**Public Safety & Campus Police**

The Department of Public Safety and Campus Police is responsible for working with Fire and Safety inspectors, protecting the lives and property of the members of and visitors to the College community, and enforcing state, local, and College regulations.

**Retention Schedule**

**Administrative Files.** Records concerning the administration of the office. Files may include departmental memos, campus office files, reports, correspondence, professional association files and other related records. Disposition Instructions: Destroy in office when superseded or reference value ends.

**Financial Records.** Reference copies of invoices purchase orders, time sheets and payroll records, and other related records. Files may contain restricted materials. Disposition Instructions: Destroy in office after 3 years.

**Personnel Files.** Records concerning police officers. File may include applications, resumes, job descriptions, personnel action forms, medical examinations, drug testing records, psychological evaluations, background investigations, certification of criminal justice training, and other related records. Files contain restricted information. Disposition Instructions: Transfer to College Human Resources Office to be incorporated into official personnel file when employee terminates service.

**Police Reports.** Copies of incident and arrest reports. Files contain restricted information. Disposition Instructions: Destroy in office after 7 years in compliance with the terms of the Clery Act.

**Safety Records.** Records concerning safety programs and regulations. Files include Written College Safety Program, forms, Safety Studies, Fire and Safety inspections, Fire Safety, Fire Marshall's Office, Fire and Rescue materials, and other related records. Disposition Instructions: Destroy in office when superseded or reference value ends.

**Reference Files.** Reference information concerning subjects pertinent to or of interest to the office. Files may include publications, reports, directives, news articles, and other material. Disposition Instructions:Destroy in office when superseded or reference value ends.

**Traffic.** Reports of traffic violations handled through the Campus Police office. Disposition Instructions:Destroy in office after 7 years.

**Workman’s Compensation Records.** Copies of claims filed by college employees for Workman's Compensation. Files contain restricted information. Disposition Instructions: Destroy in office after 5 years.