Retention and Classification Report

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

1500 S. Hwy 89
PO Box 130
Manti, UT 84642
435-835-2191

Records Officer Debbie Hatch

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 7.

AUTHORIZED: 02/01/2016

FORMAT MANAGEMENT:

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:

PRIMARY DESIGNATION:

Private