



COASTAL CAROLINA UNIVERSITY

Record Group 355

PUBLIC SAFETY

15031 VEHICLE DAILY CHECK SHEET

Refer to revised record #15031
from the Retention Schedules list

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.

REVISIONS APPROVED 08/04/08