



**Coppin State University Police Department
Manual of Rules and Procedures
RECORDS RETENTION SCHEDULE**

Section: 1.700 A
Effective: October 13, 2013

Item	Description	Retention
1	<p>Fiscal Services <u>Budget Files</u> Files related to financial matters. Includes report of transactions for each month for all accounts, working budget for full-time salary</p>	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years, then destroy. For federally sponsored, State sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor, then destroy.
2	<p><u>Employee Time keeping Records and Leave Balances</u> Records approved by the supervisor that show leave taken and hours/duty days worked for student, Contingent Category I, Contingent Category II, and Regular employees; also includes leave balances for those employees eligible to earn leave.</p>	Retain for 5 years, then destroy. The Payroll and Human Resources (PHR) System is the system of record for time entry. Offices of Record for time entry are University Human Resources and Payroll Services. For timesheets and leave balances prior to PHR Implementation. Office of Record is the Coppin State University Police.
3	<p><u>Payroll Files</u> Includes statements of payroll charges, 1099 change forms, overtime authorization forms, and other payroll documents.</p>	Retain for 5 years and until audit requirement are met, then destroy. The Payroll and Human Resources (PHR) System is the system of record. Office of record is Payroll.
<u>FISCAL SERVICES</u>		
4	<p><u>Personnel Payroll Files</u> Files on employees who are employed or have been employed by the University of Baltimore Police, Includes payroll entries, notice of separation forms, employment eligibility verification form 1-9, photocopy of Social Security card and birth certificate,</p>	Retain for 10 years after separation, then destroy.
5	<p><u>Purchasing Records for State Accounts</u> Internal account records, including copies of requisitions, invoices, purchasing card transaction logs, and packing slips,</p>	Retain for 3 years and until audit requirements are met, then destroy. the offices of record for purchasing card transaction logs and Small Procurement Orders is the Coppin State University Police, Office of Record for purchase orders is Procurement and Supply,
6	<p>Purchasing Records Involving Federal Funds Internal account records, including copies of requisitions, invoices, purchasing card transaction logs, and packing slips.</p>	Retain for 5 years after final payment has been received from the federal government or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record for purchasing card transaction logs and Small Procurement Orders is the Coppin State University Police, Office of Record for purchase orders is Procurement and Supply,
7	<p>Telecommunications Service Bills Records of telecommunications service charges.</p>	Retain for 3 years, then destroy. Office of Record is the Office of Information Technology,
<u>RECORDS</u>		
8	<p><u>Arrest Records, Adult</u> Reports of criminal arrests in people over the age of 18 years. (Includes Citation in Lieu of Arrest)</p>	Retain until arrestee turns 75 years old or 12 years after the arrest, whichever is later, then destroy.
9	<p><u>Expungements</u> Records ordered sealed by the court If sealed, the records may not be opened for any purpose except by order of the court upon good cause shown. .</p>	Retain for 3 years, then destroy.



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10	<u>Arrest Records, Juvenile</u> Police records concerning a child. These records are kept separate from adult records.	Retain for 12 years beyond date of last entry item, then destroy.
11	<u>Field Interview Reports</u> Suspicious person reports, reports on trespassing, etc. These are non-criminal reports.	Retain on Report Exec for retrieval for 1 year.
12	<u>Lockout Liability Waivers</u> Signed documents releasing the UB Police from liability when unlocking a vehicle.	Retain for 1 year, then destroy.
13	<u>Reports of Accidents</u> (MI reports) for “fender bender” incidents occurring on campus.	Retain for 10 years, then destroy.
14	<u>Reports, Criminal (Paper)</u> Records or documents and photographs pertaining to criminal incidents.	Retain for 75 years, then destroy.
15	<u>Reports, DUI</u> Records of DUI incidents, paperwork, tests, etc.	Retain for 10 years after case disposed of in court, then destroy.
16	<u>Reports, Incident</u> Records of documents and photographs pertaining to reported incidents .	Retain for 10 years after case disposed of in court, then destroy.
<u>RECORDS</u>		
17	<u>Submitted Uniform Crime Reports</u> Reports of incident and crime statistics submitted to the Federal Bureau of Investigation on a monthly basis,	Retain for 5 years, then destroy,
18	<u>Traffic Citation and Citation in Lieu of Arrest Transmittals</u> Record of issued traffic citations and citations in lieu of arrest sent to the court.	Retain for 1 year, then destroy,
19	<u>Traffic Citations</u> File of issued traffic citations to violators.	Retain for 3 years or when disposed of in court, whichever is later, then destroy,
20	<u>Warnings</u> Record of written warnings issued to individuals,	Retain for 6 months, then destroy,
21	<u>Background Investigation Requests/Waivers</u> Files pertaining to the investigation of individuals who have applied for employment outside of the University of Baltimore.	Retain for 1 year, then destroy.
22	<u>Accident Request Form</u> Files pertaining to requests for traffic accident reports.	Retain for 1 year, then destroy,
23	<u>Consent Search Reports</u> Files pertaininl1 to the consented search of individuals, not relating to arrests,	Retain for 3 years, then destroy,



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<u>STUDENT EMPLOYEES</u>		
24	<p><u>Contract Files</u> Files containing security logs and/or correspondence issued by student hired under work study.</p>	Retain for 1 year, then destroy.
25	<p><u>Reports</u> Files or reports prepared for aides regarding instructions, duties, and other information pertaining to operations of a particular assignment.</p>	Retain for 1 year, then destroy.
26	<p><u>Incident Report Files (PCA)</u> Reports documenting incidents involving student working under work study.</p>	Retain for 1 year, then destroy,
27	<p><u>PCA Personnel Files</u> Folders that may contain applications, certificates, awards, correspondence, and disciplinary actions.</p>	Retain for 10 years after termination of employment, then destroy,
28	<p><u>PCA Employment Applications</u> Applications/Resumes for employment with the Coppin State Police Department "Police Communication Aide" position/s.</p>	Retain applications of rejected candidates for 3 years after submission, then destroy. Transfer applications of accepted candidates to employee's Personnel File.
<u>TRAINING</u>		
29	<p><u>New Hire Training</u> Training for sworn police officers who, because of being separated from law enforcement between 3 and 5 years and non-Maryland officers who completed an acceptable entrance level academy in another state or through the federal government, attended the MPCTC's <i>Comparative Compliance Training Course</i>. Training topics include Maryland criminal and traffic law, juvenile law and procedures, advanced first aid, and entrance level firearms qualification. Attendees must be employed by a Maryland police agency and have received a waiver of entrance level training from The Police Training Commission.</p>	Retain for 10 years after student. Completes academy, then destroy.
30	<p><u>Background Investigation Files (Applicants)</u> Files pertaining to investigations of individuals who <i>have applied</i> for a police officer position with the Coppin State Police.</p>	Retain for 10 years after individual applies for employment, then destroy.
31	<p><u>Background Investigation Files(Employees)</u> Files pertaining to investigations of individuals who <i>were hired</i> for a police officer position with the Coppin State Police.</p>	Retain for 10 years after separation, then destroy,
32	<p><u>Hiring Process Files</u> Files pertaining to applicants to the Coppin State Police containing: employment eligibility lists; test scores; evaluations; process notification letters, documents pertaining to all phases of the hiring process completed by the applicant when retained at the CSUPD or HR.</p>	Retain for 5 years, then destroy.



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33	<u>Training Files (Current Employees)</u> Files pertaining to currently employed police officers containing: annual in-service (training) examinations, performance examinations, training orders, Maryland Police and Correctional Training Commission (MPCTC) and agency certifications, and annual firearms qualifications,	Retain for 10 years after separation, then destroy.
34	<u>Training Files (Former Employees)</u> Files pertaining to formerly employed police officers containing: annual in-service training scores, performance examinations, training orders, MPCTC and agency certifications, and annual firearms qualifications.	Retain for 10 years after separation, then destroy.
35	<u>LOGISTICS</u> <u>DR-15 and DR-15A Issuance Ledger</u> Record of the assignment of DR-15 and DR-15A books to individuals.	Retain for 3 years and until audit requirements are met, then destroy.
36	<u>Impound Forms</u> Documentation of information regarding the impoundment of vehicles by Coppin State Police	Retain for 3 years, then destroy.
37	<u>Property Receipts (Evidence)</u> Documentation of possession and disposition of evidence collected by the Coppin State Police	Retain for 3 years or until case is disposed of in court or charges are dropped, whichever is later, then destroy.
38	<u>Property Receipts (Non-Evidence)</u> Documentation of possession and disposition of non-evidentiary property obtained by the Coppin State Police.	Retain for 3 years, and then destroy.
39	<u>Request for Laboratory Analysis Forms (MSP Form #67)</u> Documentation of requests for laboratory analysis of evidence collected by the Coppin State Police and/or forms received at BPD's Evidence Control Unit.	Retain for 3 years or until case is disposed of in court or charges are dropped, whichever is later, then destroy.
40	<u>State Summons Book Issuance Log</u> Record of the assignment of State Summons books to individuals.	Retain for 3 years, and then destroy.
41	<u>OFFICE OF THE CHIEF</u> <u>Accreditation Files (Outside Accreditation Coordinator's office)</u> File folders containing Commission on Accreditation for Law Enforcement Agencies (CALEA) standards, standards status reports, & proof of compliance for purposes of international accreditation.	Coppin State Police to retain for 3 years after subsequent re-accreditation, then send to University Archives for permanent retention.
42	<u>Directive Files</u>	



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44	Files of directives and documentation as required by IACLEA for Recognition and/or Accreditation. Also staffing sheets reflecting the Directive's approval and date approved. Sheets also represent Chief's signature on file.	Send final directives to University's HR facility for permanent retention. Retain all other material until superseded, updated, cancelled, or obsolete, then destroy.
45	<u>Court Liaison Files</u> Book containing sign off for CSU police officer's court summonses.	Retain for 1 year from receipt, then destroy.
46	<u>General Correspondence</u> Includes general correspondence for all units of the University of Baltimore Police.	
<u>OFFICE OF THE CHIEF</u>		
47	<u>Inspectional Files</u> Files containing inspectional reports from staff and decentralized line inspection programs.	Screen annually and destroy that material for which no further reference is required. Material deemed to have historical or permanent administrative value to be sent to University Archives permanent retention. Retain for 3 years, then destroy.
48	<u>Internal Affairs Files</u> Files on Internal Affairs investigations of former and current employees. Includes information from personnel files.	Retain for 10 years after employee separation, then destroy.
49	<u>Legal Files</u> Includes copy of paperwork associated with civil litigation, civil suits, etc.	Retain for 10 years after case is closed, then destroy.
50	<u>Office of Student Conduct Referrals</u> Copy of referrals made by officers to the Office of Student Conduct.	Retain until disposition is <i>received</i> , then destroy.
51	<u>Personnel Files</u> Files pertaining to current and former employees containing paperwork related to hiring, certificates, awards, disciplinary action, etc.	Retain for 10 years after separation, then destroy.
52	<u>Public Information Log</u> Copy of media releases,	
53	<u>Trespass/Denial of Access Hearing Logs</u> Copy of materials used in Trespass or a Denial of Access hearings containing police report information.	Retain for 1 year plus the current semester, Then forward for permanent retention.
54	<u>Search Committee Files</u> Search committee materials for administrators and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing	Retain until expiration of appeal process is reached, then destroy.



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54	final recommendation data, voting results, top candidate resumes (top 5 or 2 only, depending on size of search), and all information on appointed candidate.	Retain listed material for 5 years, then destroy. Retain applications, resumes, and cover letters of all other applicants for 3 years, then destroy. Retain other search committee material for 1 year, then destroy.
55	<p><u>Contract and Grant Files</u> Records that document contracts and grants received by the University of Baltimore, Department of Public Safety from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgements, and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.</p>	Retain for 5 years after final payment has been received from the sponsor, or for 10 complete fiscal years after the date of record creation, or as specified by individual agency requirements, then destroy.
57	<p><u>Performance Review and Development Files</u> Evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.</p>	Retain for 10 years after termination of employment, then destroy.
57	<u>COMMUNICATIONS</u>	
58	<p><u>Digital Recordings</u> Recordings of telephone calls and radio transmissions.</p>	System retains for 3 months. Copies made can be held for one year, unless required for training or court.
59	NCIC (National Crime Information Computer) Clear Files Items entered into NCIC as stolen that have been cleared due to recover.	Retain until end of the calendar year, then destroy.
60	<p><u>NCIC (National Crime Information Computer) Locate Files</u> Stolen articles that were listed in NCIC and recovered by the University of Baltimore Police.</p>	Retain until end of the calendar year, then destroy.
61	<p><u>NCIC (National Crime Information Computer) Teletype Entries</u> Entries made into NCIC for stolen autos, boats, license plates, and vehicles.</p>	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
62	<p><u>NCIC (National Crime Information Computer) Teletype entries for Missing Persons and Guns</u> Entries made into NCIC for missing persons and guns.</p>	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
62	<p><u>Digital Recordings</u> Digital recordings from monitors placed inside and outside of University buildings.</p>	Remain on servers for up to 6 weeks. Copies should be retained for 1 year, then destroyed, unless needed for court or training. When no longer required, erase or destroy, depending on the medium.
	<u>INVESTIGATIONS</u>	
63	<p><u>Confidential Informant Files</u> Although the agency currently does not have confidential informant, should they be used, files containing initial contact sheet, subsequent contact sheets, and any documentation related to information that the informant provides (statements, reports, and etc.).</p>	Retain for 5 years after last contact with informant, then destroy.



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64	<u>Equipment Logs</u> Contains information relating to equipment/radios used by investigations personnel.	Retain for 1 year, then destroy.
65	<u>Investigative Files</u> Contains duplicates of reports. witness statements. Property receipts. analysis reports. documentation of evidence. Search warrants, subpoenas, memos, and correspondence already contained in arrest file in the Records Area or the Investigation Office. Also contains investigative summaries	Retain investigative summaries in Investigations Unit for 3 years, then transfer to Arrest Record (see items 8-10). Retain other material for 3 years, then destroy.
<u>PATROL</u>		
66	<u>Building Security Report</u> Written survey of the condition of buildings within the jurisdiction of the Coppin State Police	Retain for 1 year than destroy.
67	<u>Duty Log</u> Record of on-duty personnel and equipment and vehicles checked out.	Retain for 1 year than destroy.
68	<u>Ride-Along Requests</u> Forms completed by citizens to request a ride-a-long.	Retain for 1 year than destroy. Retain for 1 year than destroy.
Access to records covered by the Freedom of Information Act will be determined by the Coppin State University's Legal Affairs		
If litigation, claims, complaints or audits have started before a retention period ends, all related records must be retained until final action is taken.		