

## Retention and Classification Report

**Agency:** Logan (Utah). Police Department (1471)

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Logan, UT 84321  
435-716-9300

**Records Officer:** \_\_\_\_\_

20392	Arrest reports
20391	Case reports
21869	Employees schedules supplements
21820	Homicide case files
21187	Mug shots

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 20392

3

**TITLE:** Arrest reports

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder numerical by case number.

**DESCRIPTION:**

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Arrest records, GRS-2028.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Records have only administrative value.

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 20392

**TITLE:** Arrest reports

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Initial Contact Report (UCA 63G-2-301(2)(g) (2008))

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 20391

3

**TITLE:** Case reports

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Records have only administrative value.

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 20391

**TITLE:** Case reports

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 21869

3

**TITLE:** Employees schedules supplements

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Records have only administrative value.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1) (2008)

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 21869

**TITLE:** Employees schedules supplements

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 21820

3

**TITLE:** Homicide case files

**DATES:** 1986-

**ARRANGEMENT:** Chronological, thereunder alphabetical by case name.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These case files are created as a result of a homicide complaint or investigation by the sheriff's offices. They are the central case files for all homicides handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after investigation completed and then transfer to Agency Record Center. Retain in Agency Record Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the historical value of these records as they may provide intensive information on individuals' deaths and sometimes crimes and accidents, with information not available elsewhere.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Logan (Utah). Police Department

**SERIES:** 21187

3

**TITLE:** Mug shots

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.

**RETENTION:**

Permanent. Retain for 75 year(s) or for 0

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mug shot records, GRS-2029.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until confirmed death of subject or until 75 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the historical value of these records for both genealogical and potential criminology research.

**AGENCY:** Logan (Utah). Police Department

**SERIES:** 21187

**TITLE:** Mug shots

(continued)

**PRIMARY DESIGNATION:**

Public