
Records Management

This retention schedule is authorized under Policy 5.21 Records Management.

1. This policy applies to all employees of Emory University and Emory Healthcare, as well as contractors who conduct business for or on behalf of Emory, who create, receive, or retain University records. Any recorded information, regardless of media, characteristics, physical form, storage location, or means of transmission, is considered a record when it is relevant to Emory's legal obligations or business.
2. Each department or office will maintain and dispose of records in compliance with Emory's retention schedule. This schedule supersedes previously approved applicable schedules.
3. Records should not be maintained past the end of their stated retention unless involved in current litigation, investigation, or audit. All known audits, investigations, or court cases involving the listed records must be resolved before the records can be destroyed.
4. The retention schedule applies to all records, regardless of format. Records must be accessible throughout their retention period in analog or digital format.
5. Departments and offices will destroy records that have not been deemed permanent in the manner identified by the retention schedule. Confidential paper must be shredded; electronic records must be made unreadable by being overwritten or the storage media being physically destroyed. Recordkeeping systems must be capable of the complete deletion of records; it is not sufficient to take information off-line.
6. Departments and offices will routinely transfer records with continuing and enduring value, as identified on the retention schedule, to the University Archives.
7. The heads of departments or offices are responsible for ensuring that procedures within their area of responsibility meet the requirements of Emory's records management program relative to record identification, control, maintenance, storage, and disposition. All employees are responsible for managing the records in their possession in compliance with this schedule.

Title Arrest Records

Description This series documents arrests by the police. This series may include, but is not limited to: alcohol and drug test results, arrest and booking summary statistics, logs, and executed warrants.

Retention Retain 5 years after final disposition of case.

Disposition Confidential destruction is required.

Citations

Title Control Records and Logs

Description This series documents routine law enforcement activities not listed elsewhere on this schedule. This series may include, but is not limited to: access controls, dispatch records; parking violations and issuance of parking tickets; radio control logs; and log of summons to appear in court.

Retention Retain 5 years from end of calendar year.

Disposition Confidential destruction is required.

Citations

Title Emergency Response Plans

Description This series documents procedures to be followed in the event of emergency, natural, or man-made disaster. This series may include, but is not limited to: procedures; disaster preparedness plans; fire prevention plans; medical treatment plans; and notification plans.

Retention Retain until superseded.

Disposition Confidential destruction is required.

Citations

<i>Title</i>	Fire Alarm and Drill Records
<i>Description</i>	This series documents preparation for and response to fire events on campus. This series may include, but is not limited to: fire drill preparation material, safety inspection reports, and evacuation plans.
<i>Retention</i>	Retain 7 years after end of academic year.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

<i>Title</i>	Fire Protection System Contract Records
<i>Description</i>	This series documents the selection, purchase, and installation of fire alarms, sprinklers, fire pumps, extinguishers, and commercial hoods. This series may include, but is not limited to: requirements, bid records, plan reviews, project schedules, contract changes, consultant contracts, and budgets.
<i>Retention</i>	Retain 11 years from end of academic year.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

<i>Title</i>	Incident Report Records
<i>Description</i>	This series documents the reporting and response to incidents where police, EMS or fire safety respond. This series may include, but is not limited to records associated with: initial police incident reports; EMS service activity; campus security reports, such as those required under the Clery Act; crime incident statistics; officer shift reports; vehicle assistance; crisis/disaster response, evidence and property logs; and traffic citations.
<i>Retention</i>	Retain 7 years after end of calendar year.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	20 USCS 1092 (f)(4),(i)(3)(A);

Title Internal Affairs Investigations

Description This series documents investigations of police misconduct. This series may include, but is not limited to: interviews notes, criminal reports, litigation notice, and work papers.

Retention Retain a) 3 year after closed if unfounded or b) 7 years after closed if founded.

Disposition Confidential destruction is required.

Citations

Title Investigation Records: Capital Felonies

Description This series documents investigations into suspected capital felonies This series may include, but is not limited to: alcohol and drug test results, confiscated property files, surveillance/monitoring recordings, controlled substance seizures files, dispatch/communications recordings, emergency calls, receipts and requests for evidence, field notes, fingerprints, incident reports, lab requests and reports, photographs, release forms, and summons.

Retention Retain 50 years after commission of the alleged crime or date adjudicated, whichever is longer.

Disposition Confidential destruction is required.

Citations

Title Investigation Records: Non-Capital Felonies and Misdemeanors

Description This series documents investigations into suspected criminal activity that is not a capital felony. This series may include, but is not limited to: alcohol and drug test results, confiscated property files, surveillance/monitoring recordings, controlled substance seizures files, dispatch/communications recordings, emergency calls, receipts and requests for evidence, field notes, fingerprints, incident reports, lab requests and reports, photographs, release forms, and summons.

Retention Retain 15 years after commission of the alleged crime or date adjudicated, whichever is longer.

Disposition Confidential destruction is required.

Citations

Title Maintenance, Inspection, and Repair Records: Fire Safety

Description This series documents the condition, upkeep, and routine maintenance of fire safety systems, such as fire alarms, sprinklers, fire pumps, extinguishers, and commercial hoods. This series may include, but is not limited to: structural reviews, flammable material inventory, alarm systems servicing, and placement and inventory of extinguishers.

Retention Retain 7 years after end of academic year.

Disposition Confidential destruction is required.

Citations

Title Maintenance, Inspection, and Repair Records: Police

Description This series documents the condition, upkeep, and routine maintenance of security systems. This series may include, but is not limited to: structural reviews and alarm systems servicing.

Retention Retain for life of the equipment.

Disposition Confidential destruction is required.

Citations

Title Protective Orders

Description This series documents the issuance and enforcement of protective orders. This series may include, but is not limited to: initial request, order, and documentation of violations.

Retention Retain 3 years after expiration.

Disposition Confidential destruction is required.

Citations

Title Surveillance: Routine Monitoring Systems

Description This series documents routine surveillance of an area. This series may include, but is not limited to: audio and video recordings of 911 calls and publically placed security cameras.

Retention Retain 30 days after creation.

Disposition Confidential destruction is required.

Citations

Title Surveillance: Surveillance: Body and Vehicle Cameras

Description This series documents law enforcement interaction with the public. This series may include, but is not limited to: audio and video recordings of police vehicle and body cameras.

Retention Retain a) 180 days if not pertinent to investigation or b) 3 years after investigation resolved.

Disposition Confidential destruction is required.

Citations
