

# **Schedule 170-18**

## **UNIVERSITY OF NEBRASKA BOARD OF REGENTS**

### **SECURITY, POLICE AND PARKING RECORDS**

August 6, 2012

**Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559**

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE
<b>170-18</b>
AGENCY, BOARD OR COMMISSION <b>UNIVERSITY OF NEBRASKA BOARD OF REGENTS</b>
RECORDS SERIES <b>SECURITY, POLICE AND PARKING RECORDS</b>
<b>NEW</b>

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

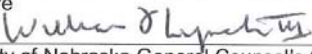
**PART I – UNIVERSITY OF NEBRASKA STATEMENT:**

In accordance with Section 84-1212.01, (Reissue 1999), approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

University of Nebraska Records Officer (Print Name)

**William F. Lynch III**

Signature



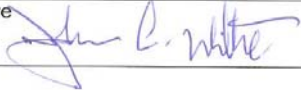
DATE

07/26/12

University of Nebraska General Counsel's Office (Print Name)

**John C. Wiltse**

Signature



DATE

26 July 2012

**PART II – ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the University of Nebraska Archives has been recommended for such material, and this schedule is approved as submitted.

University of Nebraska Archives (Print Name)

**Mary Ellen Ducey**

Signature



DATE

27 July 2012

**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

Signature



DATE

8/2/12

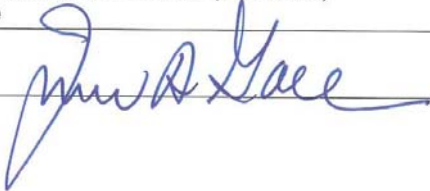
**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

Nebraska State Records Administrator (Print Name)

**John A. Gale**

Signature



DATE

8/6/12

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electronic records once the record's retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is.
2. Dispose of records that have met their retention periods unless they are subject to a legal hold.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, copy it, complete the form, copy it for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. The completed report establishes that the destruction or other disposition of records was done in the normal course of office activities.

**Nebraska Secretary of State  
Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
SOS.RecordsManagement@nebraska.gov  
402-471-9778**

### **QUESTIONS**

If you have any questions about these procedures, please contact your University human resources office.

## SCHEDULE 170-18 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – SECURITY, POLICE AND PARKING RECORDS

**General Guidance:**

UNIVERSITY RECORD - The single authorized copy, regardless of physical form or characteristics, kept by the custodian charged with creating or maintaining the record copy.

RETENTION - Retention requirements are for all University records, regardless of the media on which they reside, unless otherwise noted.

PRESERVATION HOLD - No destruction of University records may take place while there is a Preservation Hold in effect.

E-MAIL AS A RECORD - E-mail is not a record series or item, but is a means of conveying information. E-mail retention is based upon the content and context of the e-mail message, not the fact that it is an e-mail message.

ANNOTATED OR ALTERED DUPLICATE COPIES - Any duplicate of a University record that has been annotated or altered is a distinct record and therefore subject to the requirements of University retention schedules.

PRESERVATION DUPLICATE - A preservation duplicate of the University record may be made and retained while its retention is considered essential to protect the rights and interests of persons or to establish or affirm the powers and duties of the University in the resumption of operations after a disaster.

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-1	ACTIVITY RECORDS	<b>ACCIDENT REPORTS</b> Records related to accidents that occur on University property or involving University vehicles, students, staff or faculty.	<b>15 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-2	ACTIVITY RECORDS	<b>ALARM MONITORING RECORDS</b> Records related to the monitoring of fire and security alarms.	<b>3 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-3	ACTIVITY RECORDS	<b>BAN AND BAR NOTICE RECORDS</b> Records related to the ban and bar of individuals from University buildings and grounds.	<b>15 YEARS</b> After ban and bar removed	Police / Security	
170-18-4	ACTIVITY RECORDS	<b>BOOT / TOW RECORDS</b> Records for each vehicle booted or towed. May include date and time, vehicle information, locations towed from and to, and release information.	<b>3 YEARS</b> After all releases recorded	Police / Security - UNL / UNK / UNMC  Parking - UNO	
170-18-5	ACTIVITY RECORDS	<b>BUILDING AND GROUNDS SECURITY CHECKS</b> Records related to security checks of University buildings and grounds.	<b>3 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-6	ACTIVITY RECORDS	<b>CONTROLLED SUBSTANCE SEIZURE</b> Records related to the seizure and disposal of controlled substances.	<b>3 YEARS</b> After disposal of items	Police / Security	

Approved: August 6, 2012

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-7	ACTIVITY RECORDS	<b>CRIMINAL HISTORY / CLEARANCE CHECKS</b> Records related to criminal history and clearance checks.	<b>5 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-8	ACTIVITY RECORDS	<b>DISPATCH LOGS</b> Records of request for service received by the dispatcher, including telephone and radio transmissions and audio logs.	<b>5 YEARS</b> After current calendar year - December 31	Police / Security	Transfer as needed to the appropriate misdemeanor or felony incident file
170-18-9	ACTIVITY RECORDS	<b>FELONY INCIDENT RECORDS</b> A case record and related arrest report submitted by the responding officer for each person arrested and charged with a felony. May include items of evidence and other property.	<b>25 YEARS</b> After close of felony case and final disposition of evidence or property	Police / Security	
170-18-10	ACTIVITY RECORDS	<b>INCIDENT RECORDS - WITHOUT ARREST</b> Records related to the response to a call that does not result in an arrest. May include a written report by the responding officer, detailing the incident.	<b>10 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-11	ACTIVITY RECORDS	<b>KEY AND BUILDING ACCESS CARD RECORDS</b> Records related to the issuance of keys and building access cards. May include keys issued for weapons storage bins.	<b>3 YEARS</b> After return of key or building access card	Police / Security - UNL / UNO / UNMC Facilities - UNK	
170-18-12	ACTIVITY RECORDS	<b>LOST AND FOUND PROPERTY</b> Received and internally produced lists and reports related to lost or found property.	<b>2 YEARS</b> After superseded	Police / Security	
170-18-13	ACTIVITY RECORDS	<b>MISDEMEANOR INCIDENT RECORDS</b> A case record and related arrest report submitted by the responding officer for each person arrested and charged with a misdemeanor not punishable by fine only. May include items of evidence and other property.	<b>15 YEARS</b> After close of misdemeanor case and final disposition of evidence or property	Police / Security	
170-18-14	ACTIVITY RECORDS	<b>MOTOR VEHICLE STOP RECORDS</b> Records related to vehicle stops.	<b>10 YEARS</b> After current calendar year - December 31	Police / Security	Transfer as needed to the appropriate misdemeanor or felony incident file

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-15	ACTIVITY RECORDS	<b>OFFICER DAILY REPORTS</b> Records officer's daily activity. May include for each response, times, complaint information, and statistical and other summaries.	<b>3 YEARS</b> After current calendar year - December 31	Police / Security	
170-18-16	ACTIVITY RECORDS	<b>PARKING METER RECORDS</b> Records related to University parking meters.	<b>7 YEARS</b> After current fiscal year - June 30	Parking	
170-18-17	ACTIVITY RECORDS	<b>PARKING PERMIT RECORDS</b> Settled records of payments and authorizations for individuals to park on University property, including permits issued to students, staff, and faculty.	<b>7 YEARS</b> After settled	Parking	
170-18-18	ACTIVITY RECORDS	<b>PARKING VIOLATIONS AND APPEALS</b> Settled records related to any parking tickets received and any tickets appealed.	<b>7 YEARS</b> After settled	Parking	
170-18-19	ACTIVITY RECORDS	<b>PHOTO ID BADGE RECORDS</b> Records related to the issuance of photo identification badges.	<b>3 YEARS</b> After return of badge	Police / Security - UNL / UNO / UNMC  ID Office - UNK	
170-18-20	ACTIVITY RECORDS	<b>RADIO LOGS</b> Listing of each radio call or pages from or to a dispatcher showing date, time and the location of call.	<b>1 YEAR</b> After current calendar year - December 31	Police / Security	
170-18-21	ACTIVITY RECORDS	<b>SECURITY / SURVEILLANCE RECORDINGS</b> Recordings documenting the surveillance of a University area. Recordings may be video or audio in electronic or magnetic format.	<b>30 Days</b> If not required to support investigations or litigation	Police / Security	Transfer as needed to the appropriate misdemeanor or felony incident file
170-18-22	ACTIVITY RECORDS	<b>TRAFFIC INFRACTIONS</b> Settled records related to traffic incidents and citations issued. Does not include traffic offenses which are misdemeanors or felonies.	<b>7 YEARS</b> After settled	Police / Security	
170-18-23	ADMINISTRATIVE RECORDS	<b>CAMPUS SECURITY ACT REPORTS (CLERY ACT)</b> Reports produced in compliance with federal programs.	<b>7 YEARS</b> After current calendar year - December 31	Police / Security	20 USC, Section 1092(f)  34 CFR, Section 668.46

Approved: August 6, 2012

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-18-24	ADMINISTRATIVE RECORDS	<b>EMERGENCY MANAGEMENT AND EVACUATION RECORDS</b> Records related to emergency management planning. Includes policies developed to respond to a disaster or provide warning to students, staff and faculty of crimes representing a threat to safety.	<b>7 YEARS</b> <b>After superseded</b>	Police / Security	Archival review
170-18-25	ADMINISTRATIVE RECORDS	<b>STANDARD OPERATING PROCEDURES</b> Standard operating procedures followed by department personnel.	<b>3 YEARS</b> <b>After superseded</b>	Police / Security / Parking	Archival review

Approved: August 6, 2012

# RECORDS DISPOSITION REPORT

AGENCY Board of Regents of the University of Nebraska
DIVISION
SUB-DIVISION

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294
--

## REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

## OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**  
RMA 03006D



## VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb