Retention and Classification Report

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

1225 W. Valley View Dr, #200
Logan, UT 84321

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:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 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:

Retain archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

The permanent retention of this book is based on its antiquity.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 5384
TITLE: Commitment orders record book

(continued)

PRIMARY CLASSIFICATION:
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 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

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 after case has been received by Central Records and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no pending litigation.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 26717
TITLE: Felony investigation case files

(continued)

APPRAISAL:
Administrative Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 20.

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 fors, Beaver River Mental health notes bail receipts, property take and issue records, state computer booking checklists, and jail log notes.

RETENTION:

Retain 3 years after last incarceration.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

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 after last incarceration 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.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 20921
TITLE: Inmate booking records

(continued)

APPRAISAL:
Administrative Historical Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 32.

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(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 10 years.

DISPOSITION:

Destroy provided No further imprisonments.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

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 after last incarceration and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no further imprisonment.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23810
TITLE: Inmate case files

(continued)

APPRAISAL:
Administrative Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 20.

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(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
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 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 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2003.

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 3 years and then destroy.

APPRAISAL:

Administrative Legal

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

AGENCY: Cache County (Utah). County Sheriff

SERIES: 23811
TITLE: Medication dispensing lists

(continued)

first occurs, but not to exceed four years after the date of the alleged act."

PRIMARY CLASSIFICATION:
Private

AGENCY: Cache County (Utah). County Sheriff

SERIES: 26718 3
TITLE: Misdemeanor case files
DATES: 2001-
ARRANGEMENT: Numerical by case file number
ANNUAL ACCUMULATION:
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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

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 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 provided no pending litigation.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 26718
TITLE: Misdemeanor case files

(continued)

APPRAISAL:
Administrative Legal
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 37.

AGENCY: Cache County (Utah). County Sheriff

SERIES: 24532 3
TITLE: Publications
DATES: 2001-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 22.

Publications document the history of an agency and serve to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public