

University of Wisconsin System Parking and Transportation Records Schedules

Record Series #	Record Series Title	Record Series Description	Retention Event (EVT)	Retention Period	Disposition	PII	Confidential	Sunset Date	Superseded
W0000250	Campus Transportation and Parking Customer Records	<p>This series consists of campus transportation customer records pertaining to the regulation of parking on campus as a regular service or on a temporary basis. Records may include the purchase of annual bus passes and customer information collected by campus-provided/funded transit services such as safe rides/sharing and local campus shuttles. A customer can be staff, student, or the public. Inactive status may vary between UW campuses depending on local policies, but is a combination of years since last use and no outstanding fees greater than a campus-determined threshold remaining on a customer's account.</p> <p>Records include, but are not limited to, customer personal information, vehicle information, payroll deduction information, parking assignments, parking citations/associated images, and appeals.</p>	Date Customer Record Becomes Inactive	EVT + 6 years	Destroy Confidential	Yes	No	August 2032	UWPP102 - Parking Permit Registration Forms UWPP103 - Parking Citations UWPP104 - Parking Citation Appeals UWPP105 - Parking Wait Lists FPM00650 - Parking Permit Assignments/Bus Passes (Madison) FPM00660 - Parking Permit Renewal Forms (Madison) FPM00670 - Applications: Parking Permits - A) "Wait List" B) Parking Permit Application Receipts (Madison) FPM00680 - Payroll Adjustments - Bus Passes, Permits, Citation Payments (Madison) FPM00690 - Parking Citations and Related Records (Madison)
W0000251	Routine License Plate Recognition (LPR) Reads	<p>License Plate Recognition reads (LPRs) are broadly collected by LPR mobile cameras on transportation parking enforcement vehicles and Automated License Plate Readers (ALPR) stationary cameras at garage entrances and exits. There is no PII associated with the reads.</p> <p>Records in this series are transportation-related "non-event" LPR reads that are not needed for parking citations or enforcement activities and include photos of the license plate and surrounding area for context and text records of the license plate itself.</p> <p>This series does not include general surveillance of lots, docks, ramps, streets, alleys, and other campus thoroughfares which are covered by other RDAs.</p>	Date Collected	EVT + 1 month	Destroy	No	No	August 2032	
W0000252	Event License Plate Recognition (LPR) Reads	<p>License Plate Recognition reads (LPRs) are broadly collected by LPR mobile cameras on transportation parking enforcement vehicles and Automated License Plate Readers (ALPR) stationary cameras at garage entrances and exits. There is no PII associated with the reads.</p> <p>Records in this series are transportation-related "event" LPR reads that may be needed for parking citations or enforcement activities and include photos of the license plate and surrounding area for context and text records of the license plate itself.</p> <p>Some event LPRs may be moved to the customer record and follow that record schedule.</p>	Date Collected	EVT + 1 year	Destroy	No	No	August 2032	
W0000253	Parking Permits - Lost, Stolen, or Returned Forms	<p>This series consists of forms that are received by the Transportation Office for permits that are declared lost/stolen or are returned by a customer. These forms are retained until the information is entered into the parking management system at which point it becomes part of the customer record.</p>	Date Entered	EVT + 1 month	Destroy Confidential	Yes	No	August 2032	FPM00730 - Parking Permits - Lost or Stolen Reports (Madison)
W0000254	Returned, Exchanged, or Voided Parking Hang Tags and Permits	<p>This series contains the physical hang tags or permits which are produced, but never used, for general campus use, special events, or are returned when a customer no longer requires parking services or exchanges their permit for one that provides a different type of parking service. This may also include returned or voided hang tags from special events.</p> <p>The hang tags are kept to document that all parking hang tags and permits are accounted for during the audit process.</p>	Fiscal Year	EVT + 3 years	Destroy	No	No	August 2032	FPM00077 - Unused Parking Hang Tags or Permits (Madison)
W0000255	Validated Payment System Tickets - Paid by Third Party	<p>Validated parking system tickets may be provided to visitors by campus departments or hospitals. The validated tickets are source documentation for Transportation Services to bill the resulting parking costs back to the issuing department or hospital.</p>	Fiscal Year	EVT + 6 years	Destroy	No	No	August 2032	FPM00760 - Validated or Paid Parking Tickets (Madison)
W0000256	Payment System Tickets - Paid by Customer	<p>This series contains daily validated parking system tickets that are paid directly by the customer and received by staff at point of sale or entered into self-serve kiosks when exiting a parking facility.</p>	Date Paid	EVT + 6 months	Destroy	No	No	August 2032	
W0000257	Impound Record/Tow Receipt	<p>This series contains records submitted to Transportation Services by towing companies providing campus services.</p> <p>Records include, but are not limited to, tow company receipts and documentation submitted by the tow company stating any damage to the vehicle prior to towing.</p>	Date Received	EVT + 6 years	Destroy Confidential	Yes	No	August 2032	FPM00700 - Impound Records/Tow Receipts (Madison)
W0000258	Transportation Services Incident Reports	<p>This series consists of reports submitted directly to Transportation Services regarding incidents that occurred in the spaces under their management such as lost or damaged property.</p> <p>Records include, but are not limited to, correspondence and photos. This series only applies to incidents that are not reported to campus police.</p>	Date Received	EVT + 3 years	Destroy Confidential	Yes	No	August 2032	FPM00710 - Incident Reports (Madison)