

Retention and Classification Report

Agency: Cache County (Utah). County Sheriff (132)

1225 W. Valley View Dr, #200
Logan, UT 84321
435-755-1000

Records Officer: Cami Miller

03684 *Civil docket and fee book
05384 *Commitment orders record book
26717 Felony investigation case files
20921 Inmate booking records
23810 Inmate case files
03699 *Jail prisoner's register
23811 Medication dispensing lists
26718 Misdemeanor case files
24532 Publications

AGENCY: Cache County (Utah). County Sheriff

SERIES: 3684

3

TITLE: Civil docket and fee book

DATES: 1893-1917.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 5384

3

TITLE: Commitment orders record book

DATES: 1888-1909.

ARRANGEMENT: chronological

DESCRIPTION:

Entries are holographic copies of orders to commit persons to the Cache County Jail. They include: name of court issuing order (U.S. Commissioner's Court, Justice of the Peace, District Court), defendant's name, offense charged, imprisonment term and/or conditions (i.e., payment of specific bail or fines), judge's name, and date of order.
Holdings (1 volume).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
The permanent retention of this book is based on its antiquity.

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). County Sheriff

SERIES: 26717

3

TITLE: Felony investigation case files

DATES: 2001-

ARRANGEMENT: Numerical by case number

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 reports, fingerprint cards, original arrest reports, 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 2 years after case has been received by Central Records and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

AGENCY: Cache County (Utah). County Sheriff

SERIES: 20921

3

TITLE: Inmate booking records

DATES: ca. 1942-

ARRANGEMENT: Alphabetical by inmate's surname

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These case files document the incarceration of prisoners in the Cache County Jail. They are on-going files containing documentation on all imprisonments in the Cache County Jail. While each inmate is assigned a permanent name number, a new booking number is assigned for each arrest. The case files include the arresting officer's information sheet, ORR (own recognizance report), notice of denied/held mail, inmate cash account receipts, court action reports, medical requests, release and hold harmless forms, Beaver River Mental health notes bail receipts, property take and issue records, state computer booking checklists, and jail log notes.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Permanent. 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 for 3 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Cache County (Utah). County Sheriff

SERIES: 20921

TITLE: Inmate booking records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. mental health evaluations and notes

Protected. jail logs, disciplinary logs, investigative materials

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23810

3

TITLE: Inmate case files

DATES: ca. 1980-

ARRANGEMENT: Numerical by inmate's surname

ANNUAL ACCUMULATION: 100.00 cubic feet.

DESCRIPTION:

These case files document the incarceration of prisoners in the Cache County jail. They are on-going files containing documentation on all imprisonments in the Cache County jail. While each inmate is assigned a permanent name number, a new booking number is assigned for each arrest. The case files include the arresting officer's information sheet, ORR (Own recognizance report) form, notice of denial or held mail, inmate cash account receipts, court action reports, medical requests, release and hold harmless forms, Bear River Mental Health notes, and bail receipts.

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 last incarceration and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23810

TITLE: Inmate case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Bear River Mental notes/evaluations

Protected. jail logs, disciplinary logs, investigative materials

AGENCY: Cache County (Utah). County Sheriff

SERIES: 3699

3

TITLE: Jail prisoner's register

DATES: 1888-1912.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23811

3

TITLE: Medication dispensing lists

DATES: 1996-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 5.50 cubic feet.

DESCRIPTION:

These lists are used to document medications given to inmates. The inmate is required to initial the form documenting the administration of the medication. The lists also document any inmate's refusal of the medications. The lists include name of inmate, date and time, housing unit, types and quantities of medications issued, and inmate's initials.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the provisions of UCA 78-14-4 (2000) which states "No malpractice action brought against a health care provider may be brought unless it is commenced within two years after the plaintiff or patient discovers, or through the use of reasonable diligence should have discovered the injury, whichever first occurs, but not to exceed four years after the date of the alleged act."

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23811

TITLE: Medication dispensing lists

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Cache County (Utah). County Sheriff

SERIES: 26718

1

TITLE: Misdemeanor case files

DATES: 2001-

ARRANGEMENT: Numerical by case file number

DESCRIPTION:

These case files are created as a result of 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 reports, fingerprint cards, original arrest reports, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, 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 proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case has been received by Central Records and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

AGENCY: Cache County (Utah). County Sheriff

SERIES: 24532

3

TITLE: Publications

DATES: 2001-

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on courts, crime, jail facilities, emergency management, and other issues addressed by the Cache County Sheriff's Office. Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Publications document the history of an agency and serve to inform the public of the agency's services and programs.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 24532

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public