



COASTAL CAROLINA UNIVERSITY

Record Group #355

DEPARTMENT OF PUBLIC SAFETY

16560 INCIDENT REPORTS

Description

Created to document incidents and information involving an offense. Information includes original report of a felony or incident and other information concerning facts surrounding an offense, such as incident type, case number, incident code, premise type, incident location, date, time, reporting area, complainant, victim data, subject (suspect) data, arrest data (if applicable), vehicle data (if applicable), witness data (if applicable), narrative, and other related information.

Retention

10 years after date of incident, destroy

SCHEDULE APPROVED 05/15/14