

Be sure to retain the annual security report and all supporting records used in compiling the report for three years from the latest publication of the report to which they apply. For example, the 2011 annual security report should contain statistics for 2008, 2009 and 2010. The 2008 statistics and supporting records must be kept until Oct. 1, 2014—in effect, seven years.

Records to be kept include, but are not limited to, copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with *Clery Act* compliance; letters to and from campus security authorities; correspondence with us regarding *Clery Act* compliance; and copies of notices to students and employees about the availability of the annual security report.