

PUBLIC SAFETY

POLICE

520.01 Police Incident Report Files (Record Copies)

Dates: 1960 -
Volume: 38 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Numerically by report number

This record series consists of files compiled on all incidents, accidents, services, etc. reported to and/or observed/initiated by officers of the SIUC Police Department. Documents included in these files would be: Police Incident Reports; Police Service Reports; Vehicle Tow Reports; and Motor Vehicle Accident Reports.

These records are currently being microfilmed on an ongoing basis.

Application 87-65, item 130.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Microfilm record series as generated. Upon successful completion of microfilming process dispose of paper copy. Microfilm is to be retained fifty years in the office, then disposed of provided no litigation is pending or anticipated.

520.02 Arrest Files (Record Copies)

Dates: 1976 -
Volume: 4 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files compiled on all persons placed under arrest by the SIUC Police Department. Documents included in these files would be: arrest cards; fingerprints;

photographs; Notices to Appear; Court Notices; Dispositions; and other materials relating to the arrest and adjudication of an individual.

Original court documents are maintained by the Jackson County Circuit Clerk's Office. Original criminal identification and arrest records are maintained by the Department of Law Enforcement.

Application 87-65, item 130.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the office for fifty years or until receipt of court order for purging-whichever occurs first-then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

520.03 Bicycle Registration Forms (Record Copies)

Dates: 1981 -

Volume: 13½ Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical by owner's name

All bicycles operated and/or parked on the SIU-C campus must be registered every two years. This record series contains Bicycle Registration forms which list: the decal number; owner's name, address, and telephone number; the make and model of the bicycle; the serial number of the bicycle; and the owner's signature.

Three copies of each form are filed: one is filed alphabetically by name of bicycle owner; one numerically by registered decal number; and one numerically by last four digits of the bicycle's serial number.

Application 87-65, item 130.06, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for six (6) years, then dispose of provided no litigation is pending or anticipated.

520.04 Fiscal Administration Files (Duplicates)

Dates: 1972 -
Volume: 22 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: By fiscal year

This record series consists of all bills charged against the Security Office, computer printout Statement of Charges, vouchers, purchase orders, and requisitions.

The originals of these documents are maintained by the General Accounting, Disbursements, and Purchasing Offices.

Application 87-65, item 130.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

520.05 Dictaphone Tapes (Originals)

Dates: 1981 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological by month

This record series consists of dictaphone tape recordings of all incoming and outgoing telephone and radio calls (i.e. university personnel, students, security officers). In the event of an unusual incident (i.e. report of a shooting, hit and run), this information is retrieved from the regular use tape and retained on a back up tape during the length of any subsequent investigation and/or resulting litigation.

Application 87-65, item 130.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain regular use tapes as recorded for thirty-five (35) days, then reuse. Retain back up tapes in office until completion of investigation and/or any and all resulting litigation, then reuse.

520.06 FCC Radio Logs

Dates: 1981 -
Volume: 7 1/2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of radio logs which are completed daily detailing the particulars of the communication (i.e. name of the person calling, time of the call, and the purpose of the call). The FCC requires a ten-year retention period on these logs. Application 87-65, item 130.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain ten (10) years in office, then dispose of provided no litigation is pending or anticipated.