video recordings documenting events that occur prior to, during, and after an enforcement action. Records may include recordings from in-car video systems, body cams, and police department facilities such as hallways and holding rooms.  Evidentiary recordings that eventually become part of the prosecution of a case or used for an investigation follow the record schedule for that case or investigation.  Records may be confidential under Wis. Stat. §§ 19.36(2), 19.35(1)(a) for certain law enforcement records and Wis. Stat. §§ 48.396, 938.396 - Juvenile Justice code.	Date Created	EVT+ 6 months	Destroy Confidential	Yes	Yes	March 2033	UWPD0004 - Telephone Recordings and In-Car Video and UWPD Building System Video Recordings	
FAC00082	Monitoring and Surveillance Recordings – With Incident	Monitoring and surveillance recordings that document incidents that may lead to claims against the governmental unit. As with all public records, if the monitoring or surveillance record is required for any legal or program purpose, including open records requests, claims or litigation holds, the record must be retained until no longer needed to meet the legal or program requirement.	Date of Creation	EVT + 120 days	Destroy	No	No	November 2029	UWPD0004 - Telephone Recordings and In-Car Video and UWPD Building System Video Recordings  UWPP2070 - Security Video/Audio Surveillance Records	Used for building camera video.
FAC0082A	Monitoring and Surveillance Recordings – Without Incident	Monitoring and surveillance recordings showing no discernable incidents. As with all public records, if the monitoring or surveillance record is required for any legal or program purpose, including open records requests, claims or litigation holds, the record must be retained until no longer needed to meet the legal or program requirement.	Date of Creation	EVT + 3 days	Destroy	No	No	November 2029	UWPD0004 - Telephone Recordings and In-Car Video and UWPD Building System Video Recordings  UWPP2070 - Security Video/Audio Surveillance Records	Used for building camera video.
W0000300	Police Property/Evidence Records	University police officers routinely seize/collect evidence, and take custody of abandoned/recovered property as well as property that is part of an asset forfeiture process.  This series covers inventories of recovered, seized or forfeited property and includes chain of custody information for evidence held by the UW Police. Records may contain victim information.  These records are maintained as part of civil and criminal case documentation.  May be confidential under Wis. Stat. § 950.04(1v).	Date Added to Inventory	EVT + 75	Destroy Confidential	Yes	Yes	March 2033		
W0000301	Police Property Audit Records	This series consists of forms and reports related to the audits of the inventory and disposition of property held by a campus UW Police department. Records may contain victim information.  May be confidential under Wis. Stat. § 950.04(1v).	End of Fiscal Year	EVT + 20 Years	Destroy Confidential	Yes	Yes	March 2033		
W0000302	Police Property / Evidence Room Access Log	This series consist of log files documenting people entering and exiting UW Police property / evidence storage rooms.	End of Fiscal Year	EVT + 7 years	Destroy	Yes	No	March 2033		