

Summary of Threat Assessment Records - Records of Concern Cases Retention Periods

Code	Specific scenario	Function/Category/Sub-Category (if applicable)	Retention Period	Notes
0004C2*	Records that document disciplinary and corrective action claims for management and staff. This would include full time employees, part time employees, temporary employees, student employees including Federal Work Study funded positions, interns and volunteers.	Human Resources Records/Employment Related Claims Records/All Other Employment Related Claims Records	Official Record: Retain records 5 years after the end of the fiscal year in which the claim is resolved or as long as required in the specific labor relations contract.	See Note 1 below.
0006B*	Records that document internal and external investigations of alleged improper misconduct.	Compliance Records/Investigation Records	Official Record: Retain records for 7 years after the end of the fiscal year in which the specific final report is issued or all specific activity has ended, whichever is longer.	See Notes 1 and 2 below.
0007A1*	If the records document an investigation of any crimes without a statute of limitations on prosecution.	Public Safety Records/ Police Crime or Investigation Related Public Safety Records/ Police Crime or Investigation Related Public Safety Records dealing with any crimes without a statute of limitations on prosecution	Official Record: Permanent.	See Note 3
0007A3*	If the records document an investigation of any crimes with a statute of limitations on prosecution.	Public Safety Records/ Police Crime or Investigation Related Public Safety Records/ Police Crime or Investigation Related Public Safety Records dealing with any crimes with a statute of limitations on prosecution	Official Record: Retain records for 3 years after the end of the fiscal year in which the statute of limitations on prosecution has been met or case is closed, whichever is later.	See Note 3
0007A5*	If the records document an investigation in an offense that falls under the Child Abuse and Neglect Reporting Act, then there should be records kept for that activity.	Public Safety Records/ Police Crime or Investigation Related Public Safety Records/ CANRA Records	Official Record: Retain records for the same period of time that the information is required to be maintained on the Department of Justice Child Abuse Central Index (CACI).	See Note 1 below.
0007A8*	If the records document an investigation that results in a finding of conduct reportable under Clery, then there should be records kept for that activity.	Public Safety Records/ Police Crime or Investigation Related Public Safety Records/ Clery Records	Official Record: Retain records for three years from the latest publication of the Annual Security Report and the Annual Fire Safety Report to which they apply.	See Note 3 below.
0016C2*	If the records document an investigation on an Academic Appointee.	Academic Personnel Records/ Academic Appointees' Employee Records/ Faculty Grievances and Disciplinary Claims	Official Record: Retain records for 5 years after the end of the fiscal year in which the Academic Appointee is no longer affiliated with the University, for the time specified in the disciplinary document, or as long as required in the specific labor relations contract.	See Note 1 below.

Notes

1. All Other Copies: Copies are considered non-records, and should be retained only until their usefulness has passed, but never any longer than the official record.
2. These records do not include the records held by campus police departments although law enforcement activities may occur due to the nature of an investigation and the records may be used during any criminal adjudication processes.
3. All Other Copies: Copies which may be disseminated to others that are used for other purposes such as disciplinary actions or other investigational activities should be maintained for the retention periods designated for the function of the activities involved. All other copies are considered non-records, and should be retained only until their usefulness has passed, but never any longer than the official record.