

# Retention and Classification Report

**Agency:** Weber County (Utah). County Sheriff (2713)

Weber County Sheriff  
721 West 12th Street  
Ogden, UT 84404  
801-778-6600

**Records Officer:** Brett Haycock

22358	Annual report
28093	Booking sheets
22778	Classification assessment files
22779	Court order records
17771	Emergency and hazardous chemical inventory reports
17772	Emergency management assistance program records
27879	Prison run memorandum
22775	Temporary restriction orders

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22358

3

**TITLE:** Annual report

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are statistical reports on program activities and accomplishments of the county sheriff's office. These reports include statistics on arrests, offenses, bookings, search and rescue operations, paramedic calls, etc.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 3.

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22358

**TITLE:** Annual report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 28093

3

**TITLE:** Booking sheets

**DATES:** 1990-

**ARRANGEMENT:** chronological, thereunder numerical by booking number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are records of prisoners booked into jail. They include the prisoner's name, alias, address, physical description, emergency contact, identification number, booking number, offense tracking number (OTN), offense(s), bail amount, date and time arrested, location of arrest, and arresting officer's name and agency.

**RETENTION:**

Retain permanently

**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 scanned with inmate file upon release from jail.

Computer data files: For records beginning in 2012 and continuing to the present. Retain in Office permanently.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 28093

**TITLE:** Booking sheets

(continued)

**APPRAISAL:**

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

This retention is based on the Utah County General Retention Schedule 16-32.

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)(h); 63G-2-302(2)(d)

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22778

3

**TITLE:** Classification assessment files

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder by booking number

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These assessments are used to determine the security level, management level, and housing for all incoming prisoners. They include criminal history records, behavioral program records, statewide rap records, and an inmate classification worksheet. The worksheet includes the inmate's name and date of birth, booking number, date booked, age, name of officer making assessment, state and Federal Bureau of Investigation (FBI) identification numbers, indication whether the National Crime Information Center (NCIC) was checked and name table updated, the evaluation of the inmate in accordance with six criteria concerning age, prior offense record, prior history of behavior, escapes, disciplinary actions, and drug and alcohol history, assessment score, any medical/mental health problems, classification level and assignment, and an indication whether assessment decision had been overridden because of a specific incident (with incident number).

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/2000.

**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 7 years and then destroy.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22778

**TITLE:** Classification assessment files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(9)

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22779

3

**TITLE:** Court order records

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

These are court orders received by the Weber County Sheriff's Office. They order the jail to take specific actions (e.g, release a prisoner). The court retains the official copy of all court orders. They include orders to the sheriff, copies of state warrants, justice of the peace warrants, order to transport, fugitive/extradition waivers, National Crime Information Center (NCIC) information, and copies of photographs and/or fingerprints.

**RETENTION:**

Retain 1 year or until administrative need ends, whichever is shorter.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/2000.

**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 copy: Retain in Office for 1 year or until administrative need ends, whichever is shorter and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

Administrative



**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22779

**TITLE:** Court order records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17771

3

**TITLE:** Emergency and hazardous chemical inventory reports

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These annual reports are required to be submitted by companies using less than 10,000 pounds of hazardous waste materials to the Local Emergency Planning Committee (LEPC) and local fire departments in accordance with 40 CFR 370.21 (1995). They are used to assist fire department, local health department, Environmental Protection Agency, and other applicable agencies in the clean-up process. They also the allow public to know what chemicals are being stored and used near their homes and businesses. They include business name and address; owner's name, address, and telephone number; Dun and Bradstreet number; names, addresses, and telephone numbers of emergency contacts; reporting period; a listing of all hazardous materials used by the business including chemical description, physical and health hazards; an inventory of amount used (daily average, maximum, and number of operation days on site); storage types and locations; date signed and signatures of owner and operator certifying to accuracy provided information.

**RETENTION:**

Retain 3 years after submission of report

**DISPOSITION:**

Destroy provided resolution of litigation

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1996.

**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 after submission of report and then destroy provided resolution of litigation.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17771

**TITLE:** Emergency and hazardous chemical inventory reports

(continued)

**APPRAISAL:**

Legal

This disposition is based on basic legal requirements. While no specific legal requirements have been listed for this report, a similar report for toxic waste in 40 CFR 372.10 (1995) specifies 3 years after submission of report.

**PRIMARY CLASSIFICATION:**

Exempt 40 CFR 370.30; 40 CFR 370.31

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17772

3

**TITLE:** Emergency management assistance program records

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document the administration of Emergency Management Assistance (EMA) monies. The State Division of Comprehensive Emergency Management (FEMA) regrants funds from the Federal Emergency Management Agency (FEMA) for Utah's emergency management operations. The funds are intended to only support 40 percent of the salary and benefits for EMA operations. These records include correspondence, quarterly progress reports, personnel and administrative expenses claim forms, copies of checks, warrant lists, and county auditor's certification expenditure statements.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1996.

**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 after grant renewal or continuation and then transfer to Agency Record Center provided resolution of all litigation, claims or audits. Retain in Agency Record Center permanently.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 17772

**TITLE:** Emergency management assistance program records

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on the legal requirements specified in the Federal Emergency Management Agency's (FEMA) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments in 44 CFR 13.42 (1995) and recommendations from the State Comprehensive Emergency Management after consulting with FEMA's regional office.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 27879

3

**TITLE:** Prison run memorandum

**DATES:** 2012-

**ARRANGEMENT:** chronological by date

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Prison run memos are created to inform various departments, agencies, or areas that the listed inmates will be transported to the Utah State Prison. These are used as a way for the records area to schedule inmates for transfer to the Utah State Prison and notify the appropriate individuals of the scheduled transfers. Information includes correspondence, date, inmate name, inmate DOB, booking number, case numbers, and offender number for each individual.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**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 for 2 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 34.

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 27879

**TITLE:** Prison run memorandum

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22775

3

**TITLE:** Temporary restriction orders

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This multi-copy form documents temporary restrictions of an inmate's activities for non-disciplinary actions (e.g., medical, administrative). They are used for inmate management purposes. The original copy is retained by the assignment officer while other copies are maintained by the classification officer, jail commander, and inmate's housing unit. They include inmate's name, booking number, inmate's number, inmate's current classification, date order was initiated, inmate's current and temporary housing assignments, name of staff member initiating the temporary restrictions, reasons for restrictions, type of restrictions, approving sergeant's signature and date signed, operating lieutenant's signature and date signed, indication whether to be continued or discontinued, duty sergeant's signature, and the date reviewed with inmate.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/2000.

**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.



**AGENCY:** Weber County (Utah). County Sheriff

**SERIES:** 22775

**TITLE:** Temporary restriction orders

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on both the administrative needs expressed by the office and the statute of limitations provisions. UCA 78-12-28 (2000) indicates that there is a two year limitation on actions of the "sheriff . . . or other officer for liability incurred by doing an act in his official capacity."

**PRIMARY CLASSIFICATION:**

Protected