

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS  
DIRECTOR OF PUBLIC SAFETY  
UNIVERSITY POLICE DEPARTMENT

CU 07919 **RADIO/TELEPHONE LOGS**

Description:

Document the department's incoming and outgoing radio and telephone communications. Information includes officer's name, unit, radio test, complaint, phone number, location, officer assigned, time recorded, time dispatched, time of arrest, time served, status, remarks, case number, dispatcher and supervisor's signatures.

Retention:

3 years; destroy.

Schedule approved 6/20/94

CU 07920 **OFFICER'S DAILY ACTIVITY REPORT**

Description:

Documents the work time and daily activities of university police officers. Information includes officer's name, badge number, arrest or violations reported during the day, name of arresting officer, and any other occurrences that happened during work activities.

Retention:

3 years; destroy.

CU 07921 **ARREST RECORDS**

Description:

Reflect a history of bookings and arrests made by university police. The arrest records show agency identification data, case number, date and time of arrest, individual's name, race, sex, date of birth, age, height, weight, eye color, social security number, drivers license number, offense or charge, bond if applicable, arresting officer, agency and number, booking officer's name and number, and defendant and officer's signatures. This series also includes the arrest card, booking report, criminal history if applicable, and other information.

Retention:

10 years after the case is closed; destroy.

Schedule approved 6/20/94

CU 07922 **CALL CARDS**

Description:

Document complaints reported by the Police Dispatcher. The cards reflect information concerning complaints referred to the university's Police Department, Fire Department, or Emergency Medical Services section. Information includes blue cards for the police, pink cards for the fire protection staff and the green cards for emergency medical services personnel.

Retention:

7 years; destroy.

Schedule approved 6/20/94

CU 07923 **INCIDENT REPORTS (REVISED)**

Description:

Document incidents and information involving an offense. Records include original report of a felony or incident and other information concerning facts surrounding an offense. Information includes incident type, case number, incident code, premise type, incident location and date, time, reporting area, complainant, victim information, subject (suspect) data, arrest data (if applicable), vehicle data (if applicable), witness data (if applicable), narrative, and other related information.

Retention:

10 years after date of incident; destroy.

CU 07924 **UNIFORM TRAFFIC ACCIDENT REPORT**

Description:

Records information concerning motor vehicle accidents that occurred at Clemson University. These records include date, county code, type of road, street address, city or town, driver's name, address, date of birth, sex, race, city, license number, license restrictions, estimated speed of vehicle, year and make of vehicle, license plate number, state, and date and location when the investigating officer signs the accident report form.

Retention:

3 years; destroy.