

# Retention and Classification Report

**Agency:** Gunnison (Utah). Police Department (2502)  
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## Records Officer

11838	Accident files
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**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11838

3

**TITLE:** Accident files

**DATES:** undated

**ARRANGEMENT:** unknown

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

**RETENTION:**

Retain 3 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 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 1.

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11838

**TITLE:** Accident files

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-201 (2)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2d)

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11836

3

**TITLE:** Case files

**DATES:** undated

**ARRANGEMENT:** Numerical by case number

**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:**

Retain 3 years

**DISPOSITION:**

Destroy provided they are misdemeanor cases.

**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 3 years and then destroy provided they are misdemeanor cases..

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11836

**TITLE:** Case files

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 6.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304

Protected. UCA 63G-2-305 (8,9,10,16,17)

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11837

3

**TITLE:** Daily activity report

**DATES:** undated

**ARRANGEMENT:** unknown

**DESCRIPTION:**

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

**RETENTION:**

Retain 2 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 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 2.

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11837

**TITLE:** Daily activity report

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-201 (2)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (d,e)

Protected. UCA 63G-2-305 (8,9,10)

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11839

3

**TITLE:** Personnel files

**DATES:** undated

**ARRANGEMENT:** unknown

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**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 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302



**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11839

**TITLE:** Personnel files

(continued)

**SECONDARY CLASSIFICATION(S):**

Public.	UCA 63G-2-301(1)(b)
Controlled.	UCA 63G-2-304
Protected.	UCA 63G-2-305(9)

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11840

3

**TITLE:** Policies and procedures

**DATES:** undated

**ARRANGEMENT:** unknown

**DESCRIPTION:**

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 until updated or superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

**AGENCY:** Gunnison (Utah). Police Department

**SERIES:** 11840

**TITLE:** Policies and procedures

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-201 (2)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305 (8,9,10)