

UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

* Exceptions must be approved by Records Management Committee. Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

**Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

***Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to conduct normal business activities.

02/2016

Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential** (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Public Safety & Security	Criminal Intelligence Records	Criminal Intelligence, threat assessment or other records on persons or incidents not included elsewhere.	UI Department of Public Safety	Permanent	Yes	Yes	UI Department of Public Safety
Public Safety & Security	Arrest Records and Criminal Incident Reports (Except as included elsewhere)	Criminal Incident, Investigation and Arrest Reports for individuals - excluding OWI and Public Intoxication.	UI Department of Public Safety	Permanent	No - with exception of 1) investigative records or 2) where release may cause a safety issue	Yes	UI Department of Public Safety

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Public Safety & Security	OWI and Public Intoxication Arrests	Criminal Incident, Investigation and Arrest Reports for individuals involving Alcohol Violations	UI Department of Public Safety	10 Years	No - with exception of 1) investigative records or 2) where release may cause a safety issue	Yes	UI Department of Public Safety
Public Safety & Security	Inactive Property Damage and Vandalism Reports	Property Damage and Criminal Mischief that are inactive or past the statute of limitations	UI Department of Public Safety	10 Years	No - with exception of 1) investigative records or 2) where release may cause a safety issue	Yes	UI Department of Public Safety
Public Safety & Security	Non Criminal Incident Reports	Incident Reports involving individuals where no crime was committed	UI Department of Public Safety	10 Years	No - with exception of 1) investigative records or 2) where release may cause a safety issue	Yes	UI Department of Public Safety
Public Safety & Security	Traffic Accident Reports (State Involved)	Traffic Accident Reports Involving the State of Iowa and the University of Iowa owned vehicles occurring within UI DPS jurisdiction.	UI Department of Public Safety	10 Years	No - with exception of 1) investigative records or 2) where release may cause a safety issue	Yes	UI Department of Public Safety

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Public Safety & Security	Traffic Citations and Accident Reports	Police traffic citations and traffic accident records involving non-UI/non-State owned vehicles.	UI Department of Public Safety	5 Years	No - with exception of 1) investigative records or 2) where release may cause a safety issue	Yes	UI Department of Public Safety
Public Safety & Security	Clery Records	Records that may be used by the Department of Education to establish our compliance with the Clery Act. These include all supporting records used in compiling the Annual Security Report including: copies of crime reports, daily crime logs, arrests and referrals for disciplinary action, timely warning reports, emergency (immediate) notification reports, and letters to/from campus security authorities.	UI Department of Public Safety	7 yrs.	Yes	Yes	UI Department of Public Safety; Office of the Sexual Misconduct Response Coordinator; UI Housing & Dining; Dean of Students