

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS
DIRECTOR OF PUBLIC SAFETY
UNIVERSITY MUNICIPAL COURT

CU 08137 PARKING TICKET APPEAL RECORDS

Description:

Provide information concerning parking tickets for persons that request an appeal or dismissal of fines for parking violations. Information concerning parking ticket appeals includes correspondence; log of parking tickets; information regarding the date, time, location of incident, and vehicle identification; and other related background data.

Retention:

3 years after an appeal decision is rendered; destroy.

Schedule approved 12/05/94

CU 08138 MUNICIPAL COURT PROCEEDINGS (CASSETTE TAPES)

Description:

Record all proceedings for cases heard in municipal court. Information includes case number, time and date of crime or incident, complete recordings of each municipal court session and other related information.

Retention:

60 days after case is heard; erase and reuse or destroy.

Schedule approved 12/05/94

CU 08139 **UNIVERSITY MUNICIPAL COURT DOCKETS**

Description:

Document cases listed for trial and disposed of in municipal court. Information includes defendant's name, plaintiff's name (if any), case number, charge, name of arresting officer, receipt number, money collected or refunded, and disposition of case.

Retention:

Permanent; microfilm

Schedule approved 12/05/94

CU 08140 **COURT DOCUMENTS (CASE FILES AND ARREST WARRANTS)**

Description:

Document case files and arrest warrants for traffic or criminal cases tried or processed in municipal court. Information includes copies of incident reports, arrest warrants, affidavits, bond documents, court findings and other related information. This information concerns minor traffic violations, driving under the influence (DUI) arrests, and criminal offenses other than traffic violations.

Retention:

Traffic offenses-

All documents for non-DUI traffic offenses: 5 years after disposition of case; destroy.

All documents for DUI traffic offenses: 10 years after disposition of case; destroy.

Non-traffic offenses-

Arrest warrants: University Municipal Court: 10 years after disposition of case.

University Archives: Permanent.
Case files: Until no longer needed for reference; destroy.

Schedule approved 12/05/94