

Retention and Classification Report

Agency: Clearfield (Utah). Clearfield Police Department (206)

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AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23154

3

TITLE: Accident reports

DATES: 1995-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.50 cubic feet.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

AUTHORIZED: 08/29/2000

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23154

TITLE: Accident reports

(continued)

PRIMARY DESIGNATION:

Exempt UCA 41-6-40; UCA 63G-2-305 (38)(2008)

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23203

3

TITLE: Annual reports

DATES: 1986-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently, may be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23153

3

TITLE: Arrest reports

DATES: 1995-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 unless part of case file.

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 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23153

TITLE: Arrest reports

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302 (1)(f),(h)(2000; UCA 63G-2-302
(2)(a),(d)(2008)

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23130

3

TITLE: Criminal history log

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 11.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23130

TITLE: Criminal history log

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23204

3

TITLE: Department scrapbooks

DATES: 1975-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION:

Retain permanently. May be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: 10/30/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Photographs: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23135

3

TITLE: Dispatch logs

DATES: 1999-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 in 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 14.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23132

3

TITLE: Dispatch tape recordings

DATES: 2000-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION:

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 and then erase.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08/25/2000

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 30 days and then erase.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

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

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23152

3

TITLE: Driving under the influence (DUI) reports

DATES: 1995-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.70 cubic feet.

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.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 16.

AUTHORIZED: 08/29/2000

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 5 years and then delete.

Video recordings master: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23152

TITLE: Driving under the influence (DUI) reports

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302 (1)(b),(f),(h)(2008); UCA 63G-2-302
(2)(a),(d)(2008)

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23164

3

TITLE: Evidence disposition records

DATES: 1995-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.60 cubic feet.

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 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 58.

AUTHORIZED: 11/04/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Protected

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23042

3

TITLE: Expungements

DATES: 1973-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2010). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (7))(2010). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

RETENTION:

Retain 80 years or until confirmed death.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07/17/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 80 years or until confirmed death and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23042

TITLE: Expungements

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9)(2008); 77-18-15 (3)(2008).

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23163

3

TITLE: Homicide and theft of public funds case files

DATES: 1970-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.50 cubic feet.

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 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 permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9),(13)(2008)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(f); UCA 63G-2-302 (2)(a)(2008)

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 6660

4

TITLE: Incident reports

DATES: i 1971-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

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: 01/28/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 5 years and then destroy.

Microfilm duplicate: For records beginning in 1971 through 1976. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 6660

TITLE: Incident reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 327

3

TITLE: Master name index

DATES: ca. 1971-1992.

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

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 updated or superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 35.

AUTHORIZED: 08/25/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center until updated or superseded and then destroy.

Microfilm duplicate: Retain in Office until updated or superseded and then destroy.

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 327

TITLE: Master name index

(continued)

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23131

3

TITLE: National Crime Information Center (NCIC) records

DATES: 1997-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.70 cubic feet.

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 1 year if not part of case file.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 37.

AUTHORIZED: 08/25/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23066

3

TITLE: Pawn shop receipts

DATES: 1998-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23133

3

TITLE: Questionable cases dispatch recordings

DATES: 1999-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 60.

AUTHORIZED: 08/25/2000

FORMAT MANAGEMENT:

Audio cassettes: Retain in Office for 2 years after case has been resolved and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23129

3

TITLE: Sex offender files

DATES: 2000-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 43.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until person moves from jurisdiction. and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23129

TITLE: Sex offender files

(continued)

PRIMARY DESIGNATION:

Exempt UCA 77-27-21.5

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 24852

3

TITLE: Teletypes

DATES: 2002-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 47.

AUTHORIZED: 01/13/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until obsolete, administrative need ends, expunged, and then destroy.

APPRAISAL:

Administrative
Administrative

PRIMARY DESIGNATION:

Protected Records if disclosed would jeopardize the security of a correctional facility

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 22992

3

TITLE: Traffic citations

DATES: 1997-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 2.50 cubic feet.

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 in agency for 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 48.

AUTHORIZED: 11/08/2000

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative Legal
UCA 77-9-19 (2000)

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 22992

TITLE: Traffic citations

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23275

3

TITLE: Uniform Crime Report files

DATES: 1999-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 50.

AUTHORIZED: 10/30/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Legal

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23275

TITLE: Uniform Crime Report files

(continued)

PRIMARY DESIGNATION:

Exempt UCA 53-5-206 (2008).

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 23134

3

TITLE: Wrecker service records

DATES: 1999-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.70 cubic feet.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 54.

AUTHORIZED: 09/11/2000

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Clearfield Police Department

SERIES: 26004

3

TITLE: Youth Court case files

DATES: 2003-

ARRANGEMENT: Chronological by date, thereunder alphabetical by offender name.

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document cases handled by the Youth Court in Clearfield. The Youth Court is a peer review court designed to handle first time juvenile offenders rather than having them handled through the Juvenile Court system. The cases files include: citations, intake forms, incident reports, contract/community service forms, essays, and administration fee receipts.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private