

# Retention and Classification Report

**Agency:** West Valley City (Utah). Police Department (1353)  
3575 South Market Street  
West Valley City, UT 84119  
801 966-3600

## Records Officer

06850 \*Case logs  
06849 Felony and fatal accident case files

**AGENCY:** West Valley City (Utah). Police Department

**SERIES:** 6850

3

**TITLE:** Case logs

**DATES:** 1983-1986.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

these logs are a record of all cases West Valley Police investigated.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**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.

Microfilm master: Retain in Office for 5 years or until obsolete and then destroy.

Microfilm duplicate: Retain in State Records Center for 5 years and then destroy.

Paper: Retain in Office for 5 years after being microfilmed and then destroy provided microfilm has passed inspection and provided not part of case file.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 7.

**AGENCY:** West Valley City (Utah). Police Department

**SERIES:** 6850

**TITLE:** Case logs

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** West Valley City (Utah). Police Department

**SERIES:** 6849

3

**TITLE:** Felony and fatal accident case files

**DATES:** 1981-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These case files are created as a result of a complaint or other actions with resulting investigation by the police department concerned. They are the central case files for all fatal traffic accidents and felony cases handled by the West Valley City Police Dept.

**RETENTION:**

Retain 5 years after case closed.

**DISPOSITION:**

Destroy.

**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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

**AGENCY:** West Valley City (Utah). Police Department

**SERIES:** 6849

**TITLE:** Felony and fatal accident case files

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 57.

**PRIMARY CLASSIFICATION:**

Protected