

Campus Safety Department

General Order (GO) No: 1.09	Supersedes: 5.08 Fire Safety / Environmental Compliance Documents
Effective Date: 9/5/2023	Relates/Refers to GO: 8.02 Records Retention (Staff Manual), 6.07 Confidential Investigations, 1.02 General Orders, 5.14 Preparing the Annual Security & Fire Safety Report, 5.10 Daily Crime and Fire Log, 5.02 Incident Reports, 6.07 Confidential Investigations, 2.09 Parking Enforcement, 3.27 Timely Warnings, 5.09 Daily Activity Logs, 2.29 NYS Security Guard Act Requirements, 2.15 Vehicle Assists, 5.18 Requests for Security Infrastructure Enhancements, 2.04 Radio Transmissions, 1.08 Required Training, 4.01 Campus Bans, 4.02 Protective Orders, 2.20 Blue Light Phones, 3.21 Panic Alarms, 3.21 Panic Alarms & Area of Refuge, 2.32 Fire Extinguisher Inspections, 3.30 NazAlert Familiarity and Testing, GO 2.06 AED-Narcan-Elevator Phone-First Aid Kit Inspection and Testing
Subject: Records Retention	Distribution: Department Administration
Revised: 9/15/23, 9/18/23, 9/21/23, 4/5/2024, 4/9/2024, 10/21/2025	Is GO on the website: Yes
Revision notes: Added Requests for Security Infrastructure Enhancements. Added radio communications recordings. Added CCTV retention. Changed Citation records to a five year retention period. Added Fire Safety Documents (#14) [10/21/25] – Added Training Records, Campus Bans, NCOs, and Monthly Life Safety Inspections and updated Recordkeeping	Is GO in Report Exec: No
Revision distribution: No distribution, negligible addition. [10/21/25] – No, not substantive.	Is GO in the ASR: No

Quick Actions & Key Principles: The following directives are provided as a concise reference. These are not substitutes for the full content of this General Order; they serve as reminders of core responsibilities and standards.

- Know Your Retention Periods: Refer to the GO for specific timelines—ranging from 1 year to permanent—based on record type.

Key Principles:

- Transparency Builds Trust: Accurate, accessible records support investigations, audits, and community confidence.
- Retention Reflects Risk: Longer retention periods apply to high-impact records like Incident Reports, Timely Warnings, and Emergency Notifications.

Purpose

This General Order outlines the policies and procedures for the retention and disposal of records maintained by the Nazareth University Campus Safety Department. The purpose of this order is to ensure the proper and consistent management of records in compliance with legal requirements while also facilitating efficient administrative operations.

Background

The Nazareth University Staff Employee Handbook speaks to Records Retention in Section 8.02, specifically stating that:

“For the purpose of this policy, 'Record' is recorded information, regardless of physical form or characteristic, generated or received by or on behalf of the College. A record includes, but is not limited to, all documents, emails, papers, letters, photographs, cards, books, maps, blueprints, sound or video records and other media for recording information.

Supervisors in each department are responsible for establishing appropriate record retention management practices in accordance with the requirements of applicable regulatory standards and law. Staff members who have access to or the use of such Records are responsible for adhering to the record retention and destruction policies set forth by their department.”

The Director of Campus Safety reviewed best practices, including those of local partners, which informed this General Order.

Scope & Compliance

This General Order is applicable to all personnel within the Nazareth University Campus Safety Department. All members of the Campus Safety Department who receive this document are to adhere to the guidelines and instructions outlined herein. As detailed in **General Order 1.01 on the Issuance of Orders** the provisions outlined in orders issued by the Department should be interpreted in the context of specific events and aligned with the university's objectives to ensure equitable outcomes. While the standard practice emphasizes adherence to policy and procedure, officers are empowered with the authority to exercise sound judgment and discretion.

Instructions

Campus Safety will adhere to the following retention periods for specific types of records:

1. **General Orders:** General Orders will be retained for a period of 1 year after they are updated or superseded.

1. These records may be maintained in electronic form, noting the effective date, revision date, and revision notes.
2. **Annual Security & Fire Safety Report:** The Annual Security & Fire Safety Report, including crime statistics, will be maintained permanently.
 1. These records may be maintained in electronic form.
3. **Daily Crime and Fire Log:** Public Crime Logs will be retained for a period of 7 years.
 1. These records will be maintained in Campus Safety's Records Management System (Report Exec).
4. **Incident Report and Investigation Records:** Incident Report and Investigation Records will be retained for a period of 7 years.
 1. Incident Report records will be maintained in Campus Safety's Records Management System (Report Exec).
 2. Confidential Investigative Reports may be maintained in accordance with **GO 6.07 Confidential Investigations**.
5. **Citation Records:** Citation Records will be retained for a period of 5 years per NYS DMV requirements.
 1. These records will be maintained in Campus Safety's Records Management System (Report Exec).
6. **Timely Warnings:** Timely Warnings will be retained for a period of 7 years.
 1. These records will be maintained in the University's Mass Communication system (Rave).
7. **Emergency Notifications:** Emergency Notifications will be retained for a period of 7 years.
 1. These records will be maintained in the University's Records Management (Report Exec), and in the Mass Communication system (Rave).
8. **Daily Activity Logs:** Daily Activity Logs will be retained for a period of 7 years.
 1. These records will be maintained in hard copy (paper) form.
9. **New York State Security Guard Requirements:** NYS Security Guard Information will be retained for a period of 7 years.
 1. These records may be maintained in hard copy (paper) form in conjunction with the records kept in New York State's Acadis system.
10. **Vehicle assist waivers:** Vehicle assist (63) waivers will be retained for a period of 1 year.
 1. These records may be maintained in hard copy (paper) form. -Should be stapled to DAR
11. **Requests for Security Infrastructure Enhancements:** All security enhancement requests will be maintained as official records by the Campus Safety Department permanently.
 1. These records may be maintained within the requesting form system.
12. **Radio communications recordings:** Will be kept for a period of one year, and will remain internal records of the Campus Safety Department.
 1. These records will be stored electronically using the ITS infrastructure.
13. **CCTV evidence:** In general, Campus Safety maintains records of CCTV recordings for a period of weeks before they are deleted.
 1. This evidence is stored on the Milestone system.
 2. Upon request, and at the discretion of the Deputy Director or designee, Campus Safety may export video for recordkeeping over a more extended timeframe, up to indefinitely.
14. All documentation regarding campus compliance with fire safety codes (State Education Inspections, training records, fire alarm reports/stats, etc.) and environmental regulations (hazardous waste pick-up manifests, etc.) will be stored for a period of seven (7) years in various forms as appropriate (electronic, hard copy in archives, Campus Safety Incident Reports).
15. **Departmental Training Records (Internal):** As described in **GO 1.08 Required Training** these records will be kept indefinitely in the University's records Management System (Report Exec).

16. **Campus Bans:** As described in **GO 4.01 Campus Bans** Both the hard copy records in the Ban Binder and the digital records in Report Exec should be regularly updated and maintained to ensure accurate and up-to-date information on banned individuals. Since some bans may never expire, it is crucial to retain these records in perpetuity. This ensures that the Campus Safety Department has a comprehensive and historical record of all individuals who have been banned from campus.
17. **No Contact Orders & Orders of Protection:** As described in **GO 4.02 Protective Orders:** Copies of Protective Orders will be kept in the corresponding section of the Individuals banned from Campus Binder in paper. The Director will attend regular reviews of standing No Contact Orders led by the Title IX Office or Student Conduct Office as appropriate to ensure that outstanding No-Contact orders are still in place, accurate, and up-to-date, and that Campus Safety records reflect that. On completion of this work the Director will be responsible for purging out of date No-Contact Orders from Campus Safety's records, and updating No-Contact Orders as necessary.

Records related to the maintenance and testing of Life Safety equipment will be maintained in an Incident Report classified as "Monthly Life Safety Inspections" beginning October 2025.

18. **Blue light phones:** As described in **GO 2.20 Blue Light Phones** these records will be kept for a period of 5 years in the University's Records Management System.
19. **Panic alarms/Area of Refuge:** As described in **GO 3.21 Panic Alarms & Area of Refuge** these records will be kept for a period of 5 years in the University's Records Management System.
20. **Elevator phone testing/AED boxes/first aid kits:** As described in **GO 2.06 AED-Narcan-Elevator Phone-First Aid Kit Inspection and Testing** these records will be kept for a period of 1 year in the University's Records Management System.
21. **Fire Extinguisher Inspections:** As described in **GO 2.23 Fire Extinguisher Inspections** these records will be kept for a period of 1 year in the University's Records Management System.
22. **NazAlert Familiarity Drills:** As described in **GO 3.30 NazAlert Familiarity and Tests** these records will be kept both in Rave, the University's Mass Communication System and in the University's Records Management System for a period of 5 years.

Responsibilities

- The Deputy Director will be responsible for maintaining Vehicle Assist waivers, Daily Activity Logs, and ensuring that Incident Report records contain associated underlying documentation to the extent possible.
- The Director will be responsible for maintaining General Orders, Annual Security & Fire Safety Report, Confidential Investigations, and New York State Security Guard information.

Timeline

This GO is effective immediately upon approval.

Contacts

The Director of Campus Safety has oversight over this General Order.

Amendments and Revisions

This GO may be amended or revised as needed to ensure its alignment with applicable laws, regulations, and best practices. Any proposed amendments or revisions should be communicated to the Assistant Director of Campus Safety for review and approval. This GO has been reviewed and approved by the undersigned. Any changes to this GO require the same level of review and approval before implementation.

Approval

Director of Campus Safety: _____

Date

Associate Director: _____

Deputy Director of Campus Safety: _____

Please acknowledge receipt and understanding of this GO by signing by October 30, 2025.