

10.4.00 **Purpose**

The purpose of this Policy is to establish procedures for the retention of Marquette University Police Department (MUPD) records. Retention procedures provide for the keeping of records in an active file for a specified time, for transfer of records to archives for an additional period of retention and for the destruction of records after a specified time.

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current or upcoming Marquette fiscal year; or (3) is the subject of a Litigation Hold.

B. ARCHIVES

Means a Records System in which only Inactive Records are stored.

C. DISPOSITION

Means the destruction of a Record by MUPD. Storage in Archives is not Disposition under this Policy.

D. DOCUMENT

Means a Record in paper media.

E. ELECTRONIC RECORD

Means a Record that is retained in electronic format.

F. FILES

Means a Records System in which at least some Active Records are stored. The term Files can include media for the storage of Electronic Records. Inactive Records may also be part of Files when mixed with Active Records. All Records are by definition either in Files or in Archives.

G. INACTIVE RECORD

Means a Record that is not an Active Record.

H. LAW ENFORCEMENT ACTIVITIES

Any activities carried out by MUPD officers that fall within the scope of MUPD policies mandated by State law.

I. LITIGATION HOLD

Means the requirement that Records associated with anticipated or actual litigation, as well as Open Records subject to a pending request for release, may not be subject to Disposition. The notice from the Office of Risk Management to the Records Custodian that a Litigation Hold now exists is also called a Litigation Hold.

O. RETENTION

Means the process of maintaining a Record for possible future use or reference, whether in Files or in Archives.

1. Nothing in this Policy is intended to limit the number or types of Records or of Record Systems that the MUPD may create or retain. Notwithstanding the preceding sentence, MUPD personnel are prohibited from maintaining “desk drawer” files and from storing Records in electronic media that are not subject to University backup and storage.
2. MUPD is responsible for determining whether it has a unique version of any stored information that is used or retained and therefore whether it meets the definition of a Record. Requests for assistance in making such determinations may be addressed to the Office of General Counsel.
3. All Active Records must be kept in readable form. MUPD has the responsibility for assuring that it retains the technological

6. The approximate volume of the Records in each Records System.
7. By class and not by name, the individuals who have access to the Records in each Records System.
8. Whether the Records in each Records System contain information that may be subject to governmentally-imposed retention requirements or contain confidential and proprietary business information and, if feasible to identify under the circumstances, which one(s).
9. The Retention Period applicable to the Records in each Records System.
10. The timing and circumstances under which such Records are sent to Archives.
11. The timing and method and manner of Disposition of Inactive Records in each Records System.

D. ARCHIVES

MUPD may use any reasonable method to store Records in Archives, keeping in mind that such Records may be required to be retrieved at any time.

E. LITIGATION HOLD

1. Upon receipt of any notice that a claim for the payment of money or injunctive relief may be made against the Univ TJE(Upo)-5(ETBT1E

7. The Records Disposition Authorization shall specify the Records subject to Disposition and the method and manner of Disposition.
8. Documents that may contain any information that may be subject to FERPA or HIPAA or that may contain confidential and proprietary business information must be shredded. If the Records are stored on media that will not continue to be used, such media shall be treated before being discarded in a manner to prevent the recovery of data from the discarded media. To the extent that Inactive Records may contain confidential or proprietary information of Marquette or of third parties who provided such information to Marquette under confidentiality agreements, or contains non-public personal information of individuals that is protected by FERPA, HIPAA, or other state or local laws, the method of Disposition used must assure that none of the information contained in the Record can subsequently be retrieved.
9. The Records Disposition Authorization must be submitted to the Office of Risk Management and be approved by the Office of Finance and the Office of Risk Management before any Disposition occurs. The Records Custodian shall document the Disposition in the Records Disposition Log.