

Retention and Classification Report

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

Midvale Police Department
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Records Officer

10108	Arrest reports
10109	Case reports
26602	Internal affairs case files

AGENCY: Midvale (Utah). Midvale 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 10 years.

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.

APPRAISAL:

AGENCY: Midvale (Utah). Midvale 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

AGENCY: Midvale (Utah). Midvale 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

Administrative