

Retention and Classification Report

Agency: Park City (Utah). Public Safety (1633)

, UT

Records Officer: Maggie Petersen

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AGENCY: Park City (Utah). Public Safety

SERIES: 21610

3

TITLE: Accident reports

DATES: 1980-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION:

Retain 3 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.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 1.

AGENCY: Park City (Utah). Public Safety

SERIES: 21610

TITLE: Accident reports

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 41-6-42 (2008)

AGENCY: Park City (Utah). Public Safety

SERIES: 85115

4

TITLE: Arrest report

DATES: 1942-

ARRANGEMENT: 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 5 years.

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 for 5 years and then destroy provided not part of case file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 3.

AGENCY: Park City (Utah). Public Safety

SERIES: 85115

TITLE: Arrest report

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Park City (Utah). Public Safety

SERIES: 5368

3

TITLE: Arrests registers

DATES: 1892-1904, 1930-1942, 1962.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Information recorded by the Park City Police Department in the Arrest Register (which varies by volume) includes: arrest number, date of arrest, by whom arrested, name of prisoner, nationality, age, weight, eye color, hair color, other marks, profession, offense, time and place of arrest, bail required, date of trial, penalty (imprisonment or fine), and remarks.

Missing from the 1930-1942, 1962 volume, are 25 pages (number 152 through 177). Notes on papers filed from August to December 1962 are found on pages 179 and 180.

Holdings (2 volumes): 1892-1904, 1930-1942, 1962.

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.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on a decision by the state archivist not to apply the general schedule which goes with the arrest report forms (October 1996).

RETENTION JUSTIFICATION:

AGENCY: Park City (Utah). Public Safety

SERIES: 5368

TITLE: Arrests registers

(continued)

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21612

3

TITLE: Bicycle registrations

DATES: 1980-

ARRANGEMENT: None

DESCRIPTION:

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city or county police department with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1997)). Bicycle registration may be handled by either the fire or police department.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 4.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21612

TITLE: Bicycle registrations

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21613

3

TITLE: Case reports

DATES: 1970-

ARRANGEMENT: Numerical

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, if not part of case file.

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.

Paper: Retain in Office for 5 years and then destroy provided not part of case file.

APPRAISAL:

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21613

TITLE: Case reports

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21614

3

TITLE: Chemical analysis records

DATES: 1982-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (UCA 41-6a-515 (2005)). Usually these tests are part of the case file/ accident report and are filed by the case number. A copy is frequently attached to the arrestee's criminal history file.

RETENTION:

Retain 3 years, if not part of case file.

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.

Paper: Retain in Office for 3 years and then destroy provided not part of case file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 8.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21614

TITLE: Chemical analysis records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21615

3

TITLE: Civil process records

DATES:

ARRANGEMENT:

DESCRIPTION:

These records document civil papers processed and served by the police department. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. The records are traditionally known as the civil day book.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 55.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21615

TITLE: Civil process records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 17788

1

TITLE: Conciliation index

DATES: 1969-1972.

ARRANGEMENT:

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.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21616

3

TITLE: Court summons

DATES:

ARRANGEMENT:

DESCRIPTION:

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

RETENTION:

Retain 2 years, if not part of the case file.

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 for 2 years and then destroy provided not part of case file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 9.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21616

TITLE: Court summons

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21618

3

TITLE: Crime analysis files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

RETENTION:

Retain 2 years, if not part of case files.

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 for 2 years and then destroy provided not part of case files.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 10.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21618

TITLE: Crime analysis files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21620

3

TITLE: Criminal history dissemination log

DATES: 1983-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-10-202 (2011).

RETENTION:

Retain 1 year.

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.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 11.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21620

TITLE: Criminal history dissemination log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21622

3

TITLE: Daily activity report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

RETENTION:

Retain 2 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.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 2.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21622

TITLE: Daily activity report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21621

3

TITLE: Daily radio log

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.

RETENTION:

Retain 1 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.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 13.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21621

TITLE: Daily radio log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21623

3

TITLE: Dispatch logs

DATES: 1985-

ARRANGEMENT: Numerical

DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, traffic stops, calls for service generated, time, shift, and a summary of daily events. In some offices, the record is only maintained as a computer file.

RETENTION:

Retain 2 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.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 14.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21623

TITLE: Dispatch logs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21624

3

TITLE: Dispatch tape recordings

DATES: 1983-

ARRANGEMENT: Numerical

DESCRIPTION:

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain 30 days, questionable actions are transferred to cassette tapes.

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.

Sound recordings: Retain in Office for 30 days and then erase provided questionable actions are transferred to cassette tapes.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 15.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21624

TITLE: Dispatch tape recordings

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21625

3

TITLE: DUI (driving under the influence) reports

DATES: 1980-

ARRANGEMENT: Alphanumeric

DESCRIPTION:

These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223 (5) (2011)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION:

Retain 2 years, if not part of a case file.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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 for 2 years and then destroy provided not part of case file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 16.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21625

TITLE: DUI (driving under the influence) reports

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21626

3

TITLE: Evidence disposition records

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

RETENTION:

Retain 5 years.

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 for 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 56.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21626

TITLE: Evidence disposition records

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21627

3

TITLE: Evidence log

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION:

Retain 4 years, if not part of case file.

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.

Paper: Retain in Office for 4 years and then destroy provided not part of a case file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 19.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21627

TITLE: Evidence log

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21628

3

TITLE: Felony investigation case file

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases 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, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain 5 years, after case closed if an arrest place in the arrest file for 10 years then destroy.

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 for 5 years after case is closed and then destroy provided if and arrest is made place in arrest file 10 years then destroy.

AGENCY: Park City (Utah). Public Safety

SERIES: 21628

TITLE: Felony investigation case file

(continued)

APPRAISAL:

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 22739

3

TITLE: Field interrogation reports

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

This is a limited informational report filled out by the police officer. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

RETENTION:

Retain 1 year.

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 for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 22.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 22739

TITLE: Field interrogation reports

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21629

3

TITLE: Fingerprint cards

DATES: 1982-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.

RETENTION:

Retain with arrest file and destroy with that file retention schedule.

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.

Paper: Retain in Office until confirmed death or until file placed in arrest file and then destroy provided administrative need has ended.

AGENCY: Park City (Utah). Public Safety

SERIES: 21629

TITLE: Fingerprint cards

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 23.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21632

3

TITLE: Firearms disposal records

DATES: 1999-

ARRANGEMENT: Numerical

DESCRIPTION:

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 26.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21632

TITLE: Firarms disposal records

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21630

3

TITLE: Firearm qualification records

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

RETENTION:

Retain 2 years, after separation or termination of employee.

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 for 2 years after separation or termination of employee and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 25.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21630

TITLE: Firearm qualification records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21633

3

TITLE: Firearms inventory cards

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

RETENTION:

Retain 2 years, after disposal of firearms.

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.

Paper: Retain in Office for 2 years after disposal of firearms and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 27.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21633

TITLE: Firearms inventory cards

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21634

3

TITLE: Homicide and theft of public funds case file

DATES: 1973-

ARRANGEMENT: Numerical

DESCRIPTION:

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain permanently, may be transferred to state archives.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 58.

AGENCY: Park City (Utah). Public Safety

SERIES: 21634

TITLE: Homicide and theft of public funds case file

(continued)

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21635

3

TITLE: Impounded vehicle reports

DATES: 1985-

ARRANGEMENT: Numerical

DESCRIPTION:

These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

RETENTION:

Retain 3 years, or (1) year if snow or tow impoundment, and if not rt of case file.

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 for 3 years and then destroy provided not part of case file.

AGENCY: Park City (Utah). Public Safety

SERIES: 21635

TITLE: Impounded vehicle reports

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 30.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21636

3

TITLE: Initial contact reports

DATES: 1975-

ARRANGEMENT: Numerical

DESCRIPTION:

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

RETENTION:

Retain 5 years, if not part of case file.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 and then destroy provided if not part of case file.

AGENCY: Park City (Utah). Public Safety

SERIES: 21636

TITLE: Initial contact reports

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 63.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(2)(g) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9) (2008)

AGENCY: Park City (Utah). Public Safety

SERIES: 21638

3

TITLE: Internal affairs summary report

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical report on all internal investigations of the police officers' and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific officers.

RETENTION:

Retain 2 years.

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 for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 59.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21638

TITLE: Internal affairs summary report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21637

3

TITLE: Internal affairs unsubstantiated case files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).

RETENTION:

Retain 2 years.

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 for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 31.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21637

TITLE: Internal affairs unsubstantiated case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 5367

3

TITLE: Jail prisoner's register

DATES: 1929-1962.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Information recorded by the Park City Police Department in the Summit County jail prisoner's register includes: name, physical description (nationality, sex, age, height, complexion, color of eyes, and color of hair), charge, by whom brought, process, when committed, personal effects taken in charge by the jailer, how discharged, and remarks.

Holdings (1 volume): 1929-1962.

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.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21639

3

TITLE: Master name index

DATES: 1987-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION:

Retain until obsolete, superseded, or administrative need ends.

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.

Computer data files: Retain in Office until obsolete, superseded, or administrative need ends and then delete.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 35.

AGENCY: Park City (Utah). Public Safety

SERIES: 21639

TITLE: Master name index

(continued)

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21640

3

TITLE: Misdemeanor case files

DATES: 1983-

ARRANGEMENT: Numerical

DESCRIPTION:

These case files are created as a result of misdemeanor complaints and investigations by the police department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports. (See also Felony case files and Homicide case files.)

RETENTION:

Retain 3 years, after case is closed.

DISPOSITION:

Destroy provided if an arrest was made, then place in arrest file and retain according to the arrest file retention schedule.

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 for 3 years after case is closed and then destroy.

AGENCY: Park City (Utah). Public Safety

SERIES: 21640

TITLE: Misdemeanor case files

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 6.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21641

3

TITLE: Mug shots

DATES: 1985-

ARRANGEMENT: Alphabetical

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 until confirmed death of subject or 75 years later and then transfer to archives with authority to weed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 confirmed death of subject or until 75 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 36.

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

AGENCY: Park City (Utah). Public Safety

SERIES: 21641

TITLE: Mug shots

(continued)

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21642

3

TITLE: National crime information center (NCIC) records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

RETENTION:

Retain 5 years, with case report.

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 for 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 37.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21642

TITLE: National crime information center (NCIC) records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21643

3

TITLE: Pawn shop receipts

DATES:

ARRANGEMENT:

DESCRIPTION:

These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, merchandise type, serial number, and item description.

RETENTION:

Retain 1 year.

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.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 38.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21643

TITLE: Pawn shop receipts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21644

3

TITLE: Questionable cases dispatch recordings

DATES: 2000-

ARRANGEMENT: Numerical

DESCRIPTION:

These are audio cassette tapes containing portions of the Dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing telephone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.

RETENTION:

Retain 2 years, after resolution of case.

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 for 2 years after resolution of case and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 60.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21644

TITLE: Questionable cases dispatch recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21645

3

TITLE: Received property records

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are a "proper record" of custodial property that are required to be maintained by peace officers in accordance with UCA 77-24-1.5 (2011). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.

RETENTION:

Retain 3 years, after return or disposal of property.

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 for 3 years after disposal or return of property and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 40.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21645

TITLE: Received property records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21646

3

TITLE: Returned property receipts

DATES:

ARRANGEMENT:

DESCRIPTION:

These receipts document the return of property in the custody of the police department to property owner in accordance with UCA 77-24-3 (1997). They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized police department personnel. "The receipt shall be retained as permanent in the files of the agency involved or the court where the case is finally resolved." (UCA 77-24-3 (1997)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 61.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21646

TITLE: Returned property receipts

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21648

3

TITLE: Robbery bulletin records

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain information to be distributed to other law enforcement agencies concerning robberies. The form includes date, time, case number, suspect's vehicle, suspect's description, victim's name, and location, type of weapon used, amount and description of loss, facts of case summary, and investigating officer's name.

RETENTION:

Retain 4 years, or until robbery is solved.

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.

Paper: Retain in Office for 4 years or until robbery is solved and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 41.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21648

TITLE: Robbery bulletin records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21649

3

TITLE: Sex offender files

DATES:

ARRANGEMENT:

DESCRIPTION:

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 76-5-404.1 (2007))

RETENTION:

Retain 10 years, or until person moves from jurisdiction.

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 for 10 years after or until person moves from jurisdiction and then destroy.

AGENCY: Park City (Utah). Public Safety

SERIES: 21649

TITLE: Sex offender files

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 43.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Exempt UCA 77-27-21.5(13) (2008)

AGENCY: Park City (Utah). Public Safety

SERIES: 21650

3

TITLE: Stolen/recovered property lists

DATES: 1984-

ARRANGEMENT: Numerical

DESCRIPTION:

These are lists of all recovered stolen property including description of property value, and serial number. This is usually a part of the original incident report.

RETENTION:

Retain until obsolete or administrative need ends, or if on state computer until expunged from system.

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.

Paper: Retain in Office until obsolete or administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 44.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21650

TITLE: Stolen/recovered property lists

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21652

3

TITLE: Teletypes

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These documents contain information received from or disseminated to various law enforcement agencies through the teletype system. This information network notifies law enforcement agencies of crimes, lost property, wanted suspects, arrests, missing persons, runaways, etc.

RETENTION:

Retain 1 year after administrative need ends, or obsolete, or until expunged from system, whichever comes first.

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.

Paper: Retain in Office for 1 year after administrative need ends, or obsolete or until expunged from system, whichever comes first and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 47.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21652

TITLE: Teletypes

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). Public Safety

SERIES: 21655

3

TITLE: Traffic citations

DATES: 1970-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

RETENTION:

Retain 2 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.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 48.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21655

TITLE: Traffic citations

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 22766

3

TITLE: Trouble control report

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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.

Paper: Retain in Office for 7 years or until litigation completed and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 25.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 22766

TITLE: Trouble control report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21656

3

TITLE: Unclaimed property files

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer. The reports are required to be filed before May of each year as of the preceding December 31 and to transfer the property identified in the report in accordance with UCA 67-4a-301(1)(a) (2007). The report includes the name of property's owner if known and the last known address, description of property including any identification numbers, and the verification of the person completing form to the report's accuracy.

RETENTION:

Retain 10 years.

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 for 10 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 49.

AGENCY: Park City (Utah). Public Safety

SERIES: 21656

TITLE: Unclaimed property files

(continued)

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21657

3

TITLE: Uniform crime report files

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain copies of a monthly statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

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.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 50.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21657

TITLE: Uniform crime report files

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 53-5-206 (2008)

AGENCY: Park City (Utah). Public Safety

SERIES: 21658

3

TITLE: Warrant logs

DATES:

ARRANGEMENT:

DESCRIPTION:

These are court authorizations for the police to make an arrest. After the warrant is served the original is returned to the court. A log is kept of all warrants served indicating date and time served, name of person served, and purpose. The log is usually arranged chronologically.

RETENTION:

Retain with case report.

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.

Paper: Retain in Office for 1 year after warrant is served if not in with case report and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 53.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21658

TITLE: Warrant logs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Public Safety

SERIES: 21659

3

TITLE: Warrant worksheets

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are worksheets used to collect all information necessary for use in the processing and serving of warrants by the police department. They usually include addresses, telephone numbers, copies of return showing when warrant was served, any computer searches (e.g., motor vehicle), and investigation notes.

RETENTION:

Retain 3 years.

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 for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 42.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21659

TITLE: Warrant worksheets

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Public Safety

SERIES: 21660

3

TITLE: Warrants

DATES: 1970-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are documents issued by a court directing a person to be taken into custody to answer charge(s) filed. Only active warrants are kept on file. The original is returned to the court with return of service showing when and by whom warrant served.

RETENTION:

Retain until warrant is served or canceled.

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 warrant is served or canceled and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 62.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21660

TITLE: Warrants

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(2)(m) and UCA 63G-2-301(2)(n) (2008)

AGENCY: Park City (Utah). Public Safety

SERIES: 21661

3

TITLE: Wrecker service records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, telephone number, address dispatched to, date, time, and identification number of person making call.

RETENTION:

Retain 1 year.

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.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 54.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Public Safety

SERIES: 21661

TITLE: Wrecker service records

(continued)

PRIMARY CLASSIFICATION:

Public