

University Police Department Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Arrest Reports	Felony arrests for crimes for which there is no statute of limitations or which result in a death. Retain 75 years, and then destroy. Retain non-felony arrests 25 years, and then destroy.	Restricted.	G169
Capital Offense Reports	Authentically reproduce this series. Retain paper files in the current files area 7 years, and then destroy. Retain authenticated reproduction permanently (not included in newly approved schedule).	Restricted.	G174
Dispatch Logs	Retain 3 years, then destroy.	Restricted.	G171
Dispatch Tape Recordings	Retain for 90 days. Serious incidents may warrant longer retention at the discretion of the local agency.	Restricted.	6205
Expungements	Retain record until case is finalized, and then destroy.	Restricted.	G173
Non-Capital Offense Reports	Authentically reproduce this series. Retain paper files in the current files area 4 years, and then destroy. Retain authenticated reproduction permanently (not included in newly approved schedule).	Restricted.	G175
Ticket Books	Hold in the current files area 3 years after the release of audit, and then destroy.	Restricted.	G176
Traffic Accident Reports	Retain the record for 3 years, and then destroy.	Restricted.	G168