

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS
DIRECTOR OF PARKING AND TRAFFIC SERVICES
PARKING AND TRAFFIC SERVICES

CU 07088 **PARKING TICKET ENFORCEMENT RECORDS –
TURNOVERS (REVISED)**

Description:

Document information concerning unpaid parking tickets turned over to appropriate authorities for collection. This information will be referred to over an extended period of time when working with law enforcement authorities and collection agencies to request payment and collect fines for unpaid parking tickets. Information includes name of motor vehicle owner, identification of motor vehicle, date, location, decal number, license number, parking ticket date, amount of fine and other related information.

Retention:

8 years; destroy.

Schedule approved 2/15/95

CU 07089 **PARKING TICKETS – HANDWRITTEN AND
AUTOMATED – PAID AND UNPAID (REVISED)**

Description:

Recorded manually or generated by hand held computers and issued to violators of parking regulations at Clemson University. Information in this series will be used for a protracted period of time to facilitate collection activity for unpaid parking tickets and to respond to claims that parking tickets have been paid. Information includes date, time of violation, license tag number, ticket number, violation code,

issuing officer, make of vehicle, state, decal if any, and amount of fine.

Retention:

8 years; destroy.

Schedule approved 2/15/95

CU 07090 **REPLACEMENT DECAL RECORDS**

Description:

Document the issuance of replacement decals to registered university motorists when the original decals are no longer usable. Information includes decal number, decal type, and expiration date.

Retention:

3 years after expiration date; destroy.

Schedule approved 2/15/95

CU 07091 **PARKING TICKET ERRORS, CHANGES AND UPDATE REPORTS**

Description:

Documents errors, changes and updates in reporting parking ticket information. Information includes correction of errors, adjustments, updating of data, background information concerning parking tickets, name of motor vehicle owner, vehicle identification, and amount of ticket.

Retention:

8 years after superseded; destroy.

Schedule approved 2/15/95

CU 07092 **MOTOR VEHICLE REGISTRATION FORMS (PAID AND TEMPORARY)**

Description:

Documents motor vehicle identification and registration information. Information includes motor vehicle description, license tag number, vehicle registration data, and other related information.

Retention:

Vehicles registered by payment: 3 years after payment is received; destroy.

Vehicles registered on a temporary basis: 1 year; destroy.

Schedule approved 2/15/95

CU 08160 **UNIDENTIFIED VEHICLES LICENSE VERIFICATION FILE**

Description:

Document the verification of licenses for unidentified motor vehicles. Information includes license plate number, name and address of motor vehicle owner, and the date and time this information was requested from the state Department of Public Safety.

Retention:

3 years; destroy.

Schedule approved 2/15/95