

Retention and Classification Report

Agency: Washington County (Utah). County Sheriff (2924)

750 South 5300 West
Hurricane, UT 84737
435-656-6500

Records Officer: _____

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AGENCY: Washington County (Utah). County Sheriff

SERIES: 22033

3

TITLE: Accident reports

DATES: 1989-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document traffic accidents investigated by the sheriff's office. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$750, or injury or death occurs (UCA 41-6-35 (1995)), and is maintained for seven years.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle accident reports, GRS-317.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22033

TITLE: Accident reports

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(39)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22032

3

TITLE: Case reports

DATES: 1989-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These are reports of crimes and other cases investigated by the sheriff's office. 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 sheriff's investigation. The reports are usually filed by case number and frequently are a part of case file. It is also called Incident Report or Offense Report.

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 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

Video recordings master: Retain in Office for 5 years and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22032

TITLE: Case reports

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22071

3

TITLE: Civil process records

DATES: 1989-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document civil papers processed and served by the Sheriff's Office. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a Civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. These records are traditionally know as the civil day book.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil service of process records, GRS-323.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22071

TITLE: Civil process records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26141

3

TITLE: Daily case tracking report

DATES: 2000-

ARRANGEMENT: Chronological and thereunder numerical by case number.

DESCRIPTION:

Case tracking reports are daily lists of cases being reported by deputies of the Washington County Sheriff's Department. The report of each incident includes a case or computer code number, the kind of case, date received, and deputy's name.

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: 08/2006

FORMAT MANAGEMENT:

Computer data files: For records beginning in 2005 and continuing to the present. Retain in Office for 2 years and then delete.

Paper: For records beginning in 2000 through 2005. Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23840

3

TITLE: Daily inmate log entries

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 9.00 cubic feet.

DESCRIPTION:

These logs record the daily activities of all jail inmates. It includes inmates name and number, date, medical history, medications taken, internal operations, pass down information, security information, and detail reports of daily activities.

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: 11/2001

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on both the administrative needs expressed by the sheriff's office and legal requirements. UCA 78-12-28(1) (2001) specifies that an action may be taken within two years, "against a marshal, or other liability incurred by the doing of an act in his official capacity and by virtue of his office, or by the omission of an official duty."

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23840

TITLE: Daily inmate log entries

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(11) (2008)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22036

3

TITLE: Drinking under the influence (DUI) reports

DATES: 1989-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports are a three-part state form used for reporting persons arrested for Driving Under the Influence of Alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days afater the date of arrest and service of notice" (UCA 53-3-223(5) (1995)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dui (driving under the influence) reports, GRS-332.

AUTHORIZED: 11-26-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then delete.

Video recordings master: Retain in Office for 2 years and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22036

TITLE: Drinking under the influence (DUI) reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22034

3

TITLE: Felony investigation case files

DATES: 1989-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases 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:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case closed and then destroy.

Computer data files: Retain in Office for 5 years after case closed and then delete.

Video recordings master: Retain in Office for 5 years after case closed and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22034

TITLE: Felony investigation case files

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22146

3

TITLE: Fingerprint cards

DATES: 1989-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints (series 6965), it is unnecessary for individual agencies to maintain their own file. These cards usually are part of the criminal history files.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

AUTHORIZED: 08-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years or until copy is sent to Bureau of Criminal Identification and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22146

TITLE: Fingerprint cards

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22038

3

TITLE: Homicide and theft of public funds case files

DATES: 1989-

ARRANGEMENT: Numerical by case files

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 (and other cases without a statute of limitations) 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:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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 permanently.

Computer data files: Retain in Office permanently.

Video recordings master: Retain in Office permanently.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22038

TITLE: Homicide and theft of public funds case files

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26378

3

TITLE: Inmate accounts

DATES: 1998-

ARRANGEMENT: Alphabetically by surname

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records provide an accounting of individual prisoners funds maintained by the jail for use of those prisoners. They usually include the prisoner's name and number, date, and deposits and withdrawals.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate commissary accounts, GRS-343.

AUTHORIZED: 12-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(b)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 27826

3

TITLE: Inmate booking records

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 150.00 cubic feet.

DESCRIPTION:

These are records of inmates confined in the Washington County jail. They include the inmate's name, alias(es), address, telephone number, Social Security number, date of birth, inmate number, mug shot, physical description (height, weight, eye color, hair color, etc.), booking number, offense(s), probable cause statement, court orders, release and hold harmless agreement, bail receipts, bonds, property take and issue records, disciplinary records, and jail log notes.

RETENTION:

Permanent. Retain until administrative need ends

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 converted to electronic file and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

This disposition based on the County General Records Retention Schedule 16-32.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 27826

TITLE: Inmate booking records

(continued)

PRIMARY DESIGNATION:

Protected 63G-2-305

SECONDARY DESIGNATION(S):

Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22145

3

TITLE: Inmate commissary accounts

DATES: 1989-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records provide an accounting of individual prisoners funds maintained by the jail for use of those prisoners. They usually include the prisoner's name and number, date, and deposits and withdrawals.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate commissary accounts, GRS-343.

AUTHORIZED: 12-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

PRIMARY DESIGNATION:

Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22152

1

TITLE: Inmate medical records

DATES: 1989-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files are the complete medical records for all prisoners. They may include all prescriptions authorized, a log for all doctor or hospital visits, inmates medical complaints, and other medical information.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26142

1

TITLE: Jail incident reports

DATES: 1998-

ARRANGEMENT: Numerical by jail number and thereunder chronological.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

The Washington County Sheriff's office keeps jail incident reports which document any criminal incidents which happen in the jail. Examples of incidents are assault by a prisoner, possession of contraband, and escapes or escape attempts. These reports are reviewed by administration before they are filed.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22151

3

TITLE: Jail visitors list

DATES: 1989-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These are a daily lists of all visitors to county jail facilities. They include the date, time, visitors names, and name of inmate visited.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Secure area access logs, GRS-2020.

AUTHORIZED: 09-03-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2019.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22037

3

TITLE: Misdemeanor case files

DATES: 1989-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files are created as a result of a misdemeanor complaints and investigations by the sheriff's department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, pertinent laboratory tests, copies of booking sheets and arrest reports. (See also Felony case files and Homicide case files).

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case closed and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22144

3

TITLE: Protective orders

DATES: 1989-

ARRANGEMENT: Numerical by case file

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are orders issued by the District Court and received by the sheriff's office in accordance with UCA 30-6-4.2(8) (1999) for expedited service. They are used to verify that an order was issued and served. These orders include date civil portion of order either expires or is scheduled for review by the court, information to identify respondent, a statement advising the petitioner that a hearing may be held in three years to dismiss the criminal portion of the order, address for notice of hearing, ordered relief (e.g., enjoin respondent from threatening, harassing, seeing petitioner), and date served. The District Court retains the official copy of these orders.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

FORMAT MANAGEMENT:

Paper copy: Retain in Office until court dismisses order and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the Sheriff's Office.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22144

TITLE: Protective orders

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. address, family history, birth date, birthplace, race, telephone number

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22143

3

TITLE: Sheriff's sales docket

DATES: 1997-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This docket documents civil judgments issued by the district court authorizing the sale of real property to satisfy the judgment and the service by the sheriff's office. The legal documents include writs of execution, praecipe, and the notice of levy. The sheriff's office prepares the following documents: notice of sheriff's sale, judgment to debtor, notice of levy, certificate of sale and sheriff's deed. This docket records each action taken.

RETENTION:

Retain for 18 month(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after real estate sale and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer data files: Retain in Office for 18 months after real estate sale or cancellation and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22143

TITLE: Sheriff's sales docket

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22041

3

TITLE: Traffic citation

DATES: 1989-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a copy of a citation issued by the sheriffs' deputies to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, deputies' name, and signature of person receiving citation.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Traffic citations, GRS-365.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. juvenile information

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22070

3

TITLE: Warrants

DATES: 1989-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are documents issued by a court directing a person to be taken into custody to answer charges filed. Only active warrants are kept on file. The original is returned to the court with return of service showing when and by whom warrant served.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Warrant records, GRS-370.

AUTHORIZED: 10-05-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until served or cancelled and then destroy.

Computer data files: Retain in Office until warrant served or cancelled and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22070

TITLE: Warrants

(continued)

SECONDARY DESIGNATION(S):

Private.

Juvenile information

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22142

1

TITLE: Wrecker service records

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, phone number, address dispatched to, date, time, and identification number of person making call.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public