



Iowa State University Department of Public Safety

Directive: 82.4

SUBJECT: RECORDS RETENTION SCHEDULE

EFFECTIVE DATE: 02/15/2021

REVISED DATE:

REVIEWED DATE:

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POLICY:

The Iowa State University Department of Public Safety (ISU DPS) shall establish a retention schedule and destruction procedures for internal records.

DEFINITIONS:

“Indefinite” refers to a status ensuring a record may not be destroyed even though the retention period has concluded.

“Public Record” under Iowa State Statute 22.1(3)(a) Includes all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

PROCEDURE:

82.4.1 RECORDS MANAGEMENT

The following governs the management of the retention records program:

- A. Official records shall be maintained in accordance with provisions established in this directive. The Captain of Investigative & Threat Management Services will review the Records Retention schedule every three years and will suggest additions to records on the schedule. The Captain of Investigative & Threat Management Services will consult with the Chief of Police or designee during reviews. Any change to a retention schedule requires the retention schedule be approved by the Chief of Police and Office of University Counsel.
- B. The retention period for all public records maintained by ISU DPS shall be 20 years, unless any such record has a status of “indefinite” or is otherwise designated for a records hold. A record becomes eligible for destruction the day after the creation date plus 20 years.
- C. The following records shall maintain a status of “indefinite”:
 - 1. Deaths (homicide, suicide, accidental, or suspicious)
 - 2. Kidnapping
 - 3. Unsolved Missing Persons
 - 4. Possession of Stolen Property (Firearms only)
 - 5. Sexual Assaults

Other records may be given a status of “indefinite” at the direction of the ISU DPS, and/or the Iowa State University Office of University Counsel.

- D. The Captain of Investigative & Threat Management Services or designee shall be responsible for the retention and disposal of the following department records:
 - 1. Citations – electronic and paper
 - 2. Motor vehicle traffic collision reports – electronic and paper
 - 3. Fingerprint cards and mug shots
 - 4. Ride-along records

5. Offense/incident reports
6. Cash receipts for the distribution of reports and/or associated materials.

E. The records retention schedule for video recording can be found in directive 41.4.

82.4.2 LEGAL CONSIDERATIONS

The following outlines legal considerations regarding the records retention program:

- A. According to Iowa statute 22.1(2), the lawful custodian is the government body currently in physical possession of the public record.
- B. According to the Iowa Statute 22.2, it is the responsibility of the agency holding the record to determine if an audit, litigation, or an open records request is pending before disposing of that record.
- C. Any public record may be kept and preserved in any medium as defined by Iowa State Statute 22.1(3)(a).
- D. The ISU DPS Records Services maintains all current retention schedules for the department.

82.4.3 DESTRUCTION PROCEDURE

The following shall govern the destruction of the department's official records:

- A. When the destruction period specified ends, records meeting the criteria shall be destroyed as soon as practical, and no later than December 31 of the twenty-first year.
- B. Any record for which there is reason to believe litigation may be pending, shall not be destroyed, regardless of whether the retention period had concluded. Such records shall be placed on indefinite status until all litigation has concluded.