

## Retention and Classification Report

**Agency:** Weber County (Utah). County Sheriff (2713)

Weber County Sheriff  
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Ogden, UT 84404  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22358

3

**TITLE:** Annual report

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are statistical reports on program activities and accomplishments of the county sheriff's office. These reports include statistics on arrests, offenses, bookings, search and rescue operations, paramedic calls, etc.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 28093

3

**TITLE:** Booking sheets

**DATES:** 1990-

**ARRANGEMENT:** chronological, thereunder numerical by booking number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are records of prisoners booked into jail. They include the prisoner's name, alias, address, physical description, emergency contact, identification number, booking number, offense tracking number (OTN), offense(s), bail amount, date and time arrested, location of arrest, and arresting officer's name and agency.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 scanned with inmate file upon release from jail.

Computer data files: For records beginning in 2012 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based on the Utah County General Retention Schedule 16-32.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 28093

**TITLE:** Booking sheets

(continued)

**PRIMARY DESIGNATION:**

Private 63G-2-302(1)(h); 63G-2-302(2)(d)

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22778

3

**TITLE:** Classification assessment files

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder by booking number

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These assessments are used to determine the security level, management level, and housing for all incoming prisoners. They include criminal history records, behavioral program records, statewide rap records, and an inmate classification worksheet. The worksheet includes the inmate's name and date of birth, booking number, date booked, age, name of officer making assessment, state and Federal Bureau of Investigation (FBI) identification numbers, indication whether the National Crime Information Center (NCIC) was checked and name table updated, the evaluation of the inmate in accordance with six criteria concerning age, prior offense record, prior history of behavior, escapes, disciplinary actions, and drug and alcohol history, assessment score, any medical/mental health problems, classification level and assignment, and an indication whether assessment decision had been overridden because of a specific incident (with incident number).

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22778

**TITLE:** Classification assessment files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22779

3

**TITLE:** Court order records

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

These are court orders received by the Weber County Sheriff's Office. They order the jail to take specific actions (e.g, release a prisoner). The court retains the official copy of all court orders. They include orders to the sheriff, copies of state warrants, justice of the peace warrants, order to transport, fugitive/extradition waivers, National Crime Information Center (NCIC) information, and copies of photographs and/or fingerprints.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2000

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year or until administrative need ends, whichever is shorter and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22779

**TITLE:** Court order records

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17771

3

**TITLE:** Emergency and hazardous chemical inventory reports

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These annual reports are required to be submitted by companies using less than 10,000 pounds of hazardous waste materials to the Local Emergency Planning Committee (LEPC) and local fire departments in accordance with 40 CFR 370.21 (1995). They are used to assist fire department, local health department, Environmental Protection Agency, and other applicable agencies in the clean-up process. They also the allow public to know what chemicals are being stored and used near their homes and businesses. They include business name and address; owner's name, address, and telephone number; Dun and Bradstreet number; names, addresses, and telephone numbers of emergency contacts; reporting period; a listing of all hazardous materials used by the business including chemical description, physical and health hazards; an inventory of amount used (daily average, maximum, and number of operation days on site); storage types and locations; date signed and signatures of owner and operator certifying to accuracy provided information.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after submission of report and then destroy.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17771

**TITLE:** Emergency and hazardous chemical inventory reports

(continued)

**APPRAISAL:**

These records have legal value(s).

This disposition is based on basic legal requirements. While no specific legal requirements have been listed for this report, a similar report for toxic waste in 40 CFR 372.10 (1995) specifies 3 years after submission of report.

**PRIMARY DESIGNATION:**

Exempt 40 CFR 370.30; 40 CFR 370.31

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17772

3

**TITLE:** Emergency management assistance program records

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document the administration of Emergency Management Assistance (EMA) monies. The State Division of Comprehensive Emergency Management (FEMA) re grants funds from the Federal Emergency Management Agency (FEMA) for Utah's emergency management operations. The funds are intended to only support 40 percent of the salary and benefits for EMA operations. These records include correspondence, quarterly progress reports, personnel and administrative expenses claim forms, copies of checks, warrant lists, and county auditor's certification expenditure statements.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after grant renewal or continuation and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the legal requirements specified in the Federal Emergency Management Agency's (FEMA) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments in 44 CFR 13.42 (1995) and recommendations from the State Comprehensive Emergency Management

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17772

**TITLE:** Emergency management assistance program records

(continued)

after consulting with FEMA's regional office.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 27879

3

**TITLE:** Prison run memorandum

**DATES:** 2012-

**ARRANGEMENT:** chronological by date

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Prison run memos are created to inform various departments, agencies, or areas that the listed inmates will be transported to the Utah State Prison. These are used as a way for the records area to schedule inmates for transfer to the Utah State Prison and notify the appropriate individuals of the scheduled transfers. Information includes correspondence, date, inmate name, inmate DOB, booking number, case numbers, and offender number for each individual.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prisoner activity records, GRS-350.

**AUTHORIZED:** 07-29-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 27879

**TITLE:** Prison run memorandum

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22775

3

**TITLE:** Temporary restriction orders

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This multi-copy form documents temporary restrictions of an inmate's activities for non-disciplinary actions (e.g., medical, administrative). They are used for inmate management purposes. The original copy is retained by the assignment officer while other copies are maintained by the classification officer, jail commander, and inmate's housing unit. They include inmate's name, booking number, inmate's number, inmate's current classification, date order was initiated, inmate's current and temporary housing assignments, name of staff member initiating the temporary restrictions, reasons for restrictions, type of restrictions, approving sergeant's signature and date signed, operating lieutenant's signature and date signed, indication whether to be continued or discontinued, duty sergeant's signature, and the date reviewed with inmate.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on both the administrative needs expressed by the office and the statute of limitations provisions. UCA 78-12-28 (2000) indicates that there is a two

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22775

**TITLE:** Temporary restriction orders

(continued)

year limitation on actions of the "sheriff . . . or other officer  
for liability incurred by doing an act in his official capacity."

**PRIMARY DESIGNATION:**

Protected