

URI1 Police and Security Department

URI1.1 Day Logs/Dispatch Logs

Compilation of complaints to police. Includes date and time received, officer assigned, location, and case number, if assigned.

Retention: Retain ten (10) years +1 (current).

URI1.2 Complaint Cards

Record of calls to police. Includes reporting person, location, nature of call, time, case number and log number.

Retention: Retain ten (10) years +1 (current), unless part of Arrest record.

URI1.3 Incident Reports

Record of complaint and supplements, if any. May include witness statements, complaint process, follow-up, Miranda Rights, booking report, fingerprint card, consent to search, and photographs.

Retention: Retain ten (10) years +1 (current).

URI1.4 Traffic Accident Reports

Motor vehicle accident reports. Includes victim, operator information, owner information, witness statements, written narrative, accident diagrams and photographs.

Retention: Retain ten (10) years +1 (current).

URI1.5 Medical Aid Reports

Complaints of persons injured and transported by ambulance. Includes name of patient, vital signs, medical history, and patient address.

Note: Original sent to RI Department of Health.

Retention: Retain ten (10) years +1 (current).

URI1.6 Alarm Reports—Burglar and Fire Alarm

Burglar alarm reports of entry into alarmed area, includes name and address of persons entering, witnesses, date and time of entry.

Fire alarm reports received vial fire alarm of actual or unfounded fire alarms, includes names of reporting persons, witnesses, date and time of incident and photographs.

Retention: Retain ten (10) years +1 (current).

Note: The retention periods in this URI - Police and Security Department records retention schedule do not conform to retention periods found in the Municipal Police Departments' schedule (LG6). Some retention periods are longer at the request of the URI Police and Security Department.

URI1.7 Property Reports

Complaints of found, seized or recovered property. Includes names of owners, finders, or witnesses, and disposal of property.

Retention: Retain ten (10) years +1 (current),

URI1.8 Arrest Incident Reports/Records

Retention: Permanent.

URI1.9 Witness Statements

Written/typed narratives from witnesses, complainants and defendant, including addresses.

Retention: Permanent.

URI1.10 Arrest/Booking Reports

Record of arrestee including addresses, birth dates, sex, personal description, offense, name of parents, and offense.

Retention: Permanent.

URI1.11 Fingerprint Cards

Record of arrestee including addresses, birth date, personal description, and fingerprint classification.

Retention: Permanent.

URI1.12 Mug Shots

Photographs of arrestees.

Retention: Permanent.

URI1.13 Expunged Arrest Records

Inclusive of URI1.8 - URI1.12.

Retention: Dispose of per Court order.

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URI1.14 Juvenile Arrest Records

Inclusive of URI1.8 – URI1.12.

Retention: Permanent.

Note: Per the Department of Attorney General: Record must be kept separate and apart from adult arrest records. Per state law record will remain confidential unless requested by parent, guardian or attorney for juvenile. Record may be accessible to law enforcement personnel to be used for law enforcement purposes only.

URI1.15 Uniform Crime Reports

Monthly accounting of offenses, stolen and recovered property, and values sent to the RI State Police.

Retention: Retain four (4) years +1 (current).

URI1.16 Daily Attendance Sheets

Names and times of employee attendance.

Retention: See General Schedules/General Records Schedule.

URI1.17 Vehicle Inspection Sheets

Name and time of employee checking assigned state vehicle.

Retention: Retain one (1) year +1 (current).

URI1.18 Summons Books

a) Issued Summons

Municipal and department copies (RITT).

Note: Retained by RI Traffic Tribunal.

Retention: Retain one (1) year after issuance and audit.

b) Summons Book Receipts

Retention: Retain one (1) year +1 (current).

c) Spoiled/Voided Summons (RITT)

Retention: Retain one (1) year + 1 (current).

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d) Transmittal Lists

List of summons issued. Includes offender name, date, officer and whether payable or hearing involved.

Retention: Retain one (1) year + 1 (current).

URI1.19 Field Interrogation Reports

Also called F.I.R cards. Includes name, address, birth dates, personal description, and reason stopped.

Retention: Retain four (4) years +1 (current).

URI1.20 Trespass Notices

Includes name, address, case number and violation of persons warned.

Retention: Retain one (1) year + 1 (current).

URI1.21 Tow Slips

Includes vehicle description, violation and tow company involved.

Retention: Retain one (1) year + 1 (current).

URI1.22 Certificates of Records Destruction

Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules, including General Schedules 1 & 2/General Records Schedule. RIGL §38-1-10, §38-3-6(j), §42-8.1-10.

URI1.23 Roll Call Postings/Advisories (series added 9.2013)

The URI police patrol all university campuses in an effort to protect the lives and safety of all persons and property on these campuses. While patrolling, police receive notifications of any bolos (be on the lookout for), missing persons, and internal memoranda that contain situational awareness information. These records document the notifications. They may include, but are not limited to, officer safety warnings, bolos concerning wanted persons sent from other agencies, internal memoranda regarding assignments, notices of traffic issues, notices of buildings to be locked or checked, training notices, bolos concerning missing persons, notices of criminal activity, and information on crime patterns.

Retention: Retain three (3) years.

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**University of Rhode Island
Police and Security Department**

Records Retention Schedule

Approved June 2006 and Amended 9.2013

Administrative Records

Including interoffice memos, purchase orders, time slips, and leave requests.

Retention: See General Schedules/General Records Schedules.

Note: This schedule is also applicable to the College of Continuing Education security services.

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