

Retention and Classification Report

Agency: Logan (Utah). Police Department (1471)
62 West 300 North
Logan, UT 84321
435-716-9305

Records Officer: Teresa Harris

20392	Arrest reports
20391	Case reports
21869	Employees schedules supplements
14203	*Expungements
21820	Homicide case files
21187	Mug shots

AGENCY: Logan (Utah). Police Department

SERIES: 20392

3

TITLE: Arrest reports

DATES: 1970-

ARRANGEMENT: Chronological, thereunder numerical by case number.

DESCRIPTION:

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 6.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Administrative
Records have only administrative value.

AGENCY: Logan (Utah). Police Department

SERIES: 20392

TITLE: Arrest reports

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Initial Contact Report (UCA 63G-2-301(2)(g) (2008))

AGENCY: Logan (Utah). Police Department

SERIES: 20391

3

TITLE: Case reports

DATES: 1970-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

AUTHORIZED: 01/26/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative
Records have only administrative value.

AGENCY: Logan (Utah). Police Department

SERIES: 20391

TITLE: Case reports

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Logan (Utah). Police Department

SERIES: 21869

3

TITLE: Employees schedules supplements

DATES: 1998-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative
Records have only administrative value.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1) (2008)

AGENCY: Logan (Utah). Police Department

SERIES: 21869

TITLE: Employees schedules supplements

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Logan (Utah). Police Department

SERIES: 14203

3

TITLE: Expungements

DATES: Undated.

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The Utah Bureau of Criminal Identification shall, keep, index and maintain all expunged and sealed records of arrests and convictions (UCA 77-18-2).

RETENTION:

Retain 80 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/28/2009

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 80 years and then destroy.

APPRAISAL:

Administrative
Records have only administrative value.

AGENCY: Logan (Utah). Police Department

SERIES: 14203

TITLE: Expungements

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Logan (Utah). Police Department

SERIES: 21820

3

TITLE: Homicide case files

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by case name.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These case files are created as a result of a homicide complaint or investigation by the sheriff's offices. They are the central case files for all homicides handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, 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 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 2.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after investigation completed and then transfer to Agency Record Center. Retain in Agency Record Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on the historical value of these records as they may provide intensive information on individuals' deaths and sometimes crimes and accidents, with information not available elsewhere.

AGENCY: Logan (Utah). Police Department

SERIES: 21820

TITLE: Homicide case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Police Department

SERIES: 21187

3

TITLE: Mug shots

DATES: 1982-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.

RETENTION:

Retain 75 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 7.

AUTHORIZED: 02/01/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until confirmed death of subject or until 75 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
Disposition based on the historical value of these records for both genealogical and potential criminology research.

AGENCY: Logan (Utah). Police Department

SERIES: 21187

TITLE: Mug shots

(continued)

PRIMARY DESIGNATION:

Public