

# **Schedule 170-18**

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## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the me**

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## SCHEDULE 170-18 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – SECURITY, POLICE AND PARKING RECORDS

**General Guidance:**

UNIVERSITY RECORD - The single authorized copy, regardless of physical form or characteristics, kept by the custodian charged with creating or maintaining the record copy.

RETENTION - Retention requirements are for all University records, regardless of the media on which they reside, unless otherwise noted.

PRESERVATION HOLD - No destruction of University records may take place while there is a Preservation Hold in effect.

E-MAIL AS A RECORD - E-mail is not a record series or item, but is a means of conveying information. E-mail retention is based upon the content and context of the e-mail message, not the fact that it is an e-mail message.

ANNOTATED OR ALTERED DUPLICATE COPIES - Any duplicate of a University record that has been annotated or altered is a distinct record and therefore subject to the requirements of University retention schedules.

PRESERVATION DUPLICATE - A preservation duplicate of the University record may be made and retained while its retention is considered essential to protect the rights and interests of persons or to establish or affirm the powers and duties of the University in the resumption of operations after a disaster.

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-1	ACTIVITY RECORDS	<b>ACCIDENT REPORTS</b> Records related to accidents that occur on University property or involving University vehicles, students, staff or faculty.	<b>15 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-2	ACTIVITY RECORDS	<b>ALARM MONITORING RECORDS</b> Records related to the monitoring of fire and security alarms.	<b>3 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-3	ACTIVITY RECORDS	<b>BAN AND BAR NOTICE RECORDS</b> Records related to the ban and bar of individuals from University buildings and grounds.	<b>15 YEARS</b> After ban and bar removed	Police / Security	
170-18-4	ACTIVITY RECORDS	<b>BOOT / TOW RECORDS</b> Records for each vehicle booted or towed. May include date and time, vehicle information, locations towed from and to, and release information.	<b>3 YEARS</b> After all releases recorded	Police / Security - UNL / UNK / UNMC  Parking - UNO	
170-18-5	ACTIVITY RECORDS	<b>BUILDING AND GROUNDS SECURITY CHECKS</b> Records related to security checks of University buildings and grounds.	<b>3 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-6	ACTIVITY RECORDS	<b>CONTROLLED SUBSTANCE SEIZURE</b> Records related to the seizure and disposal of controlled substances.	<b>3 YEARS</b> After disposal of items	Police / Security	

Approved: August 6, 2012

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-7	ACTIVITY RECORDS	<b>CRIMINAL HISTORY / CLEARANCE CHECKS</b> Records related to criminal history and clearance checks.	<b>5 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-8	ACTIVITY RECORDS	<b>DISPATCH LOGS</b> Records of request for service received by the dispatcher, including telephone and radio transmissions and audio logs.	<b>5 YEARS</b> After current calendar year - December 31	Police / Security	Transfer as needed to the appropriate misdemeanor or felony incident file 170-456 ag Pr2

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-15	ACTIVITY RECORDS	<b>OFFICER DAILY REPORTS</b> Records officer's daily activity. May include for each response, times, complaint information, and statistical and other summaries.	<b>3 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-16	ACTIVITY RECORDS	<b>PARKING METER RECORDS</b> Records related to University parking meters.	<b>7 YEARS</b> After current fiscal year - June 30	Parking	
170-18-17	ACTIVITY RECORDS	<b>PARKING PERMIT RECORDS</b> Settled records of payments and authorizations for individuals to park on University property, including permits issued to students, staff, and faculty.	<b>7 YEARS</b> After settled	Parking	
170-18-18	ACTIVITY RECORDS	<b>PARKING VIOLATIONS AND APPEALS</b> Settled records related to any parking tickets received and any tickets appealed.	<b>7 YEARS</b> After settled	Parking	
170-18-19	ACTIVITY RECORDS	<b>PHOTO ID BADGE RECORDS</b> Records related to the issuance of photo identification badges.	<b>3 YEARS</b> After return of badge	Police / Security - UNL / UNO / UNMC  ID Office - UNK	
170-18-20	ACTIVITY RECORDS	<b>RADIO LOGS</b> Listing of each radio call or pages from or to a dispatcher showing date, time and the location of call.	<b>1 YEAR</b> After current calendar year - December 31	Police / Security	
170-18-21	ACTIVITY RECORDS	<b>SECURITY / SURVEILLANCE RECORDINGS</b> Recordings documenting the surveillance of a University area. Recordings may be video or audio in electronic or magnetic format.	<b>30 Days</b> If not required to support investigations or litigation	Police / Security	Transfer as needed to the appropriate misdemeanor or felony incident file
170-18-22	ACTIVITY RECORDS	<b>TRAFFIC INFRACTIONS</b>			

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-24	ADMINISTRATIVE RECORDS	<b>EMERGENCY MANAGEMENT AND EVACUATION RECORDS</b> Records related to emergency management planning. Includes policies developed to respond to a disaster or provide warning to students, staff and faculty of crimes representing a threat to safety.	<b>7 YEARS</b> <b>After superseded</b>	Police / Security	Archival review
170-18-25	ADMINISTRATIVE RECORDS	<b>STANDARD OPERATING PROCEDURES</b>			

**RECORDS DISPENSATION REPORT**

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> STREET SUITE 210 LINDEN, NE 68508-2294	AGENCY BANK OF AMERICA
	DIVISION
	SUB-DIVISION

**REQUIRED INFORMATION**

In accordance with the Records Management Act ( Nebraska Statute 4-1212.02 (Revised 1999)), a final report must be prepared and submitted to the following schedule:

(DONOR INFORMATION) (SCHEDULES ONLY) (RECORDS)

(ALVD) (DISPENSATION) (REVER)



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