Retention and Classification Report

Agency: University of Utah. Department of Campus Police (2767)

1735 East South Campus Dr
Salt Lake City, UT 84112-3010
585-2677

Records Officer Dale Brophy

19424	Crime report case files
19519	Incident reports

AGENCY: University of Utah. Department of Campus Police

SERIES: 19424 3
TITLE: Crime report case files
DATES: 1968-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These records are created as a result of a complaint or investigation by the police department. They contain all information as to the "who, what, where, when, why, and how" of reported incidents. They are used for departmental information, follow-up investigations, and statistics. They are the central files for cases handled by the department. These files may include the investigative report, fingerprint cards, original arrest report, supplement reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets, evidence sheets, and any other documents that may pertain to the investigation. Information includes names, birth dates, addresses, phone numbers, social security numbers, affiliation with the University, place of employment, physical description, and characteristics for all persons involved in the case. It also includes a description of any property. The report includes offenses, methods of operandi, and a narrative of the incident.

RETENTION:

Retain 5 years after the case is closed or cleared.

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.

Computer data files: Retain in Office for 5 years after case is closed or cleared and then delete.

Computer data files backup: Retain in Office for 3 months and

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TITLE: Crime report case files

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then delete.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 4.

PRIMARY CLASSIFICATION:
Private

AGENCY: University of Utah. Department of Campus Police

SERIES: 19519 3
TITLE: Incident reports
DATES: 1993-
ARRANGEMENT: Numerical by incident number
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These records are created when the department receives a call from the public or an officer. These records contain the "who, what, where, and when" of a reported incident. They are used for departmental information, statistics, and to initiate a criminal investigation if the incident involves a criminal offense. Information includes the date the call came in; and times received, dispatched, arrived, and completed. Also includes the department personnel involved with the incident, location, communications center notes, officer's notes, and if a crime report is initiated it will include a brief summary of the crime committed.

RETENTION:

Retain 5 years after incident.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 03/01/1998.

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 entered on the computer and then destroy.

Computer data files: Retain in Office for 5 years after incident and then delete.

Computer data files backup: Retain in Office for 3 months and then delete.

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SERIES: 19519
TITLE: Incident reports

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APPRAISAL:
Administrative Legal

This disposition is based on the administrative needs expressed by the agency. These records are subject to litigation.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Date of birth, social security number, address, phone number, and personal identification