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## Records Bureau Procedure

### 800.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide records processes to employees that comply with department policy.

### 800.2 RECORDS REQUESTS

When determining whether or not it is proper to release a Record, MUPD must balance the public's right to know against the obligation to have the Record remain confidential. Prior to any denial, in whole or in part, of a request for Records, MUPD may consult with the University's Office of General Counsel.

Requests should be in writing. Requests for Records may be made in-person between 8:30 AM and 4:30 PM at the MUPD office, located at Parking Structure 1, 749 N 16th Street, Milwaukee, WI 53233, via mail to the MUPD address, ATTN: OPEN RECORDS, or on the MUPD website.

MUPD employees should instruct requesters to appear in person, submit a request by mail, or via the MUPD website.

### 800.3 FEES AND COSTS

There is no fee or cost associated with an in-person inspection of requested Records.

Fees for Record requests that have been fulfilled are:

- (a) \$0.25 per copied page.
- (b) Mailing/shipping charges.
- (c) Audiotape or videotape copy charges.
- (d) Photographic copy charges.
- (e) Transcription of records charges.
- (f) Costs of certification of records when requested.
- (g) Computer programming costs.
- (h) Other actual and direct costs allowed by statute and applicable court decisions.

A separate fee may be imposed for staff time used to locate or assemble Records. To determine the fee when reimbursement for staff time is allowed, multiply the hourly cost of the affected staff member by the time used to locate and assemble Records. MUPD shall document the time required for MUPD employees to fulfill a request.

### 800.4 RECORDS RETENTION

All active Records must be kept in readable form. MUPD has the responsibility for assuring that it retains the technological ability to retrieve active Records. This may involve printing out Records in electronic form as Documents, maintaining old software programs or versions, maintaining

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old media readers, or importing data from active Records into new media. Exceptions to this requirement must be approved by the Office of Risk Management.

#### 800.4.1 LITIGATION HOLD

Upon receipt of any notice that a claim for the payment of money or injunctive relief may be made against the University or MUPD personnel, a copy of any written communication related to the claim or request or, if none, a detailed description of the claim or request shall be provided to the Office of Risk Management. Litigation Holds shall then be issued by the Office of Risk Management to the Records Custodian. In addition, copies of all Open Records requests received by MUPD shall be provided to the Office of Risk Management for the issuance of a Litigation Hold and a determination of the scope of Records subject to release.

Upon receipt of a Litigation Hold, the Records Custodian shall acknowledge receipt in writing, take all steps required by the Litigation Hold, and advise the Office of Risk Management in writing when all such steps are completed. No Record specified in the Litigation Hold shall be subject to Disposition during the pendency of the Litigation Hold.

A Litigation Hold shall remain in effect until the Office of Risk Management advises the Records Custodian in writing that the Litigation Hold has been terminated. The Office of Risk Management shall obtain the concurrence of the Office of Finance before terminating a Litigation Hold related to anticipated or actual litigation involving the University.