CSR 50

SECURITY SERVICES

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
November 5, 2018

URIMC Revised:
N/A

RIM Edits (consistency, typographical, updates, etc.):
June 10, 2019

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
CSR 50 User Information

Abbreviations & Definitions

- AVP – Associate Vice-President
- CCTV – Closed-Circuit Television
- CSR – Campus and Community Services and Resources
- EAG – Executive Administration and Governance
- OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”
- RIM – Records and Information Management
- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Specific conditions of SO for each series are maintained by your area’s Designated Records Officer.
- STU – Students
- URIMC – University Records and Information Management Committee

End of Year

- Unless otherwise noted, the default “year” is the fiscal year which commences on May 1 and ends on April 30. Retention timeframes will commence in the year following completion/date of last action that activates the retention period.
- All records are subject to archival appraisal once their stated retention period has been met.
- Contact your area’s Designated Records Officer before initiating disposition.

Managing Other Copies

- In instances in which more than one copy of a record exists, the Designated Records Officer for the responsible unit will identify one as the official record. All other copies of that record are to be destroyed as soon as the purpose for which the copy was created has been fulfilled. No other copy may be retained for a period exceeding the official record retention period. All copies (official and other copies) are subject to requests under The Local Authority Freedom of Information and Protection of Privacy Act and therefore put the University at risk if not managed appropriately.
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This functional grouping consists of records relating to the planning and administration of security services at the University including patrolling, emergency response, crime prevention and safety programs.

Reasonable security arrangements will be made for records containing personal information in order to protect these records from unauthorized access, collection, use, disclosure or disposal.

100 Campus Security

200 Incident Reports
### CSR 50 SECURITY SERVICES

#### FUNCTION 100 – CAMPUS SECURITY

Consists of records relating to the planning and administration of security services at the University.

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
</table>
| CSR50-101    | Calls For Service                       | Campus Security                | Asset Works                    | 6 years                     | Send list of records that have met retention requirements to Archives.  
The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form. |
|              | All calls for service including access control. |                                 |                                |                             |                               |
| CSR50-102    | Program and Project Files                | Campus Security                |                                | 6 years                     | Send list of records that have met retention requirements to Archives.  
The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case. |
|              | Includes patrolling, emergency response, crime prevention, crowd control and safety programs as well as liaison with law enforcement agencies. Records may include security assessments and reports, CCTV support records, intel and threat documentation, education programs, etc. |                                |                                |                             |                               |
| CSR50-103    | Communications and Directives            | Campus Security                |                                | SO + 2 years                | Send list of records that have met retention requirements to Archives.  
The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case. |
<p>|              | Includes staff directives, campus communications, officer awareness bulletins, etc. |                                |                                |                             |                               |</p>
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</thead>
<tbody>
<tr>
<td>CSR50-104</td>
<td>Daily Shift Reports and Pass Down Logs Includes officer notebooks.</td>
<td>Campus Security</td>
<td></td>
<td>6 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
<tr>
<td>CSR50-105</td>
<td>CCTV Records CCTV images used for investigation purposes are retained in Investigation Case Files (See XXXYY-200).</td>
<td>Campus Security</td>
<td></td>
<td>As per Policy OPS-050-015</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
</tbody>
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**CSR 50 SECURITY SERVICES**

**FUNCTION 200 – INCIDENT REPORTS**

Consists of files relating to the investigation of security complaints and actions inconsistent with University policy and rules. Records may include reports, logs, correspondence and other supporting documentation.

<table>
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<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR50-201</td>
<td>Case Files</td>
<td></td>
<td>Campus Security</td>
<td>15 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
<tr>
<td></td>
<td>Includes incident reports, investigations, relevant CCTV images and other supporting documentation, including property damage and theft. Relevant records relating to alleged student misconduct are forwarded to the University Secretary (EAG 20) and AVP, Student Affairs (STU01-351).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSR50-202</td>
<td>Sexual Assault Case Files</td>
<td></td>
<td>Campus Security</td>
<td>15 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
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