

# Retention and Classification Report

**Agency:** South Ogden (Utah) (1106)

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**Records Officer:** Karen Disney

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:** undated

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Exempt UCA 41-6-42(2008)

**AGENCY:** South Ogden (Utah)

**SERIES:** 17561

3

**TITLE:** Arrest case 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 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 6.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Initial contact report (UCA 63G-2-301(2)(g))

**AGENCY:** South Ogden (Utah)

**SERIES:** 17560

3

**TITLE:** Crime case 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

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

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

**AGENCY:** South Ogden (Utah)

**SERIES:** 17560

**TITLE:** Crime case reports

(continued)

**SECONDARY DESIGNATION(S):**

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

Public

**AGENCY:** South Ogden (Utah)

**SERIES:** 17558

3

**TITLE:** Initial contact 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**AGENCY:** South Ogden (Utah)

**SERIES:** 17558

**TITLE:** Initial contact reports

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(g)(2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(2008)

**AGENCY:** South Ogden (Utah)

**SERIES:** 17559

3

**TITLE:** Officers case 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

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**AGENCY:** South Ogden (Utah)

**SERIES:** 17559

**TITLE:** Officers case reports

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 21.

**AUTHORIZED:** 03/26/2007

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

Administrative Legal

**AGENCY:** South Ogden (Utah)

**SERIES:** 26509

**TITLE:** Police Department expungements

(continued)

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 7.

**AUTHORIZED:** 02/01/2016

**FORMAT MANAGEMENT:**

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

**AGENCY:** South Ogden (Utah)

**SERIES:** 17557

3

**TITLE:** Uniform citations

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 48.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public