



Campus Safety Department

General Order (GO) No: 1.09	Supersedes: N/A – New GO
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
Subject: Records Retention	Distribution: Department Administration
Revised: N/A	Is GO on the website: Yes
Revision notes: N/A	Is GO in Report Exec: No
Revision distribution: N/A	Is GO in the ASR: No

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 applies to Nazareth University Campus Safety Department Administration and serves to document the business process related to Records maintenance and retention. Unauthorized removal, modification, destruction or disposition of records is prohibited. Anyone who falsifies or inappropriately alters a record or discloses a record without authorization may face disciplinary action, up to and including termination of employment.

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 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 2 years.
 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 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.

Responsibilities

- The Assistant 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, 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

Date

Director of Campus Safety: _____

Fire and Life Safety Officer: _____

Assistant Director of Campus Safety: _____

Please acknowledge receipt and understanding of this GO by signing by September 10, 2023.