

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERSITY - UNIVERSITY POLICE

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>CRIMINAL REPORTS</u> - written reports of criminal activity that occurs on campus including supplement reports - or any written information pertinent to the case.	Retain for ten years, microfilm, then destroy originals.
2	<u>INCIDENT REPORTS</u> - written reports of any incident reported to the police department which is not criminal activity including supplement reports or any written information pertinent to the case.	Retain for ten years, microfilm, then destroy originals.
3	<u>PARKING CITATIONS</u> - citations issued by officers on campus for parking violations which may be appealed in the District Court of Maryland.	Retain for five years, then destroy.
4	<u>MOVING CITATIONS</u> - citations issued by officers on campus for any type of violation outlined in the Maryland Transportation Article for a moving vehicle may be appealed in the District Court of Maryland (including Safety Equipment Repairs Orders.)	Retain for five years, then destroy.
5	<u>UNIFORM CRIME REPORTS</u> - statistical information - related to criminal activity compiled monthly and reported to the Maryland State Police and the Federal Bureau of Investigation.	Retain for ten years, microfilm, then destroy originals.
6	<u>CRIME AND CALL STATISTICS</u> - statistical information compiled monthly, quarterly, and annually to document departmental operations.	Retain for ten years, then destroy.
7	<u>CRIMINAL ARREST REPORTS</u> - written reports documenting arrested persons - inclusive of any other written information pertinent to that case.	Retain for ten years, microfilm, then destroy originals.
8	<u>MISSING PERSON REPORTS</u> - written reports of all persons reported missing on campus - inclusive of any other written information pertinent to the case.	Retain for five years, then destroy.
9	<u>VEHICLE REPORTS</u> - written reports of stolen, recovered stolen or impounded vehicles on campus.	Retain for five years, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

11/17/87 *St. J. Murphy* Chief of Police  
Date Signature Title

1/5/88 *[Signature]*  
Date State Archivist

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Item No.	Description	Retention
10	<u>PROPERTY REPORTS</u> - written reports of any valuable property found, recovered, held as evidence for trial or any property which comes into the possession of the Police Department - inclusive of the property control ledger.	Retain for ten years, microfilm, then destroy originals./
11	<u>BUREAU OF IDENTIFICATION CARDS</u> - file cards recording information relating to witnesses, victims, complainants, and arrested persons pertinent to reported cases on campus.	Retain for ten years, microfilm, then destroy originals.
12	<u>COMPLAINT CONTROL CARDS</u> - file cards recording complaint control numbers of each case, documenting type of crime, complainant, location and officers who handled - inclusive of the Complaint Control Ledger.	Retain for ten years, microfilm, then destroy originals.
13	<u>FIELD INTERVIEW REPORTS</u> - reports of persons interviewed by officers who were in unauthorized areas, suspicious in nature.	Retain for five years, then destroy.
14	<u>COMPLAINT AGAINST PERSONNEL</u> - written information of a complaint and investigation concerning a Police Department Employee.	Retain until employee leaves the department, then destroy.
15	<u>GENERAL CORRESPONDENCE</u> - subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relating to this department.	Screen annually. Destroy originals over three years old which have no further value. Materials which illustrate policy, procedures and developments of the department and University are to be transferred to the departmental history file for permanent retention.
16	<u>SPECIAL ORDERS</u> - documents containing the policy and operating procedures of the department.	Screen annually. Destroy that material which has no further value; retain all other until value ceases, then destroy.
17	<u>BUDGET AND PURCHASING INFORMATION</u> - budget reports received monthly and purchase orders and information on equipment.	Retain for five years then destroy.
18	<u>RADIO AND TELEPHONE OPERATING LOGS</u> -written records of radio transmissions and telephone information received by the department.	Retain for ten years, then destroy.