

John Carroll University Police Department Records Retention Schedule

Record #	Record	Retention Period	Disposition
001	Incident Reports: Criminal Reports of campus criminal incidents	Active* + 7 years	Destroy by shredding or file wiping
002	Incident Reports: Non-Criminal Reports of non-criminal incidents and requests for service	Active y97(ule)JTJET@0.0	

019	Compliance Records Records of compliance documents (i.e., OPOTA, Clery, Title IX, VAWA, etc.)	Date created + 7 years	Review for continuing value; destroy by shredding or file wiping once value exhausted
020	Records (Background) Check Requests	Date of request + 2 years	Destroy by shredding or file wiping
021	Personnel Records Records of staff personnel selection and performance kept in JCUPD for administrative purposes (including applications and background checks), but not official Human Resources records	Active employment + 25 years or 1 year post death or retirement if not needed for continuing value.	Review for continuing value; destroy by shredding or file wiping once value exhausted
021a	Personnel Records Applications, interview, and background documents for applicants not hired.	Date submitted + 1 year	Destroy by shredding or file wiping
022	Transient Personnel Records Records of attendance, notes, etc.	Active & review for continuing value.	Review for continuing value; destroy by shredding or file wiping once value exhausted
023	Department Training Records including firearms		

		disposal records to be retained indefinitely For firearms training records, see Record #023	
029	Seized Property Property seized for safekeeping in criminal or non-criminal investigations * Property transferred to another police agency for purposes of investigation for prosecution, following rules of evidence, are not retained.	Active + 2 years after disposal of property	Destroy by shredding or file wiping 2 years after disposal of property
030	Recovered Property Record Lost & Found	Date property located/found + 2 years	Destroy by shredding or file wiping 2 years after property located/found
031	Department Activity Reports Reports containing substantive information of operations, policies, procedures, planning and activities	Active + review for continuing value	Review for continuing value; destroy by shredding or file wiping once value exhausted