

Retention and Classification Report

Agency: Sanpete County (Utah). County Sheriff (2436)

160 North Main
Manti, UT 84642

Records Officer:

21190 Jail bookings

AGENCY: Sanpete County (Utah). County Sheriff

SERIES: 21190

3

TITLE: Jail bookings

DATES: ca. 1955-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 32.

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(continued)

PRIMARY CLASSIFICATION:

Private