

# Retention and Classification Report

**Agency:** Vernal (Utah). Police Department (1258)

437 East Main Street  
Vernal, UT 84078  
789-5835

**Records Officer:** Roxanne Behunin

81254 Criminal history files  
81258 Investigative case files

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

**SERIES:** 81254

3

**TITLE:** Criminal history files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 1.10 cubic feet.

**DESCRIPTION:**

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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 or until administrative need ends and then destroy provided no further arrest.

Microfilm master: Retain in Office permanently.

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

**SERIES:** 81254

**TITLE:** Criminal history files

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 12.

**PRIMARY CLASSIFICATION:**

Private

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

**SERIES:** 81258

3

**TITLE:** Investigative case files

**DATES:** 1976-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files are created as a result of a complaint or other actions which result in an investigation by the police department. This is the central case file for all cases handled by the agency. Information may include name of individual attested or involved in the incident, nature of offense, and officer's written agency.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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 until Microfilming and then destroy original.

Microfilm master: Retain in Office permanently.

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

**SERIES:** 81258

**TITLE:** Investigative case files

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 6.

**PRIMARY CLASSIFICATION:**

Protected

**SECONDARY CLASSIFICATION(S):**

Public