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