



University of Saskatchewan Retention and Disposition Schedules

Protective Services Incident Records

Record Schedule Number: 2024-001

Office of Primary Responsibility: Protective Services

LEGAL HOLD: If there is litigation or threatened litigation, all potentially relevant records must be preserved until the hold is released on the authority of the Legal Office.

The records in this series include reports that detail an event or incident that protective services respond to or investigates. These records contain information such as the date, time, location, nature of the incident, individuals involved, actions taken, potential video evidence, and other relevant details.

Records in this series may include:

- Incident records and reports
- Supporting evidence in any format

Records in this series do not include:

- Reports generated outside of the primary systems derived from the aforementioned records.

| Record | Trigger | Retention | Disposition |
|---|---------------------|-------------|-------------|
| Records related to incidents categorized as Minor | Incident resolution | T + 2 years | Destroy |
| Records related to incidents categorized as Major | Incident resolution | T + 7 years | Destroy |

Codes: T = Trigger for Disposition

Notes:

Incident Resolution

An incident is considered resolved when:

- The prosecution has concluded (e.g. arrest, not guilty verdict, plea bargain, etc.).
- The case is withdrawn.
- The case is deemed unsolvable.
- The case is no longer under investigation.
- No further action is required.

Categorization of Records

The categorization of records describes the difference between minor and major incidents.

Minor

Low-level incident or situation which may not involve serious criminal activity or significant harm to individuals or property. Incidents could include minor traffic violations, noise complaints, minor disturbances, or other non-emergency issues that require attention but do not pose an immediate or ongoing threat to safety.

Major

Significant incident or situation that requires a response due to its scale, severity, or potential impact on safety. Incidents could involve serious criminal activity, large-scale emergencies, or situations that pose a significant or ongoing threat to individuals or properties. Examples of incidents may include large-scale protests, major accidents, natural disasters, or serious criminal investigations.

Retention rationale:

The retention periods are based on relevant legislative regulatory requirements (including the Saskatchewan Police Act, Saskatchewan Human Rights Code, and the Local Authority Freedom of Information and Protection of Privacy Act), business needs and industry best practice.

Access to this series is restricted, subject to the Freedom of Information and Protection of Privacy Policy and the Data Management Policy.

Destruction of records in hard copy format must be by shredding, pulping or incineration. Digital records must be deleted in such a way that recovery is not possible.

Functions:

- Protective Services

Data classification: Restricted

Approval Date: 11 October 2024