Retention and Classification Report

Agency: Sandy (Utah). Police Department (2498)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer

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AGENCY: Sandy (Utah). Police Department

SERIES: 12887 3
TITLE: Accident files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files document a traffic accident investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, location of accident, damage, causes of accident, date and time. diagram of how accident happened, the description of the accident, and weather conditions. The original report is sent to the Financial Responsibilities Section of the Utah State Department of Public Safety if damage exceeds $400, or injury or death occurs (UCA 41-6-35, 41-12-4). The original report is maintained by the State for seven years.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Police Department

SERIES: 12887
TITLE: Accident files

(continued)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305 1992

AGENCY: Sandy (Utah). Police Department

SERIES: 12861 3
TITLE: Case files
DATES:
ARRANGEMENT: Numerical
DESCRIPTION:

These case files are created as a result of a complaint or other actions being investigated by the police department. They are the central case files for all cases handled by agency. Case files are usually filed numerically by case number. It is recommended files be separated by case type providing ease in the weeding of files. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 and then destroy provided they are misdemeanor cases.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 1992 UCA 55-10-104, 116

AGENCY: Sandy (Utah). Police Department

SERIES: 12861
TITLE: Case files

(continued)

SECONDARY CLASSIFICATION(S):
Controlled. UCA 63G-2-304

AGENCY: Sandy (Utah). Police Department

SERIES: 12886 3
TITLE: Case reports
DATES:
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 1992

AGENCY: Sandy (Utah). Police Department

SERIES: 12885 3
TITLE: Crime analysis files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems, forecasts, movement of known offenders, and alerts from other agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Police Department

SERIES: 12865 3
TITLE: Criminal history files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, car make, year, license number, state occupation, and closest relatives, or friends. It may also contain fingerprint cards and mug shot. Since the Bureau of Criminal Investigation maintains the record copy of Criminal History Files an individual agency maintains one at its own discretion.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 provided they are misdemeanors.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt Privacy Act of 1974 (93-579)

AGENCY: Sandy (Utah). Police Department

SERIES: 12867 3
TITLE: DUI reports
DATES:
ARRANGEMENT: Alphabetical
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 (UCA 41-2-130(4)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 1992

AGENCY: Sandy (Utah). Police Department

SERIES: 12873 3
TITLE: Expungements
DATES:
ARRANGEMENT: Numerical
DESCRIPTION:

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony .... within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The Utah Bureau of Criminal Identification shall, keep, index and maintain all expunged and sealed records of arrests and convictions (UCA 77-18-2).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 10 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

APPRAISAL:

AGENCY: Sandy (Utah). Police Department

SERIES: 12873
TITLE: Expungements

(continued)

PRIMARY CLASSIFICATION:
Exempt UCA 77-18-2 1993

AGENCY: Sandy (Utah). Police Department

SERIES: 12874 3
TITLE: Field interrogation reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This is a limited informational report filled out by a peace officer. The report contains information on suspicious persons an officer has stopped. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 1992

AGENCY: Sandy (Utah). Police Department

SERIES: 12888 3
TITLE: Impounded vehicle reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This is a state form used for state tax impounds. This report form contains make and model of vehicle, the year, color, identification number, tag number, condition of vehicle, place impounded, name and address of owner (if available), reasons for impounding, date and time of impounding, time and to whom released, and address. The report is usually filed chronologically by date of impound. The original form is sent to Division of Motor Vehicles. A copy of the report is frequently part of case file.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy provided not part of a case file.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Police Department

SERIES: 12876 3
TITLE: Internal affairs case files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain records relating to the internal affairs of the police department. They involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 1992

AGENCY: Sandy (Utah). Police Department

SERIES: 12875 3
TITLE: Master name index
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This is an alphabetical index of names containing information on each individual having been interrogated, arrested, or named as suspect or accomplice in 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, sex), date of incident, type of incident, names of persons and businesses in contact with police departments, notice of content, and report of recorded event.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 updated or superseded and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 1992

AGENCY: Sandy (Utah). Police Department

SERIES: 12877 3
TITLE: National Criminal Information Center (NCIC) stolen guns files
DATES:
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 gun is recovered and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 77-26-16

AGENCY: Sandy (Utah). Police Department

SERIES: 12882 3
TITLE: NCIC missing juveniles files
DATES:
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 1 year after juvenile is found or until reaches majority age and then destroy provided not part of case file.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 77-26-16

AGENCY: Sandy (Utah). Police Department

SERIES: 12878 3
TITLE: NCIC recovered gun files
DATES:
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 1 year and then destroy provided not part of case file.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 77-26-16

AGENCY: Sandy (Utah). Police Department

SERIES: 12879 3
TITLE: NCIC stolen articles files
DATES:
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 1 year and then destroy provided not part of a case file.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 77-26-16

AGENCY: Sandy (Utah). Police Department

SERIES: 12881 3
TITLE: NCIC wanted persons files
DATES:
ARRANGEMENT: Chronological
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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 1 year after person is captured and then destroy provided not part of case file.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 77-26-16

AGENCY: Sandy (Utah). Police Department

SERIES: 12883 3
TITLE: Sex offenders files
DATES:
ARRANGEMENT: Alphabetical
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 Public Safety 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 Public Safety, which sends one copy to the local law enforcement agency where the person resides (UCA 77-27-21.5). The Bureau of Criminal Investigation maintains the master file.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 10 years and then destroy provided person is living in jurisdiction.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 1992

AGENCY: Sandy (Utah). Police Department

SERIES: 12884 3
TITLE: Traffic citations
DATES:
ARRANGEMENT: Chronological
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, and location of violation, license number of vehicle, violation code, name of officer, and signature of person receiving citation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/21/1993

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 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 1992