

J Public Safety for UMass Boston--UMass Boston Paper Retention Schedule (Based on Massachusetts Secretary of State schedule)								
Record Type	Record Category	Record Sub-Category Code	Record Sub-Category Title	Description	Owner	UMB Standard Retention Schedule	Retention Schedule Begins	Notes
J Public Safety	J1 Administration	J1-1	Uniform National Crime Reports	Documents the production of federally mandated reports.	Public Safety	3 years	Upon creation.	
J Public Safety	J1 Administration	J1-2	Crime Reports	Documents reports of crimes as sent to the State Crime Office.	Public Safety	(a) Murder: Permanent. (b) All other records: 10 years.	Upon creation.	
J Public Safety	J1 Administration	J1-3	Special Events and Activities Records	Documents Public Safety's role in the carrying out of special events or activities such as parades, sporting events, or concerts. Includes planning documentation, logistical reports, incident reports, narrative and summary reports, and related correspondence.	Public Safety	(a) Summary reports: Permanent. (b) All other records: 3 years or until administrative use ceases, whichever occurs later.	Upon creation.	
J Public Safety	J1 Administration	J1-4	Emergency Planning and Response Records	Documents Public Safety's planning and reaction to major emergency or disaster situations including plans, background support materials, and related correspondence. Also documents official reaction to disasters and emergencies including incident reports, field reports, notes, and related correspondence.	Public Safety	(a) Summary reports and substantive correspondence that contributes to understanding of the plan: Permanent. (b) All other records: 6 years or until administrative use ceases, whichever occurs later.	Upon creation.	
J Public Safety	J1 Administration	J1-5	Criminal History Files	Includes information collected on subjects such as arrests, detentions, convictions, acquittals, indictments, corrections history, fingerprints, photographs, and related correspondence.	Public Safety	Permanent.	After administrative use ceases.	
J Public Safety	J2 Licensing and Regulation	J2-1	Special Licenses and Permits Records	Documents special licenses and permits such as firearms licenses to sell and carry, permits and registrations, private detective licenses, and gunsmith licenses.	Public Safety	Licenses and permits: 7 years.	Upon expiration.	

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C Facilities, Transportation, and Construction	C11 Motor Vehicles	C11-5	Uniform Traffic Citations Records	Documents the issuance of traffic tickets.	Public Safety	3 years	After payment.	
C Facilities, Transportation, and Construction	C11 Motor Vehicles	C11-6	Motor Vehicle Accident Reports	Consists of Police Accident Reports (CRA-65) and Operator Accident Reports (CRA-23).	Public Safety	7 years	Upon submission.	Records are retained for 7 years to comply with federal law (Clery Act).