

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/27/2013**

**PUBLIC SAFETY**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
PS-1	ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Records  <i>Note: For retention of Public Safety training records please see PS- 9</i>	Manual of ALICE program and training methods for sessions given to the general public, students, and employees of the College, but <b>not</b> including Public Safety Personnel  Course training information records, including but not limited to memoranda, flyers, catalogs, and other records related to specific training courses, such as information on course content, program registration, instructor, and roster of registrants, but <b>not</b> including Public Safety Personnel  Employee course training registration processing records, including but not limited to employees' application and enrollment records for courses, employee data forms, course applications, and supervisors' and training officers' authorizations or denials, but <b>not</b> including Public Safety Personnel	Permanent  Until superseded or obsolete  5 years after date of application to take course	General 9[9] a  General 36[584]  General 37[585] a

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PS-2	Orders of Protection	Internal posting of person or persons not permitted on College campus	6 years after superseded or obsolete	General 9[9] b
PS-3	Miscellaneous Requests	Internal records of requests coming in to Public Safety for parking, event/meeting space, etc.	While Needed	General 18[18]
PS-4	Lost and Found Records	Log book for items, including description and disposition	While Needed	General 20[20]
PS-5	Metrics Reports	Reports prepared for the VP of Administration and Finance about department's goals and plans	6 years	General 23[23] b
PS-6	ID Information Cards-- Students/Visitors	Records of ID cards issued to students/visitors	Until no longer valid	General 29[29]
PS-7	Disabled Student/ Employee Records	Records about students/employees used to assist in their evacuation in the case of an emergency	6 years after graduation or date of last attendance for students; or 6 years after termination of employment for employees	Disabled Students 1[79] and Personnel 1[310] b
PS-8	Peace Officers' Off-Campus Records	Records used to determine reimbursement charges when College personnel work at other CUNY Colleges	6 years	Fiscal 12[210] b and 41[242]

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PS-9	Personnel Files	<p>Official copies of personnel related records, including but not limited to certifications, copies of licenses, and training records for fire and public safety staff (including but not limited to first aid, AED use, and fire safety procedures) which lists individual's record of courses attended and/or completed, including basic information on course content</p> <p><i>Note: Every security guard company shall maintain for each security guard it employs, and for a period of one year following the retirement, resignation or termination of such security guard's employment a copy of the application for a registration card, proof of due diligence to verify the information therein contained, one photograph and training records, after which year the security guard company shall cause all such records and documents to be destroyed.</i></p>	6 years after termination of employment, <b>except</b> where New York State Security Guard Act of 1992, Section 89-6 applies, or until transferred to Human Resources	Personnel 1[310] b and Public Safety 3[435] a

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PS-10	Case Files--Disciplinary	Records of disciplinary investigations and proceedings regarding employees	6 years after termination of employment, or 6 years after final decision rendered, whichever is longer, or until transferred to Human Resources	Personnel 2[311]
PS-11	Other Time Records	Employee's time records covering leave, absences, hours worked, and scheduling, including but not limited to employee's time cards or sheets, request for change of work schedule, vacation schedule, report of absence, and request for leave without pay	6 years	Personnel 3[312]
PS-12	ID Information Cards--Employees	Records of ID cards issued to employees	6 months after no longer valid	Personnel 7[316]
PS-13	Alarm Activation Records	Information about intrusion alarms, including arming, disarming, and activation	3 years	Public Property and Equipment 9[418]
PS-14	Key Requests	Requests for long term key cards, including records of key returns	3 years after return of key	Public Property and Equipment 9[418]

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PS-15	Key Logs	Records of short term key requests and key returns	3 years after return of key	Public Property and Equipment 9[418]
PS-16	Key Run Cards	Records of locked rooms opened for staff or other authorized persons	3 years	Public Property and Equipment 9[418]
PS-17	Lock Clip Forms	For locks removed from lockers	3 years	Public Property and Equipment 9[418]
PS-18	Materials and Package Passes	Permission to remove items from College buildings	3 years	Public Property and Equipment 9[418]
PS-19	Visitors' Logs	Signed registers of visitors entering campus or campus buildings	3 years	Public Property and Equipment 9[418]
PS-20	Campus Access Records	For access to College facilities after hours	6 years	Public Property and Equipment 10[419]

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PS-21	Automated External Defibrillator (AED) Records	Location of AEDs	Until superseded or obsolete	General 25[25]
		Inventory, including serial numbers	Until superseded by updated inventory, or 6 years after replacement, sale, or discontinuance of use of all property listed, whichever is shorter	Public Property and Equipment 11[421]
		Maintenance reports	6 years after equipment no longer in use	Public Property and Equipment 14[424] a and c
		Maintenance or repair log or similar record	6 years after last entry	Public Property and Equipment 14[424] d
		Warranties	6 years after equipment no longer in use	Public Property and Equipment 15[425]

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PS-22	Driving Records	Detailed data file containing information such as vehicle stops, usage, and locations at specific times or intervals	While Needed	Public Property and Equipment 16[426] a
		Vehicle assignment logs that contain information of legal or fiscal value	6 years	Public Property and Equipment 16[426] c
		Vehicle assignment logs that do <b>not</b> contain information of legal or fiscal value	While Needed	Public Property and Equipment 16[426] d
PS-23	Video Surveillance Records--Incident Confirmed	From on-campus cameras in buildings and ATM machines	3 years but not before youngest person attains age 21	Public Property and Equipment 25[787] a
PS-24	Video Surveillance Records--No Incident	From on-campus cameras in buildings and ATM machines	While Needed	Public Property and Equipment 25[787] b
PS-25	Voice Recording--Incident Confirmed	From all phone and radio communications	3 years but not before youngest person attains age 21	Public Property and Equipment 25[787] a

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PS-26	Voice Recording--No Incident	From all phone and radio communications	While Needed	Public Property and Equipment 25[787] b
PS-27	Vehicle Inspection Logs	For vehicles operated by the department	3 years	Public Safety 2[800] a
PS-28	Radio Status Sheets	Lists radios in use per shift	1 year after equipment returned or otherwise disposed of	Public Safety 2[800] c
PS-29	Access Card Records	Electronic summary records that show electronic entry into buildings, or specific areas of buildings	3 years	Public Safety 4[802] a
PS-30	Roll Call Log / Status Sheet	List of officers' assignments for each shift	3 years	Public Safety 4[802] c
PS-31	SAFE (Special Assistance For Events) Team Records	Records of officers assigned to special events	3 years	Public Safety 4[802] c

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PS-32	Public Safety Memoranda	Standard Operating Procedures for call receipt and dispatch, including codes, abbreviations, and authority file data	Permanent	Public Safety 7[806]
PS-33	Campus Safety Reports (Clery)	Annual security report	Permanent	Public Safety 11[891] a
PS-34	Evacuation Plans	Fire evacuation plan, disaster response plan, fire drill report, fire safety survey, but <b>not</b> including mutual aid plan	3 years after superseded or obsolete	Public Safety 18[449]
PS-35	Master Log/Blotter Book	Summary information about incidents, calls for Public Safety services	Permanent	Public Safety 19[458]
PS-36	Incident Report Log Books	Internal records of incidents used to assign Lehman College incident ID number, prior to transfer into Incident Report, where a CUNY incident ID is subsequently assigned	6 years, <b>unless information not on Master Log, then retain Permanently</b>	Public Safety 20[466] a

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PS-37	Incident Reports	Completed by officers for any event to which Public Safety responds, including information about further investigations appended to Incident Reports, <b>except</b> vehicle accident reports	7 years to comply with Clery Act (20 USC 1092(f) and 34 CFR 668.46), <b>unless information not on Master Log, then retain Permanently</b>	Public Safety 20[466] a
PS-38	Officers' Memo Books	Kept by individual officers	6 years, <b>unless information not on Master Log, then retain Permanently</b>	Public Safety 20[466] a
PS-39	Transition Sheets	Summary information about tours used to assist transition from one tour to another	6 years	Public Safety 20[466] a

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PS-40A	Case Investigation Records 1 of 2  <i>For adult, juvenile offender, youthful offender, or juvenile delinquent, including but not limited to complaint, investigation report, arrest report, property record, and disposition of the case</i>	For homicides, suicides, arson (first, second or third degree), missing persons (until located), active warrants, and stolen or missing firearms (until recovered or destroyed)	Permanent	Public Safety 21[460] a
		For all felonies <b>except</b> those covered by parts "a" and "c", and fatalities <b>other than</b> homicides	25 years after case closed	Public Safety 21[460] b
		For fourth degree arson and non-fatal accidents	10 years after case closed	Public Safety 21[460] c
		For misdemeanors	5 years after case closed	Public Safety 21[460] d

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PS-40B	Case Investigation Records 2 of 2  <i>For adult, juvenile offender, youthful offender, or juvenile delinquent, including but not limited to complaint, investigation report, arrest report, property record, and disposition of the case</i>	When offense involved was a violation or traffic infraction	1 year after case closed	Public Safety 21[460] e
		When the individual involved was an adult and the investigation reveals no offense has been committed	5 years	Public Safety 21[460] f
		When the individual involved was a juvenile and no arrest was made or no offense was committed	Until individual attains age 19	Public Safety 21[460] g
		Domestic incident report created pursuant to Section 140.10(5), Criminal Procedure Law, when case investigation record is created	4 years, or as long as rest of case investigation report is retained, whichever is longer	Public Safety 21[460] h

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PS-41	Traffic/ Parking Violations	Traffic and parking violation records, including parking, speeding, or other appearance ticket; officer's supporting deposition; parking violation hearing records; "boot and tow" records; and related records	2 years after resolution	Public Safety 27[481]
PS-42	Vehicle Accident Case Records	Including vehicle accident report and related records	6 years (if no litigation is brought), or 6 years after any litigation has been completed, whichever is applicable, but not before youngest individual involved attains age 21	Public Safety 28[482]

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PS-43	Individual Driving and Case Records	Order, report, or notice concerning vehicle operator's license or registration, including but not limited to order of suspension or revocation of license, notice of compliance with order of suspension or revocation, notice of noncompliance, notice of restoration of license, and report of lost or stolen plates  Driver's summary record of accidents, violations, and other activities	3 years  Until after death of individual, or 90 years after date of birth, if death <b>not</b> verified	Public Safety 30[484] a  Public Safety 30[484] b

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PS-44	Fire Safety Inspection Reports	Inspections of fire extinguishers performed pursuant to Education Law, Section 807-b, including sprinkler and standpipe inspections  Fire department permits	21 years  21 years, to comply with New York State requirements	Public Safety 17[118]  Not Included
PS-45	Fire Alarm Inspections / Tests	Performed by Fire Safety Director	21 years, to comply with New York State requirements	Not Included
PS-46	Charge Back Records	Showing specific fund to be charged for Public Safety services	6 years	Purchasing 9[724]

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