

The University of North Carolina

Amending the University General Records Retention and Disposition Schedule published June 5, 2007.

UNIVERSITY POLICE/PUBLIC SAFETY RECORDS STANDARD

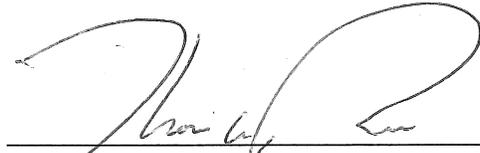
Amending item GU337 **Security/Surveillance/Mobile Video Recordings** as shown on substitute page 59.

APPROVAL RECOMMENDED



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


Thomas W. Ross, President
University of North Carolina System


Susan W. Kluttz, Secretary
Department of Cultural Resources

April 10, 2015

GU330	Confiscated Property	Confiscation, control and return or disposal of weapons confiscated during searches or arrests.	name, property, reports	Destroy in office after 5 years.
GU331	Controlled Substance Seizure	Confiscation / receipt, control and return or disposal of controlled substances.	name, substance	Destroy in office 3 years after disposal of items.
GU332	Evidence Tracking	Used to receipt for, control, track, account for, dispose of or return evidence.	name, receipt, item, report	Destroy in office 3 years after final disposition of evidence.
GU333	Liability Waiver	Waiver used when unlocking vehicles.		Destroy in office after 3 years.
GU334	Lost and Found Log	<i>See Series Title</i>		Destroy in office after 3 years.
GU335	Parking Tickets			Destroy in office after 3 closed fiscal years and when released from all audits.
GU336	Police Incident Report	Comply with G.S. 20-166(i), G.S. 97-92(b) and G.S. 132-1.1.	incident type, case number, NCIC (National Crime Information Center) entries, property estimates, names, affidavits, descriptions, photographs	Transfer felony and misdemeanor reports to appropriate Case Records File when created or opened. Destroy in office remaining records after 5 years
GU337	Security/ Surveillance/Mobile Video Recordings	Security camera recording file showing activities on campus.	Fixed security cameras, mobile cameras, and police body cams	Transfer as needed to Evidence File. If not required to support investigations or litigations, reuse or destroy in 30 days.
GU338	Traffic Accident Reports	<i>See Series Title</i>	location, accident sequence and diagram, vehicle inquiries, investigating officers' description, apparent violations	Transfer to NC Division of Motor Vehicles within 10 days. Destroy in office duplicate/reference copy when reference value ends. If accident does not meet the requirements for reporting to Division of Motor Vehicles, destroy after 3 years.
GU339	Towed Vehicle Reports	<i>See Series Title</i>		Destroy in office after 3 years.
GU340	Traffic Citations	<i>See Series Title</i>		Original: Transfer to Clerk of the Court. Reference: Destroy in office after 3 years.
GU341	Traffic Stop Reports	<i>See Series Title</i>	name, race, sex, violation, actions of police and offender	Destroy in office after 3 years.
GU342	Vehicle Registration	<i>See Series Title</i>	bicycle registration, vehicle registration, name	Destroy in office when administrative value ends.

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