COASTAL CAROLINA UNIVERSITY

PUBLIC SAFETY

15031
VEHICLE DAILY CHECK SHEET

Description

New sheet created for each police car daily to note the vehicle's status at each shift. Information noted on the sheet includes date, vehicle number, shift, mileage, officer's signature, fluids added, standard and emergency equipment present or needed, any vehicle damage, as well as a fuel and oil checklist.

Retention

3 years, destroy.

15032
RELEASE OF LIABILITY

Description

Created in order to release the university from liability as a result of providing individuals on campus with vehicle assistance, such as unlocking doors or using jumper cables to charge batteries. Information includes date, individual's name, driver's license number, make of vehicle, license plate number, parking lot, and officer's name.

Retention

2 years, destroy.

15033
SECURITY BUILDING GUEST ENTRY LOG

Description

Created to track the registry of campus visitors. Information includes date, time, visitor's name, license plate number, as well as building and room visited.

Retention

1 year, destroy.

The approval and implementation of this records retention schedule should comply with the Department of Archives and History's Guidelines for Understanding and Implementing Records Retention Schedules.