

# 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, 2000 2000

**AUTHORIZED:** 05-01-2015

**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 Permanently

**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:** 08-01-2015

**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, 2000 0000

**AUTHORIZED:** 05-01-2015

**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 Permanently

**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:** 10-01-2013

**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