Retention and Classification Report

Agency: Midvale (Utah). Police Department (2279)

Midvale Police Department
7912 Main Street
Midvale, UT 84047-7204
801 256-02500

Records Officer

10108	Arrest reports
10109	Case reports
26602	Internal affairs case files

AGENCY: Midvale (Utah). Police Department

SERIES: 10108 3
TITLE: Arrest reports
DATES: 1986-
ARRANGEMENT: Chronological
DESCRIPTION:

These are forms used to report arrests made by the police. They usually include complete information and description of person arrested, date, time of arrest, charges, description of offense, list of witnesses, 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.

APPRAISAL:

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

AGENCY: Midvale (Utah). Police Department

SERIES: 10109 3
TITLE: Case reports
DATES: 1986-
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports of crimes and other cases for police response. 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 report is usually filed by case number and frequently is a part of case file. It is also called Incident Report or Offense Report.

RETENTION:

Retain 5 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 5 years and then destroy.

APPRAISAL:

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

AGENCY: Midvale (Utah). Police Department

SERIES: 26602 3
TITLE: Internal affairs case files
DATES: 1995-
ARRANGEMENT: Chronological by date filed.
DESCRIPTION:

These records track the investigation of citizen complaints against police officers. They include citizen statements, investigative findings, and reports about actions taken by the department. Such actions could be disciplinary actions against an officer or evaluations of department policies or procedures. When complaints result in any action taken against an employee the records will be moved from this series to the employee's personnel file.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 provided no pending litigation.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 26.