



**UNIVERSITY OF WISCONSIN - MADISON**

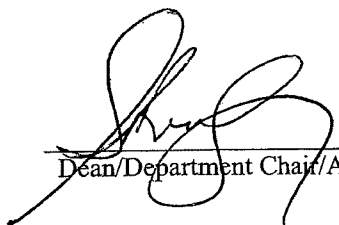
**RECORDS RETENTION AND DISPOSITION SCHEDULE**

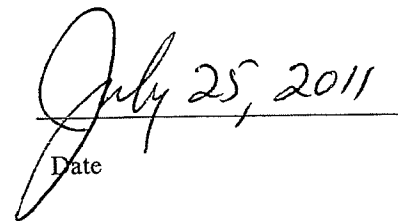
**FOR**


**UNIVERSITY POLICE AND RELATED RECORDS**

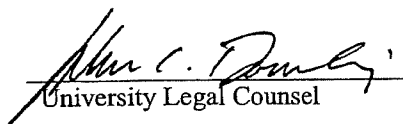
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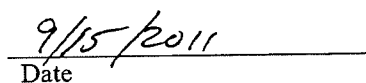
**NOTE: 7/2016 - a number of record series in this schedule have been superseded or added from the UWSA Police GRS which was approved in 2014.**

  
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Dean/Department Chair/Administrative Officer

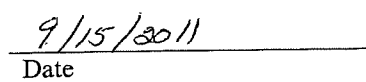
  
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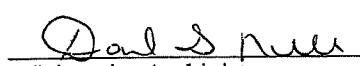
  
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Dean/Dept. Chair/Admin. Officer-PLEASE PRINT

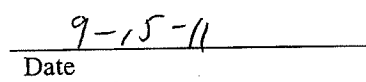
  
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University Legal Counsel

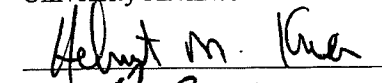
  
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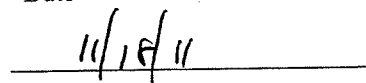
  
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University Records Officer

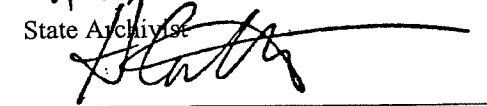
  
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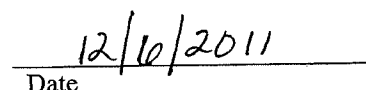
  
\_\_\_\_\_  
University Archivist

  
\_\_\_\_\_  
Date

  
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State Archivist

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Executive Secretary - PRB

  
\_\_\_\_\_  
Date

**APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO November 2021**

## UNIVERSITY OF WISCONSIN - MADISON: GENERAL RECORDS AND DISPOSITION SCHEDULES

### I. INTRODUCTION AND PURPOSE

This retention schedule represents the official University of Wisconsin-Madison policy with regard to the retention and disposition of all university and public records and information and has the approval of the University Records Management Advisory Group (URMAG) and the Wisconsin Public Records Board (PRB). The PRB is the statutory body with the responsibility to safeguard the financial, legal, administrative, and historical interests of the State in the disposition of records through the review of records schedules prepared by State agencies.

This retention schedule also provides guidance to University of Wisconsin-Madison employees regarding what does and does not comprise a public record. The UW-Madison campus must manage all records to ensure systematic control from creation or receipt through processing, distribution, maintenance, retrieval, retention and final disposal for records retention purposes.

### II. SCOPE:

This schedule pertains to the records and information arising from currently understood UW-Madison record policies and procedures. It applies to all such records regardless of format or media. While an attempt has been made to describe the records in commonly used terms, there may be instances in which the schedule does not reflect the exact title or name used by a given department. If offices or departments cannot determine by the descriptive information provided on each item whether a given departmental record is covered or not, they should contact the University Records Officer. An attempt has been made to include all records commonly required or used within the University campus. However, as processes change, forms may be modified and new ones created, and documentation requirements may also change. This schedule will be reviewed periodically to insure that it is kept as up-to-date as possible. This schedule applies to all organizational units of the University of Wisconsin-Madison and any attached entities that are required to follow UW-Madison policies.

### III. SUSPENSION OF THE RECORDS RETENTION SCHEDULE

University and Public Records may be delayed from disposition / destruction only under the following conditions:

1. Particular records have been identified as needed for a financial or performance audit.
2. Records that are required for legal proceedings are held under a "litigation hold" for an actual or imminent legal proceeding. Imminent meaning legal action is anticipated or there is reasonable expectation thereof.

3. An open records request has been received and not completed. **Contact University Relations.** See Office of Legal Affairs - Public Records <http://legal.wisc.edu/public-records.htm>
4. The Wisconsin Open Records Law, Wis. Stat. §19.35(5), forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request was denied. Court orders and litigation may extend this time period. The agency's legal custodian of records can provide advice. For the University of Wisconsin Madison the legal custodian is the **University Relations in the Chancellor's Office.**
5. It is the responsibility of the office holding the record to determine if an audit or litigation is pending, anticipated or imminent, or if an open record request is pending or the time specified in Wis. Stat. §19.35(5) has not yet elapsed.

## 1. UTILITY AND FUNCTION OF INFORMATION PROVIDED WITHIN THIS DOCUMENT

- a. **Minimum Retention Established and Permanent Retention Procedure.** The records retention schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period or transfer to the UW Archives.
- b. **Materials That Comprise Public Records.**  
Under Wisconsin law, many materials comprise public records performing the transaction of public business on behalf of the University Campus. Under Wis. Stat. §16.61, Public records are defined as " all books, papers, maps, photographs, films, recordings, optical disks, electronically formatted documents or other documentary materials, regardless of physical form or characteristics, made, or received by any state agency or its officers or employees in connection with the transaction of public business"
- c. **Materials That Do Not Comprise Public Records.** Under Wisconsin law, many materials do not comprise public records. Therefore, non-records should be retained only so long as they are useful as a resource for performing the transaction of public business on behalf of the University Campus. Thereafter, in the interest of efficiency and proper resource management, they should be destroyed. Under Wis. Stat. §16.61, the definition of "Record" does not include: duplicate copies of materials the original copies of which are in the custody of the University and which are maintained only for convenience or reference and for no other substantive purpose; materials in the possession of a library or museum made or acquired solely for reference or exhibition purposes; notices or invitations received by the University that were not solicited by the University and that are not related to any official action taken, proposed or considered by the University; drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; and routing slips and envelopes.

**d. Preservation of Historical Documents.** Historically, University records have been preserved in paper files. Presently, however, advances in technology are beginning to present a viable alternative to paper records: electronic data stored in many electronic systems. Because of the potential for electronically-preserved information to be lost over time as electronic systems degrade or become obsolete, electronic systems should be used as the primary manner of preserving historical documents only if measures are implemented to ensure appropriate updates to the electronic storage systems are consistently purchased, installed, and maintained, and to ensure the appropriate migration of the electronically-stored information as electronic systems become obsolete and are replaced by new technologies.

Because of the consequences of failing to appropriately maintain electronic information technology systems, records storage within an electronic information system must comply with the legal requirements set forth in [Board of Regents Policy Document 3-2: University of Wisconsin System Public Records Management](#); and [Wisconsin Administrative Rule 12: Electronic Records Management-Standards and Requirements](#).

**Please carefully review these documents prior to storing official copies of public records upon information systems and if you have questions or concerns, then please seek assistance from the University Records Officer.**

## Using the Schedule

- Use the table to locate the record series item.
- Identify whether you are the holder of the official, department, or copy of the record.
- Implement the retention and disposition noted at the level of record you hold.
- If you are uncertain about the records series item or your responsibility for it, contact the Records Officer for clarification.
- Retention periods and disposition methods outlined in this document have been reviewed and approved by the University (University Records Management Advisory Group (URMAG) – Consisting of signatures from University Archivist, Office of Legal Affairs and the University Records Officer).

## **UNIVERSITY OF WISCONSIN- MADISON**

### **UNIVERSITY POLICE AND RELATED RECORDS GENERAL RECORDS SCHEDULE**

The University of Wisconsin Madison University Police and Related General Records Schedule applies to all units conducting business on behalf of the university. In order to facilitate efficient records management for University employees, this general schedule is provided in grid format.

As dedicated law enforcement professionals we prepare for, research, and respond to individual and community needs. We develop and maintain a well-equipped, well-trained team, working together in an effort to resolve crises and solve crimes. To maintain and promote the academic and research mission of the University, we will continue to work in cooperation with the campus community. We strive to be proactive in providing a safe environment for the people and property of the University of Wisconsin. We deliver preventive measures to the University community, enabling a timely, effective response to incidents and emergencies, with a goal of quick recovery. We provide recommendations and allocate resources, aiding the campus in emergency preparedness and response to minimize potential risk. We safeguard and serve all individuals, promoting diversity and operating in an unbiased manner. We uphold the United States Constitution as we Respect and Honor our colleagues and community by working with Integrity and Compassion.

The following records retention schedule is for campus –wide use by the University of Wisconsin-Madison. The schedule is divided into the following sections:

- Police Field Services
- Communications/Dispatch
- Police Field Training
- Police Administration
- Infrastructure Security Unit

This retention schedule is used in conjunction with University of Wisconsin – Madison Police Policy: 82.4

#### **Appraisal Note(s):**

In order to safeguard the electronic information contain in these records to make sure that it remains accessible and retrievable throughout the specified retention period and to meet the requirements of Wisconsin Administrative Rule 12 for Electronic Records a readability and retrieval check should be completed at least every 3 years.

UW – Madison – University Police Department 770100

| Record Series ID Number      | Record Series Title   | Record Series Description   | Retention  | Media Type   | Disposition                           | Office of Record |
|------------------------------|---|---|--|--|---------------------------------------|------------------|
| <b>Police Field Services</b> |   |   |  |  |                                       |                  |
| UWPD001                      | <b>Police Case Files - Homicide and Unsolved Missing Person Cases</b> | This record series consists of case files of homicides and unsolved missing persons. This would include evidentiary Records such as fingerprints, mug shots, telephone recordings, In-car video, video surveillance tapes.                  | <b>Retention:</b><br><b>Permanent</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: Yes<br>PII: Yes                         | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic format | <b>Permanent</b>                      | <b>UWPD</b>      |
| UWPD002                      | <b>Police Case Files - Felony, Misdemeanors</b>                       | This record series consists of case files of crimes such as theft, sexual assault, burglary, battery and other crimes. This would not include evidentiary records such as finger prints, mug shots, telephone recordings, video recordings" | <b>Retention:</b><br><b>CR+25 Years</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: Yes<br>PII: Yes | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic format | <b>Destroy</b><br><b>Confidential</b> | <b>UWPD</b>      |

|         |  |   |  |  |                             |             |
|---------|--|---|--|--|-----------------------------|-------------|
| UWPD003 | <b>Fingerprints and Mug Shots records</b>  | This series includes those records that are not included or considered as evidentiary record.   | <b>Retention:</b><br><b>CR+7 Years</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: Yes<br>PII: Yes  | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic format | <b>Destroy Confidential</b> | <b>UWPD</b> |
| UWPD004 | <b>Telephone Recordings and In-Car Video and UWPD Building System Video Recordings</b> | This series includes squad videos, and other videos records that <b>are not</b> included or considered as evidentiary record Including Body Camera footage. | <b>Retention:</b><br><b>CR+180 Days</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: Yes<br>PII: Yes | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic format | <b>Destroy Confidential</b> | <b>UWPD</b> |



|         |   |   |  |  |                             |             |
|---------|---|---|--|--|-----------------------------|-------------|
| UWPD005 | <b>Campus Community Police Records</b>                    | This series include crime prevention and other campus community problem oriented police projects including the Bike Unit, Special Events, K-9 Unit, Mounted Unit, Route and Chazen Museum Security, Health sciences security. | <b>Retention:</b><br><b>CR+7 Years</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: Yes<br>PII: Yes  | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic format | <b>Destroy Confidential</b> | <b>UWPD</b> |
| UWPD007 | <b>Incident and Accident Reporting and Safety Reports</b> | Offense/Incident Reports and Vehicle Accident Reports including the Campus Safety Reports   | <b>Retention:</b><br><b>CR+25 Years</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: Yes<br>PII: Yes | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic format | <b>Destroy Confidential</b> | <b>UWPD</b> |
| UWPD009 | <b>Surveillance Event Records</b>                         | This series includes photographs and video surveillance which are not part of In-Car or Building System Video Recordings. These records are recorded during events by   | <b>Retention:</b><br><b>CR+1 Year</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not  | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing                                       | <b>Destroy Confidential</b> | <b>UWPD</b> |

|                                |   |  |  |   |                                       |             |
|--------------------------------|---|--|--|---|---------------------------------------|-------------|
|                                |   | hand held cameras or during the arrest process and have a short term value.  | keep longer than the originals.<br><br>Confidential: No<br>PII: Yes  | Physical and Electronic   |                                       |             |
| <b>Communications/Dispatch</b> |   |  |  |   |                                       |             |
| <b>UWPD010</b>                 | <b>Police Communications - Dispatch Records</b> | This record series contains recordings of UWPD Radio Transmissions.  | <b>Retention:</b><br><b>CR+180 Days</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: No<br>PII: No | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic | <b>Destroy</b>                        | <b>UWPD</b> |
| <b>UWPD011</b>                 | <b>Dispatch Record Log Books</b>                | Notes created by the Police Communications Operator which may be created for information received regarding incidents or activities which may contain the date and time received, nature of the information, general notes or actions taken. | <b>Retention:</b><br><b>CR+1 Year</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: No<br>PII: Yes  | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic | <b>Destroy</b><br><b>Confidential</b> | <b>UWPD</b> |

## Police Field Training

|         |                      |   |  |                         |                             |      |
|---------|----------------------|---|--|-------------------------|-----------------------------|------|
| UWPD012 | Field Training Files | <p>Field training is a requirement of 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. UW Police policy states that successful candidates for staff positions on the UW Police force must meet the standards of the training program. As part of the initiation orientation, each new (Police Officer, Security Officer or Police Communications Operator) receives the training manual. This records series documents the field training process. Documentation includes some or all of the following: Hand written daily notes by officers describing duties, interactions the officer has during their shift; Daily Journals, Assessment of Training</p> | <p><b>Retention:</b><br/> <b>EVT + 7 Years</b><br/> <b>EVENT= Date of Termination</b></p> <p><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.</p> <p>Confidential: Yes<br/>         PII: Yes</p> | Physical and Electronic | <b>Destroy Confidential</b> | UWPD |
|---------|----------------------|---|--|-------------------------|-----------------------------|------|

|  |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
|  |  | Evaluation Reporting, Successful candidates do not have their training files added to the personnel file. |  |  |  |  |
|--|--|---|--|--|--|--|

**Police Administration**

|                |   |   |  |                                   |  |             |
|----------------|---|---|--|-----------------------------------|--|-------------|
| <b>UWPD013</b> | <b>UWPD Daily Schedules</b>             | This service contains records for UWPD Daily Briefings for staff, daily roster schedules and assignments such as security or police officer beat assignments, application and signed waivers for non-UWPD persons to ride/walk/sit along with UWPD personnel as they perform their assigned duties.   | <b>Retention:</b><br><b>CR + 2 Years</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: No<br>PII: Yes                 | Physical and Electronic           | <b>Destroy Confidential</b>            | <b>UWPD</b> |
| <b>UWPD014</b> | <b>UWPD CALEA Accreditation Records</b> | This series consists of records for CALEA accreditation. Achieving accreditation represents the completion of an agency-wide period of self-evaluation and a thorough review by a team of independent assessors. The certificate of accreditation is for 3 years and will be reviewed continuously to | <b>Retention:</b><br><b>EVT + 4 Years</b><br><b>EVENT=Date of Accreditation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: No<br>PII: No | Database; Physical and Electronic | <b>Transfer to UW-Madison Archives</b> | <b>UWPD</b> |

|         |                                |  |   |   |  |             |
|---------|--------------------------------|--|---|---|--|-------------|
|         |                                | verify compliance with professional standards.   |   |   |  |             |
| UWPD016 | <b>UWPD Significant Events</b> | This series includes records related to significant events in the history of UWPD and the UW-Madison Campus.<br>EX: Camp Randall crowd crush(1993) | <b>Retention:</b><br><b>CR + 25 Years</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: No<br>PII: Yes | Public Safety Software Application - Computer aided Dispatch, P2P Data Sharing<br><br>Physical and Electronic | <b>Transfer to UW-Madison Archives</b> | <b>UWPD</b> |

### Infrastructure Security Unit

|         |                                |  |   |  |                             |             |
|---------|--------------------------------|--|---|--|-----------------------------|-------------|
| UWPD017 | <b>UWPD Key Logs</b>           | This series contains information regarding who (both University and non-university personnel) have signed/out/in campus keys issued to UWPD including date and time. | <b>Retention:</b><br><b>CR + 3 Years</b><br><b>CR=Creation</b><br><br><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.<br><br>Confidential: No<br>PII: No | Key Watcher Software Application<br><br>Physical and Electronic formats    | <b>Destroy Confidential</b> | <b>UWPD</b> |
| UWPD018 | <b>Access Card Information</b> | This series contains employee and / or student identification information including building/area access privileges stored for the purposed of granting              | <b>Retention:</b><br><b>EVT + 1 Year</b><br><b>EVENT=Separation from the University.</b>  | Access Control Software application<br><br>Physical and Electronic formats | <b>Destroy Confidential</b> | <b>UWPD</b> |

|         |  |  |  |                                 |                                       |             |
|---------|--|--|--|---------------------------------|---------------------------------------|-------------|
|         |  | access via access card to secured specific buildings or areas of the University. (**NOTE: What was actually accessed is held by AIMS - 6 months live on system and 3 years total in back up archive.)                | <p><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.</p> <p>Confidential: Yes<br/>PII: Yes</p>  |                                 |                                       |             |
| UWPD019 | <b>Infrastructure Security Reports</b> | This series contains records created relating to the physical security and protection of buildings and areas of the University. These may include crime prevention surveys, scope reports and other related reports. | <p><b>Retention:</b><br/><b>CR + 3 Years</b><br/><b>CR=Creation</b></p> <p><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.</p> <p>Confidential: Yes<br/>PII: No</p> | Physical and Electronic formats | <b>Destroy</b><br><b>Confidential</b> | <b>UWPD</b> |

**UWPD has opted into the following record series from the UWSA Police General Records Retention Schedule 7/2016.**

| Record Series ID Number | Record Series Title   | Record Series Description  | Retention   | Disposition   |   |  |
|-------------------------|---|--|---|---|---|--|
| UWPP200                 | <u>Police Services Annual Report</u>                        | Annual report of the campus police services.   | <p><b>Original:</b><br/>CR+5 fiscal years</p> <p><b>Retention:</b><br/>CR + 5 Fiscal Years<br/>EVT=Creation</p> <p><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.</p> | Transfer to University Archives                                     | <b>This record series supersedes UWPD015 UWPD Annual Reports and Publications</b> |  |
| UWPP201                 | <u>Police Chief Correspondence and Administrative Files</u> | Correspondence and files of the Chief of Police Services and other office files which may contain policy documents, letters, and administrative information of long-term value.<br>NOTE: Some institutions may consider some of all of the records have archival value; consult your institutions archives | <p><b>Retention:</b><br/>CR + 5 Years<br/>EVT=Creation</p> <p><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.</p> <p>Confidential: No<br/>PII: No</p>                  | Destroy or Transfer to University Archives per institutional policy | <b>This record series was opted into by the UWPD</b>                              |  |

|                |                                     |  |  |  |  |  |
|----------------|-------------------------------------|--|--|--|--|--|
|                |                                     | for additional Information.  |  |  |  |  |
| <b>UWPP202</b> | <b><u>Citations</u></b>             | Citations are tickets written for ordinance and non-criminal traffic violations.   | <p><b>Retention:</b><br/><b>CR + 5 Years (Creation)</b></p> <p><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.</p> <p>Confidential: No<br/>PII: Yes</p> | Destroy Confidential   | <p><b>This record series supersedes UWPD006 Wisconsin Uniform Traffic Citations and Wisconsin Citation (Non-Traffic)</b></p> |  |
| <b>UWPP210</b> | <b><u>Clery Act Report File</u></b> | This series consists of information compiled for Clery Act for Higher Educations (20 U.S.C. 1092(f)) reports. It includes a daily occurrence log that describes case #, date/time, case type, locations, address, status and occurrence and other documents used in preparation of the annual report. Official copy may be created and/or held at a higher administrative level. | <p><b>Retention:</b><br/><b>CR+7years (Creation)</b></p> <p><b>Copies:</b> Destroy when no longer needed, but do not keep longer than the originals.</p> <p>Confidential: Yes<br/>PII: Yes</p>   | Destroy Daily Logs. Annual Reports should be offered to the University Archives. | <p><b>This record series supersedes UWPD008 UW Police Clery Log.</b></p>   |  |