

# Retention and Classification Report

**Agency:** Valley Emergency Communications Center (Utah) (2028)  
5360 South Ridge Village Drive  
Salt Lake City, UT 84118  
801-840-4017

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 30 days after questionable actions are transferred and then delete.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 30 days after questionable actions are transferred and then delete.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Private