

# **University of Washington Police Department**

## **Retention Schedule**

**June 2012**

**Record Group Number  
15.17.00**



Chief of Police

John N. Vinson , Ph.D.

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Records Coordinator

Jennifer M. Patterson

## 1 About This Document

The attached Records Retention Schedule serves as the primary legal source for identifying recordkeeping requirements in this Police Department. It also serves as the legal authority for the transfer and disposal of the records. Retention periods indicated reflect the amount of time each record must be kept for either legal, audit, administrative, historical or reference purposes.

### 1.1 Purpose of the Retention Schedule

This Retention Schedule provides a management tool for identifying and determining the retention and disposal of functional records created by the University of Washington Police Department. It contains valuable information and guidance to the organization with respect to the major categories of records it creates. The schedule is an important business tool and assists in guiding compliance with legal obligations. This Retention Schedule has been created to comply with guidelines set by the Washington Administrative Code (WAC) and the Revised Code of Washington (RCW). [WAC 44-14-03005 and RCW 40.14.070]

The aim of this Retention Schedule is to:

- Identify records worth preserving but not needed to be stored on site, such as:
  - Records with historical value - Which will be transferred to the UW Library Special Collections-Archives
  - Sexual Offender Records – Which will be transferred to the Washington Association of Sheriffs and Police Chiefs (WASPC) in Lacey, WA
- Prevent the premature destruction of records which need to be retained for a specific period to satisfy legal, financial and other requirements of public administration; and
- Authorize the destruction of those records not required for permanent retention.



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## 1.2 Review of the Retention Schedule

Authorized employees of the University of Washington Police Department will review the structure and use of this Retention Schedule within five years of its approval. If necessary, a revised Retention Schedule shall be created and submitted to the State Records Commission for approval prior to its implementation.

New record categories that are not referred to in this Retention Schedule **must not** be destroyed. In such a situation, the Records Coordinator must be contacted with a request to amend the Retention Schedule. No records in such a category are to be destroyed until approval, or decision to amend has been obtained from the State Records Commission.

## 2 Recordkeeping Environment

### 2.1 Referenced Material

The following retention schedules, or superseding laws, were referenced in the creation of this document:

- The University of Washington General Records Retention Schedule - used for general UW administrative records, financial and accounting, and human resource management records.
- The State Archives General State Records Retention Schedule – used for common state agency records
- The Clery Act - is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.
- Various RCW and WAC statutes – noted where applicable.



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## 2.2 Public Records Act

“The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created.” RCW 42.56.030

The state Public Records Act chapter (42.56) “shall be liberally construed and its exemptions narrowly construed to promote this public policy and to assure that the public interest will be fully protected.”

Because of this, all UWPD records are considered to be ‘public records’ and must be structurally maintained and disposed of properly.

## 2.3 Investigations and Inquiries

If an outside investigation or inquiry is in progress (or likely/imminent), all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed. (RCW 42.56.100)

## 2.4 Publications Produced by the Organization

One copy of all UWPD publications must be sent to UW Archives at Box 352900. No other copies are required to be kept or maintained unless UWPD desires to do so for Historical Purposes.

## 3 Records

### 3.1 Formats

#### 3.1.1 Electronic Records

The Public Records Act does not distinguish between paper and electronic records. Instead, the act explicitly includes electronic records within its coverage. The definition of "public record" includes a "writing," which in turn includes "existing data compilations from which information may be obtained or translated." RCW 42.17.020



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Therefore, electronic records are subject to the provisions of this Retention Schedule in the same way as hard copy records. Where they are not printed and attached to a hard copy file they will be managed in electronic form to remain accessible for as long as they are required in accordance with this Retention Schedule and any laws or statutes that govern it. Electronic records which are of continuing value will be migrated through successive upgrades of hardware and software for the required retention period.

**3.1.2 Websites**

The University of Washington Police Department and IT staff maintain the agency website. The website is relatively small and fairly static, with limited submittals of information from the public. Changes to website information are approved prior to publication by the UWPD Information Specialist. The entire website is saved yearly and retained permanently for reference and historical purposes.

**3.1.3 Photographs and Audiovisual**

Audiovisual records (including photographs, videotapes, films and audiotapes) are to be treated in the same manner as any other record format, and will follow the following retention schedule based on the defined type of record.

**3.2 Reproduction of Records**

The reproduction of records is mandated per RCW's and WAC's and is mandated by state law under the Public Records Act. Please refer to the agency website for applicable fees and information on how to obtain records.

**4 Recordkeeping Practices**

**4.1 Responsibility for Disposal of State Records**

Before any records are destroyed or transferred to UW Archives they will be reviewed by the Records Coordinator and authorized for destruction or transfer. A log of destroyed records, certificates of destruction, or any documentation provided by an external destruction contractor, will be transferred to the UW General Schedule Office with copies retained by the UWPD for three years.



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## 4.2 Significance of Records

Per RCW 42.56.010, the definition of 'Public record' means any document maintained, or created, containing information relating to the conduct, performance or proprietary function of any state or local government agency; regardless of physical form or characteristics.

The following is a list of document types that do not need to follow a retention schedule (adapted from the UW General Retention Schedule):

- **Miscellaneous Notices or Memoranda:** Memos and postings that do **not** relate to the functional responsibility of the department (i.e., announcements of meetings, reservations, confirmations, itineraries, acknowledgements, form-letter thank you notes, etc.).
- **Duplicates:** Copies of original or official documents
- **Drafts:** Preliminary drafts or incorrect versions of documents, forms or reports that are regenerated in order to be reviewed or to correct errors in typing, data entry, spelling, grammar, or format.
- **Published Materials from outside of the agency:** Printed materials received from other UW offices, vendors or other non-UW institutions, which require no action and are not needed for documentary purposes. May include technical reports/studies, magazines, catalogs, periodicals, flyers, announcements, newsletters and other widely distributed printed materials received by a UW office.
- **Stocks of Publications:** Supplies (multiple copies) of departmentally-produced printed documents which are superseded, obsolete or otherwise valueless. May include program brochures, booklets, flyers, forms, catalogs, directories, manuals, posters and other informational materials produced by a department for wide distribution. **NOTE:** *One copy of all UW publications should be sent to Archives at Box 352900.*
- **Transmittal Memos:** Letters and FAX cover sheets which accompany a document, report, form, etc., that do not add any substantive information to the transmitted material.



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### 4.3 Recommended Methods of Destruction

When State records are due for destruction it must be done completely so that no information is retrievable.

Hard copy (paper) records are to be destroyed by cross-shredding, pulping, or using an offsite bonded recycling company. Burying, regular shredding (not cross-shredding), trashing and recycling are not acceptable methods of destruction.

Electronic records should be destroyed either by physical destruction of the storage medium (i.e. cutting, smashing, or pulverizing) or by such methods as digital file shredding. Destruction methods must ensure that information is unrecoverable. Rewriting, or reformatting can be used to scramble data which makes recovery *more difficult*, **but** data can still be retrieved after applying these methods. The use of the “delete” function in software packages is not sufficient to destroy electronic records stored on media such as floppy disks, hard disks and rewritable optical disks, as the information may still be recovered.

Records that are stored on tape or CD (audio or video), should have the storage medium physically destroyed, or the information written over, so no information is retrievable. Shredding, cutting or chemical recycling are appropriate methods of destroying such records.

## 5 Arrangement and Definition of the Retention Schedule

This Retention Schedule has been arranged into four (4) parts with subsections that follow the UWPD organization chart:

- Part A – Office of the Chief and Executive Division
  1. Administrative
  2. Budget and Fiscal
  3. Security Services
- Part B – Office of Professional Standards and Training Division
  1. Internal Affairs
  2. Training and Recruitment
  3. Accreditation



Retention Schedule for Functional Records

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- Part C – Technical Services Division
  1. Communications and Dispatch
  2. Records Department
  3. IT/CAD/GIS
- Part D – Operations Division
  1. Patrol
  2. Support Services
  3. Property and Evidence

The schedule provides information broken down into the following informational columns:

- **Description of Records** – gives the title of the record and describes the type of record covered within the section.
- **OPR (Official Public Records)** –. Public files which have been designated as “Official Public Record” for the purposes of RCW 40.14.010.

*Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records*

- **OFM (Office Files and Memoranda)** – Public files which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

*Office files and memoranda include such records... not above defined as official public records,... made for the internal administration of the office of which they pertain but are not required by law to be filed or kept with such agency...*





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- **Location** - indicates the location of the records series.
- **Cut-Off** - The period or occurrence when a record's retention starts.
- **Retention** -.Length of retention broken down by the amount of time the record is active (office), or in storage (records).
- **Disposition Authority Number (DAN)** – Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.
- **Disposition** – Actions taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfers to University of Washington Archives, WASPC, or destruction. Transferable documents will be listed as 'ARCHIVAL' and destruction terminology will be based on record type: Electronic Records will be purged, Paper records will be shredded, etc.



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**A. Office of the Chief and Executive Division**

**1. Administrative Records**

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
1	<b>Correspondence – Executive/Official</b> Internal and external communications to or from the agency’s elected official(s) and/or executive management concerning policy issues, concerns, actions or issues, and that are not covered by a more specific records series.	OFM		Date of Document	5Y	0	5Y	UW GS10-5	<b>ARCHIVAL</b>
2	<b>Surveys</b> Internal or external individual surveys and compiled reports.	OPR		Compiled Results	3Y	0	3Y	UW GS10-37	<b>ARCHIVAL</b>
3	<b>Agreements</b> All agreement documentation relating to inter-agency, intra-agency, inter-governmental, and memorandum of understanding (MOU) involving the agency. RCW 39.34	OPR		Termination of Contract	6Y	0	6Y	UW GS6-21	Shred and/or Purge
4	<b>Crime Analysis Files</b> Records relating to analyses used to anticipate, prevent, or monitor criminal activity.	OFM	CA Office	Completion of Analysis	1Y	0	1Y	11-12-62909	Shred and/or Purge
5	<b>History Files</b> Documentation of the history and development of an office, program or event. May include photographs, videotapes, newsletters, scrapbooks or articles.	OPR		Calendar Year	5Y	0	5Y	UW GS10-11	<b>ARCHIVAL</b>



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Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
6	<b>Meeting Documents</b> Minutes, agendas, and meeting files of various departments in the agency. Including multi-media hand-outs, presentations, speeches or writings.	OFM		Date of Document	6Y	0	6Y	UW GS1	ARCHIVAL
7	<b>Studies and Operational Plans</b> Major studies and plans initiated at the executive level and/or conducted in response to a legislative order, executive order, federal requirement or court order. Generally addresses agency-wide operations or issues, affects the most important or most critical agency functions, or addresses areas of public visibility or concern.	OPR		Superseded	5Y	0	5Y	UW GS10-21	ARCHIVAL
8	<b>Press Releases</b> Press or news releases issued by an agency to the media to inform the public about events, activities and accomplishments.	OPR		Calendar Year	6Y	0	6Y	88.7.42640r1R3	ARCHIVAL
9	<b>Public Information</b> Records documenting activities of an agency, generally organized by subject. Provides a record of events, issues and subjects related to an agency's programs, missions and activities. Including UWPD Annual Report.	OPR		Calendar Year	7Y	0	7Y	00-05-59685r1R9	ARCHIVAL



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Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
10	<b>Bulletins</b> Daily, weekly, or monthly reports or bulletins created to disseminate pertinent information to various departments or individuals of the agency.	OFM		Calendar Year	1Y	0	1Y	11-12-62910	Shred and/or Purge
11	<b>Person Contact Logs</b> Security logs that provide a record of persons contacting or visiting any area of the department.	OFM		Calendar Year	5Y	0	5Y	UW GS10-4	Shred and/or Purge
12	<b>Labor Union Contracts</b> Records of contract negotiation proceedings, contracts, related correspondence, amendments, etc.	OPR		Superseded	6Y	0	6Y	GS 09015	<b>ARCHIVAL</b>
13	<b>Labor Union Relations Files</b> All documentation related to labor union administrative business. Including correspondence, meeting files and minutes, and related documentation.	OFM		Date of Document	2Y	0	2Y	GS 09014	Shred and/or Purge
14	<b>Firearms Exemptions</b> Records relating to individuals requesting an exemption to WAC 478-124-020. Includes both approved and denied permits.	OPR		Expired	6Y	0	6Y	06-09-61363	Shred and/or Purge
15	<b>Calendars, Executive</b> A record of appointments, task lists, and meeting schedules. Provides a day to day record of official activities.	OPR		Termination of Employment	2Y	0	2Y	UW GS10-04	Shred and/or Purge



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2. Budget and Fiscal Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
16	<b>False Alarm Notification (FAN) Slips</b> Copies of FAN's issued by officers and used for billing purposes.	OFM		End of Call	6Y	0	6Y	UW GS6	Shred
17	<b>Alarm Database</b> Electronic database of alarms on campus with contact numbers, descriptions and suggested response.	OPR	Server	Until Superseded	0	0	0	UW GS6	Purge
18	<b>Recharge Records</b> Documents relating to recharge rate calculation, including backup documentation.	OPR		Date of Recharge	6Y	0	6Y	UW GS6-55	Shred and/or Purge



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### B. Office of Professional Standards and Training Division

#### 1. Internal Affairs Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
19	<b>Grievance Files</b> A record of complaints and grievances by employees regarding work place issues. Transfer to UW Labor Relations after 3 Years.	OPR		Case Resolution	3Y	3Y	6Y	UW GS8	Shred and/or Purge
20	<b>Harassment or Discrimination Files</b> Documentation of complaints by employees regarding work place discrimination or harassment. Transfer to UW HR after 3 Years.	OPR		Case Resolution	3Y	3Y	6Y	UW GS8-61 UW GS8-15	Shred and/or Purge
21	<b>Personnel Complaints, Exonerated</b> Personnel complaints filed against or by employees in which the complaint proved to be unsubstantiated.	OPR		Case Resolution	3Y	3Y	6Y	UW GS8-61 UW GS8-15	Shred and/or Purge
22	<b>Personnel Complaints, Upheld</b> Personnel complaints filed against or by employees. May include documentation, backup information, recommendations, resolutions, and related correspondence.	OPR		Case Resolution	3Y	3Y	6Y	UW GS8-61 UW GS8-15	Shred and/or Purge
23	<b>Family Medical Leave and Shared Leave</b> Documentation of the use of family medical leave and the receipt and return of shared leave.	OPR		Termination of Employment	3Y	0	3Y	UW GS8-35	Shred and/or Purge
24	<b>Personnel Files, Non-Retired</b> Documentation related to an employee's work history.	OPR		Termination of Employment	3Y	0	3Y	UW GS8-35	Shred and/or Purge



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Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
25	<b>Personnel Files, Retired</b> Documentation related to an employee's work history.	OPR		Retirement	3Y	0	3Y	UW GS8-35	Shred and/or Purge
26	<b>Workers Compensation (L&amp;I)</b> Records of on the job injury reports made to the State Department of Labor and Industries when an employee seeks medical assistance. <i>NOTE: L&amp;I retains compensable claims for 75 years and non-compensable claims for 40 years per its own retention schedule.</i>	OFM		Claim Closure	3Y	0	3Y	UW GS8-58	Shred and/or Purge
27	<b>Employee Medical and Safety Files</b> All records and documents relating to an employees health. Including documents of diagnosis, prognosis, treatments and accommodations, return to work plans, medical tests, examinations, and other documentation..	OFM		Termination of Employment	3Y	0	3Y	UW GS8-35	Shred and/or Purge
28	<b>Background Packets, Hired</b> Completed background files on agency employees. Including all involved documentation and criminal history records requests.	OFM		Termination of Employment	3Y	3Y	6Y	06-07-61244	Shred and/or Purge
29	<b>Background Packets, Not Hired</b> Background files on potential employees. Including all involved documentation and criminal history records requests.	OFM		Position Filled	3Y	0	3Y	GS 03012	Shred and/or Purge



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2. Training and Recruitment Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
30	<b>Field Training Officer (FTO) Files</b> Records of officer field training; including individual officer training manual and Daily Observation Reports (DOR). RCW 43.101.200	OPR		Termination of Employment	1Y	5Y	6Y	88-4-42060r2.R8	Shred
31	<b>Field Officer Training Manual</b> UWPD manual providing guidelines and objectives for training new officers. Keep title but pd will drop it.	OPR		Superseded	6Y	0	6Y	00-05-59709	<b>ARCHIVAL</b>
32	<b>Course Information Records</b> Lesson plans, presentations, learning objectives, equipment needed, instructional materials, techniques, exams, and other records related to specific training courses.	OFM	Training Office	Training Given	6Y	0	6Y	UW GS8-57	Shred and/or Purge
33	<b>Course Registration Processing Records</b> Application and enrolment records. May include data forms, course applications, supervisor and training officer authorizations and rosters of attendants.	OPR	Training Office	Training Given	6Y	0	6Y	UW GS8-57	Shred and/or Purge
34	<b>Training Bulletins</b> Training updates and information sent out to agency personnel that does not require a full training course.	OFM	Training Office	Date of Document	6Y	0	6Y	UW GS8-57	Shred and/or Purge
35	<b>Employee History Training Files</b> Commissioned and Non-commissioned personnel training records.	OPR	Training Office	Termination of Employee	6Y	0	6Y	UW GS8-57	Shred and/or Purge





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Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
36	<b>Applicant Testing, Hired</b> Provides a record of testing during the hiring process for police officers. May include all documentation from applicant testing: PAT (physical ability test) cards, test forms and sheets and oral board exams.	OFM		Termination of Employment	3Y	3Y	6Y	12-06-68266	Shred and/or Purge
37	<b>Applicant Testing, Not Hired</b> All documentation from applicant testing. Including PAT cards, Test forms and sheets, and oral board documentation.	OFM		Position Filled	3Y	0	3Y	UW GS8-08	Shred and/or Purge
38	<b>Hiring Documents</b> Hiring letters and records by position. Including job announcements.	OFM		Superseded	3Y	0	3Y	UW GS8-27	<b>ARCHIVAL</b>



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3. Accreditation Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
39	<b>Accreditation Files</b> Records relating to UWPD accreditation and certification.	OPR	AM Office	Superseded	6Y	0	6Y	UW GS3-01	<b>ARCHIVAL</b>
40	<b>Policy Revisions and Drafts</b> Working documents relating to the creation and revision of agency policy.	OPR	Server	Superseded	0	0	0	UW GS10-22	Shred and/or Purge
41	<b>Policy Acknowledgements</b> Original signed documents acknowledging receipt and review of policies and revisions.	OPR	AM Office	Superseded	2Y	0	2Y	UW GS10-22	Shred and/or Purge
42	<b>Policies and Procedures</b> Policies and procedures issued at the executive level of the agency to address agency-wide operations and functions. Including all department's Standard Operating Procedures (SOP).	OPR	Server	Superseded	0	0	0	UW GS10-22	<b>ARCHIVAL</b>



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C. Technical Services Division

1. Communications and Dispatch Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
43	<b>Communication Center Recordings</b> Taped, daily recordings of E911 calls, general admin calls, and radio communications.	OFM	Server	4 hours	90D	0	90D	88-4-42069r2.R8	Purge
44	<b>Computer Aided Dispatch (CAD) logs</b> Electronic records of dispatched calls for service, records of police activity, and associated records with UWPD contact with the public.	OPR	Server	Calendar Year	6Y	0	6Y	88-4-42053r2.R8	Purge
45	<b>ACCESS, NCIC, and WACIC validations (TAC)</b> Records relating to validation notices received from the Washington State Patrol verifying entry information. RCW 10.98.050	OPR	Dispatch Center	After Validation	3Y	0	3Y	11-12-62911	Shred
46	<b>ACCESS Audit Reports (TAC)</b> Final reports of Washington State Patrol audit Findings.	OPR	Dispatch Center	Completion of Audit	6Y	0	6Y	11-12-62912	<b>ARCHIVAL</b>
47	<b>ACCESS Violation Incident Reports</b> Reports of individual misuse involving the ACCESS system and applicable outcomes.	OPR	Dispatch Center	Completion of Audit	6Y	0	6Y	11-12-62912	Shred
48	<b>Banning Letters</b> Provides a record of restrictions placed on an individual's access to the University.	OPR		Expired	6Y	0	6Y	06-07-61245	Shred and/or Purge



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2. Records Department

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
49	<b>Incident Reports</b> A record of the initial report on arrests, crimes and incidents. May include statements, property sheets and Notice of Infraction (NOI) or Citation reports.	OPR	Records	Calendar Year	5Y	1Y	6Y	88-4-42061r2.R7	Shred and/or Purge
50	<b>Juvenile Involved Reports</b> Case reports and files pertaining to offenses involving juveniles.	OPR	Records Cabinet	Calendar Year	Files are <b>SEALED</b> at 18 years of age and <b>RETAINED</b> until juvenile reaches 23 years of age.			11-12-62913	Shred and/or Purge
51	<b>Investigation Case Files</b> Contains a detailed record of information collected in investigations of reported crime or incidents. Including: Supplemental reports, Witness/Victim statements, photos, property and evidence worksheets, WACIC/NCIC/DOL printed data, etc.	OPR	Records	Case Closure	5Y	1Y	6Y	88-4-42068r1.R6	Shred and/or Purge
52	<b>DUI Case Files</b> Records relating to citations issued to alleged violators for driving while under the influence which must be retained in accordance with RCW 46.61.502(6).	OPR	Records	Date of issuance	5Y	5Y	10Y	11-12-62925	Shred and/or Purge
53	<b>Traffic Accident Reports</b> Comprised of chronological investigation files of vehicle collisions on campus. Including: Police traffic collision reports, Vehicle Accident Reports, State vehicle accident reports and supporting documentation.	OPR	Records	Calendar Year	5Y	1Y	6Y	WS GS 50005	Shred and/or Purge



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Records Coordinator

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Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
54	<b>Public Disclosure Requests</b> Provides record of requests for public records. May include: Request for Public Records, correspondence, interdepartmental memoranda, subpoenas, working documentation, etc.	OPR	Records	Calendar Year	1Y	5Y	6Y	88-11-43140r1R5	Shred
55	<b>Public Record Request Log</b> Records documenting the tracking of public records requests. As Per RCW 42.56	OFM	Server	Calendar Year	6Y	0	6Y	88-11-43141	Purge
56	<b>60 Day Log-</b> Electronic activity log generated and published online to the UW community per <b>CLERY</b> requirements.	OPR	Server	Annual Report	4Y	3Y	7Y	00-05-59685r1R9	<b>ARCHIVAL</b>
57	<b>Field Interview Reports (FIR'S)</b> Provides records of officers' field contacts with the community that do not result in the need for an Incident Report.	OFM	Records	End of Contact	1Y	5Y	6Y	12-06-68267	Shred and/or Purge
58	<b>Uniform Crime Reports (UCR'S)</b> Copies of reports prepared on a monthly basis documenting UCR information and statistics for submission to WASPC. As per RCW 28B.10.569(1).	OFM	Records	Monthly	3Y	0	3Y	88-4-42067r2R8	<b>ARCHIVAL</b>
59	<b>Citation/Notices of Infractions Validation Reports</b> Monthly reports accounting for issued NOI's or Citations.	OFM	Records	Calendar Year	0	6Y	6Y	WS GS10	Shred and/or Purge



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60	<b>Citation/Notices of Infractions Issue Log</b> Records documenting the issuance of blank, pre-numbered Citation/Notices of Infractions to officers.	OFM	Citation Cabinet	Calendar Year	0	6Y	6Y	11-12-62914	Shred and/or Purge
61	<b>Blank/Voiced Citations or NOI's and Ticket Books</b> Original Notice of Infraction or Criminal Citation and all copies.	OFM	Records	Date Voided	1M	0	1M	97-02-57461	Shred
62	<b>Waivers of Liability</b> Record of Citizen's request and waiver of liability for Ride Along and Motorist Assists.	OPR	Records	Calendar Year	1Y	5Y	6Y	UW GS6-21	Shred
63	<b>Court Orders, Filed with UWPD</b> Copies of orders issued by a court affecting an individual or individuals on campus.	OPR	Dispatch	Expired	0	0	0	11-12-62926	Shred
64	<b>Court Orders, Fulfilled by UWPD</b> Records relating to the tracking and delivery of official documents requiring a process to be served by the UWPD.	OFM	Records	End of Action	0	6Y	6Y	11-12-62915	Shred
65	<b>Station Security Camera Recordings</b> Video recordings taken in and around the UWPD station where footage has not been pulled for a case file or investigation.	OFM	Server	End of Day	30D	0	30D	WSGS25003	Purge
66	<b>In-Car Video</b> Video recording of actual incidents/arrests taken by 'in-car' cameras where footage has not been pulled for a case file.	OFM	Records	End of Recording	90D	0	90D	12-06-68270	Purge



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3. IT/CAD/GIS general records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
67	<b>Campus Address Database</b> Compiled list of physical addresses on campus; used by several agencies and maintained by IT staff.	OFM	Server	Calendar Year	1Y	5Y	6Y	WS GS 14029	Shred
68	<b>Information Technology Assistance Requests</b> Documentation of all requests for technical assistance including help desk requests, and the responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes.	OFM	IT Office	Date of Document	1Y	0	1Y	WS GS 14029	Shred and/or Purge
69	<b>System Users Access Files</b> Electronic or paper records created to control or monitor an individual's access to a system and its data. Created for security purposes, including user account records and access authorization files.	OPR	Server	Termination of Employment	2Y	0	2Y	UW GS10	Purge
70	<b>Computer Aided Dispatch (CAD) Backup Data</b> Backup data pertaining to calls received and/or dispatched by the communications center.	OPR	Server	Calendar Year	6Y	0	6Y	11-12-62916	Purge



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D. Operations Division

1. Patrol Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
71	<b>Notification Checklists</b> Notification list of various personnel, departments, and agencies for various incidents. (Incidents are not limited to criminal cases.)		Lt. Office	Incident Completion	1Y	0	1Y	WS GS 10	Shred
72	<b>K9 Unit Records</b> Records relating to agency owned dogs in the K9 unit. Including training and certificates, acquisition information, animal health records, and all records showing purpose, use or assignment of animal. WAC 139-05-915(7)	OPR		Removal of Active Service	6Y	0	6Y	11-12-62917	Shred and/or Purge
73	<b>Investigative Funds</b> Records related to agency funds expended during criminal investigation. Including evidence buys, investigative expenses, and informant expenses.	OPR		Last Expenditure	10Y	0	10Y	11-12-62918	Shred and/or Purge
74	<b>Deployment or Usage Logs</b> Logs detailing were manpower or equipment have been used or deployed.	OFM		Date of Document	3Y	0	3Y	WS GS 07003	Shred and/or Purge
75	<b>Special Event Records</b> Records relating to special events on campus requiring a police or security presence. Including football games and dignitary visits.	OPR	Lt. Office	Calendar Year	6Y	0	6Y	UW-GS6	<b>ARCHIVAL</b>





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					Office	Records	Total		
76	<b>Building Survey Reports</b> Records of security measure surveys done of campus buildings. Used by departments to update/enhance their security measures.	OFM		Calender Year	1Y	0	1Y	88-4-42063	<b>ARCHIVAL</b>
77	<b>Building Use Permit Authorization Lists</b> A record of the names of employees authorized to sign Building Use Permits.	OFM		Termination of Employee	6	0	6	10-11-62264	Shred and/or Purge
78	<b>Notification of Court Appearance</b> Summarizes subpoena data and directs officers to appear in court.	OFM		Monthly	0	0	0	88-4-42076	Shred and/or Purge
79	<b>Authorization for Banquet Alcohol Permits</b> Forms providing a record of University offices authorized to sale alcohol on campus.	OFM		Date of Event	6M	0	6M	04-07-60743r1R8	Shred and/or Purge



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1. Support Services Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
80	<b>Grant Requests, Awarded</b> Records relating to awarded grants or contracts.	OPR		Final Termination	6Y	0	6Y	UW-GS 7	Shred
81	<b>Grant Requests, Declined</b> Records relating to declined grants or contracts.	OFM		Denial Letter	1Y	0	1Y	UW-GS 7	Shred
82	<b>Crime Prevention Program Records</b> Records relating to the management of crime prevention programs and events. Including records on 'watch' programs, charitable projects, presentations, assessments, and citizens' academy.	OPR	CP Office	Obsolete or Superseded	3Y	0	3Y	11-12-62919	<b>ARCHIVAL</b>
83	<b>Property Registration Records</b> Records relating to personal property registered with the agency for use in recovery if lost or stolen.	OFM	CP Office	No Longer Needed	3Y	0	3Y	11-12-62920	Shred and/or Purge
84	<b>Victim Advocate (CVA) Records</b> All confidential records used and maintained by the UWPD CVA.	OPR	Support Services	Last Contact with Victim	6Y	0	6Y	12-06-68274	Shred and/or Purge
85	<b>CLERY Records</b> All reports, backup documentation, and program related records compiled to meet CLERY standards. Including Timely Warnings, and the annual CLERY report.	OPR	CP Office	Calendar Year	4Y	3Y	7Y	00-05-59685	Shred and/or Purge
86	<b>Confidential Informant (CI) Records</b> Records relating to individuals with confidential informant status.	OFM	Support Services	Termination of CI Status	3Y	0	3Y	11-12-62921	Shred



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Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
87	<b>Security Surveys and Assessments</b> Security evaluations and reports for persons or property under UWPD jurisdiction. As per WAC 296-800-16010	OPR	CP Office	Calendar Year	1Y	0	1Y	12-06-68271	Shred and/or Purge
88	<b>State Stolen Property Report</b> Documents relating to internal audit reports of stolen state property that are sent to the State Auditor.	OPR	Support Services	Monthly	3Y	0	3Y	UW GS10	<b>ARCHIVAL</b>



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2. Property and Evidence Records

Item No.	Description of Records	OPR/ OFM	Location	Cut-Off	Retention			Disposition Authority Number (DAN)	Disposition
					Office	Records	Total		
89	<b>Agency Vehicle Records</b> Generated invoices, inventories and records for agency vehicles. Including fuel logs and memo's concerning individual vehicles.	OFM	Property	Vehicle Disposition	6Y	0	6Y	UW GS2-46	Shred and/or Purge
90	<b>Agency Property Inventories</b> Any log or inventory concerning agency owned and issued property. Including officer gear, ammunition, and weapons.	OFM	Property	Vehicle Disposition	6Y	0	6Y	11-12-62922	Shred and/or Purge
91	<b>Access Documentation</b> Lists or logs documenting issuance of building access privileges. Including the issuance of identification badges, keys and key cards.	OPR		Date of Document	6Y	0	6Y	UW GS2-27	Shred
92	<b>Property in Custody</b> Records documenting the intake, management, and disposition of property acquired by the agency as found property or for safekeeping.	OPR	Evidence	Disposition of Property	6Y	0	6Y	11-12-62923	Shred and/or Purge
93	<b>Evidence Records</b> Records documenting the intake, management, and disposition of property acquired by the agency as evidence attached to a case number.	OPR	Evidence	Disposition of Case	6Y	0	6Y	11-12-62923	Shred and/or Purge
94	<b>Seized Property</b> Records relating to the seizure, forfeiture, sale or retention of property. RCW69.50.505	OPR	Evidence	Date of Forfeiture	7Y	0	7Y	11-12-62924	Shred and/or Purge



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**UW Police**

# University of Washington Police Department

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