Retention and Classification Report

Agency: South Ogden (Utah) (1106)

3950 South Adams Avenue, Ste. 1
South Ogden, UT 84403
801 622-8585

Records Officer

17562	Accident reports
17561	Arrest case reports
17560	Crime case reports
17558	Initial contact reports
17559	Officers case reports
26509	Police Department expungements
26510	Police department mug shots
17557	Uniform citations

AGENCY: South Ogden (Utah)

SERIES: 17562 3
TITLE: Accident reports
DATES:
ARRANGEMENT:
DESCRIPTION:

These files document traffic accidents investigated by the police department. 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 $1,000, or injury or death occurs (UCA 41-6-35 (1997)), and is maintained for seven years.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 1.

AGENCY: South Ogden (Utah)

SERIES: 17562
TITLE: Accident reports

(continued)

PRIMARY CLASSIFICATION:
Exempt UCA 41-6-42(2008)

AGENCY: South Ogden (Utah)

SERIES: 17561 3
TITLE: Arrest case reports
VARIANT General offense reports
DATES: 2001-
ARRANGEMENT: 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 5 years provided not part of case file.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided not part of case file.

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 3.

AGENCY: South Ogden (Utah)

SERIES: 17561
TITLE: Arrest case reports

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Public. Initial contact report (UCA 63G-2-301(2)(g)

AGENCY: South Ogden (Utah)

SERIES: 17560 3
TITLE: Crime case reports
VARIANT General offense reports
DATES: 2001-
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 5 years provided not part of case file.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided not part of case file.

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 7.

AGENCY: South Ogden (Utah)

SERIES: 17560
TITLE: Crime case reports

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(8)(a-d) & (9)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(b)
Public

AGENCY: South Ogden (Utah)

SERIES: 17558 3
TITLE: Initial contact reports
VARIANT General offense reports
DATES: 2001-
ARRANGEMENT: Numerical by case number
DESCRIPTION:

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then destroy provided not part of case file.

AGENCY: South Ogden (Utah)

SERIES: 17558
TITLE: Initial contact reports

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 63.

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301(2)(g)(2008)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(9)(2008)

AGENCY: South Ogden (Utah)

SERIES: 17559 3
TITLE: Officers case reports
VARIANT General offense reports
DATES: 2001-
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 5 years provided not part of case file.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided not part of case file.

AGENCY: South Ogden (Utah)

SERIES: 17559
TITLE: Officers case reports

(continued)

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 7.

PRIMARY CLASSIFICATION:
Protected UCA 63G-2-305(8)(a-d) & (9)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1)(b)
Public

AGENCY: South Ogden (Utah)

SERIES: 26509 3
TITLE: Police Department expungements
DATES: 1980-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony .... within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1997)).

RETENTION:

Retain 80 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 79 years and then destroy.

AGENCY: South Ogden (Utah)

SERIES: 26509
TITLE: Police Department expungements

(continued)

APPRAISAL:
Administrative Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 21.

PRIMARY CLASSIFICATION:
Protected UCA 63G-2-305 (9) (2008)

AGENCY: South Ogden (Utah)

SERIES: 26510 3
TITLE: Police department mug shots
DATES: 1970-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
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:

Retain 75 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 36.

AGENCY: South Ogden (Utah)

SERIES: 17557 3
TITLE: Uniform citations

VARIANT General offense reports
DATES: 2001-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation. These files also include ordinance violations and animal control citations.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 48.

AGENCY: South Ogden (Utah)

SERIES: 17557
TITLE: Uniform citations

(continued)

PRIMARY CLASSIFICATION:
Public