

# Retention and Classification Report

**Agency:** Valley Emergency Communications Center (Utah) (2028)

5360 Ridge Village Drive  
Salt Lake City, UT 84118  
801-840-4100

**Records Officer:** Geana Randall

09644 Computer aided dispatch system  
09643 Enhanced 911 dispatch system

**AGENCY:** Valley Emergency Communications Center (Utah)

**SERIES:** 9644

3

**TITLE:** Computer aided dispatch system

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**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 provided questionable actions are preserved on longer term storage until no longer needed.

**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.

Computer data files: Retain in Office for 30 days and then delete provided questionable actions are transferred to a longer storage medium.

**APPRAISAL:**

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

**AGENCY:** Valley Emergency Communications Center (Utah)

**SERIES:** 9644

**TITLE:** Computer aided dispatch system

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Valley Emergency Communications Center (Utah)

**SERIES:** 9643

3

**TITLE:** Enhanced 911 dispatch system

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**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 after which the computer files can be updated by over writing the information or erasing the disk.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**FORMAT MANAGEMENT:**

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**AGENCY:** Valley Emergency Communications Center (Utah)

**SERIES:** 9643

**TITLE:** Enhanced 911 dispatch system

(continued)

**PRIMARY CLASSIFICATION:**

Private