

100-RICR-50-20-38

TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 20 – STATE AGENCY RECORDS RETENTION SCHEDULES

**PART 38 – UNIVERSITY OF RHODE ISLAND – POLICE AND SECURITY
DEPARTMENT RECORDS (URI)**

38.1 Purpose, Authority, Severability, and Destruction

38.1.1 Purpose

To establish the official retention, maintenance, and disposal requirements for a public record based upon any administrative, legal, fiscal, and/or historical value related to that record created or received by an agency, department, division, board, commission, office, or quasi-public corporation under any branch of State or local government which performs functions relating to government, or acts on behalf of a governmental agency, pursuant to law or relating to the transaction of public business.

38.1.2 Authority

This Regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws Title 38 (“Public Records”), including expressly but without limitation R.I. Gen. Laws §§ 38-3-1 et seq.

38.1.3 Severability

If any provision of these Regulations or the application thereof to any Person or circumstances is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulations shall not be affected thereby.

38.1.4 Destruction Review Procedure

Government employees should also consult with their administration to determine if any records eligible for destruction may be involved in current, pending, or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act. (Part 10-2 of this Chapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

URI1 University of Rhode Island – Police and Security Department

The retention periods in this URI - Police and Security Department records retention schedule do not conform to retention periods found in Part 40-6 of this Chapter (Municipal Police Department Records). Some retention periods are longer at the request of the URI Police and Security Department.

URI1.1 Day Logs/Dispatch Logs

Compilation of complaints to police. Includes date and time received, officer assigned, location, and case number, if assigned.

Retention: Retain ten (10) years +1 (current).

URI1.2 Complaint Cards

Record of calls to police. Includes reporting person, location, nature of call, time, case number and log number.

Retention: Retain ten (10) years +1 (current), unless part of Arrest record.

URI1.3 Incident Reports

Record of complaint and supplements, if any. May include witness statements, complaint process, follow-up, Miranda Rights, booking report, fingerprint card, consent to search, and photographs.

Retention: Retain ten (10) years +1 (current).

URI1.4 Traffic Accident Reports

Motor vehicle accident reports. Includes victim, operator information, owner information, witness statements, written narrative, accident diagrams and photographs.

Retention: Retain ten (10) years +1 (current).

URI1.5 Medical Aid Reports

Complaints of persons injured and transported by ambulance. Includes name of patient, vital signs, medical history, and patient address.

Retention: Retain ten (10) years +1 (current).

Note: Original sent to RI Department of Health.

URI1.6 Alarm Reports – Burglar and Fire Alarm

Burglar alarm reports of entry into alarmed area, includes name and address of persons entering, witnesses, date and time of entry. Fire alarm reports received via fire alarm of actual or unfounded fire alarms, includes names of reporting persons, witnesses, date and time of incident and photographs.

Retention: Retain ten (10) years +1 (current).

URI1.7 Property Reports

Complaints of found, seized or recovered property. Includes names of owners, finders, or witnesses, and disposal of property.

Retention: Retain ten (10) years +1 (current).

URI1.8 Arrest Incident Reports/Records

Retention: Permanent.

URI1.9 Witness Statements

Written/taped narratives from witnesses, complainants and defendant, including addresses.

Retention: Permanent.

URI1.10 Arrest/Booking Reports

Record of arrestee including addresses, birth dates, sex, personal description, offense, name of parents, and offense.

Retention: Permanent.

URI1.11 Fingerprint Cards

Record of arrestee including addresses, birth date, personal description, and fingerprint classification.

Retention: Permanent.

URI1.12 Mug Shots

Photographs of arrestees.

Retention: Permanent.

URI1.13 Expunged Arrest Records

Inclusive of URI1.8 (Arrest Incident Reports/Records) through URI1.12 (Mug Shots).

Retention: Dispose of per Court order.

URI1.14 Juvenile Arrest Records

Inclusive of URI1.8 (Arrest Incident Reports/Records) through URI1.12 (Mug Shots).

Retention: Permanent.

Note: Per the Department of Attorney General: Record must be kept separate and apart from adult arrest records. Per state law, record will remain confidential unless requested by parent, guardian or attorney for juvenile. Record may be accessible to law enforcement personnel to be used for law enforcement purposes only.

URI1.15 Uniform Crime Reports

Monthly accounting of offenses, stolen and recovered property, and values sent to the RI State Police.

Retention: Retain four (4) years +1 (current).

URI1.16 Daily Attendance Sheets [SUPERSEDED]

Names and times of employee attendance.

See Also: For associated retention, see Subchapter 10 of this Chapter (General Records Retention Schedules).

URI1.17 Vehicle Inspection Sheets

Name and time of employee checking assigned state vehicle.

Retention: Retain one (1) year +1 (current).

URI1.18 Summons Books

URI1.18A Issued Summons

Municipal and department copies (RITT).

Retention: Retain one (1) year after issuance and audit.

Note: Retained by RI Traffic Tribunal.

URI1.18B Summons Book Receipts

Retention: Retain one (1) year +1 (current).

URI1.18C Spoiled/Voiced Summons (RITT)

Retention: Retain one (1) year + 1 (current).

URI1.18D Transmittal Lists

List of summons issued. Includes offender name, date, officer and whether payable or hearing involved.

Retention: Retain one (1) year + 1 (current).

URI1.19 Field Interrogation Reports

Also called F.I.R cards. Includes name, address, birth dates, personal description, and reason stopped.

Retention: Retain four (4) years +1 (current).

URI1.20 Trespass Notices

Includes name, address, case number and violation of persons warned.

Retention: Retain one (1) year + 1 (current).

URI1.21 Tow Slips

Includes vehicle description, violation and tow company involved.

Retention: Retain one (1) year + 1 (current).

URI1.22 Certificates of Records Destruction [LEGACY – DUPLICATE]

Certification of Records Destruction forms signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules, including Subchapter 10 of this Chapter (General Records Retention Schedules). (R.I. Gen. Laws §§ 38-1-10, 38-3-6(j), 42-8.1-10)

Retention: Permanent.

See Also: This record series is for information only, see GRS6.8B (Certificates of Records Destruction).

URI1.23 Roll Call Postings/Advisories

The URI police patrol all university campuses in an effort to protect the lives and safety of all persons and property on these campuses. While patrolling, police receive notifications of any bolos (be on the lookout for), missing persons, and internal memoranda that contain situational awareness information. These records document the notifications. They may include, but are not limited to, officer safety warnings, bolos concerning wanted persons sent from other agencies, internal memoranda regarding assignments, notices of traffic issues, notices of buildings to be locked or checked, training notices, bolos concerning missing persons, notices of criminal activity, and information on crime patterns.

Retention: Retain three (3) years.

URI1.23A Administrative Records [SUPERSEDED]

Including interoffice memos, purchase orders, time slips, and leave requests.

Note: This record series is also applicable to the College of Continuing Education security services.

See Also: For associated retention, see Subchapter 10 of this Chapter (General Records Retention Schedules).