

Retention and Classification Report

Agency: University of Utah. Department of Campus Police (2767)
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Records Officer: Misty Woods

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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.

AGENCY: University of Utah. Department of Campus Police

SERIES: 19424

TITLE: Crime report case files

(continued)

Computer data files backup: Retain in Office for 3 months and 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: 28515

3

TITLE: Driving Under the Influence (DUI) reports

DATES: 1960-

ARRANGEMENT: Alphabetically by name in the master file system; Numerically by case number in the records management system.

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports are a three-part state form used for reporting persons arrested for driving while under the influence of alcohol or drugs; they detail first contact in response to incidents, supplemental information gathered by the police department, and investigative reports. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, the nature of any injuries and damages sustained, toxicology reports, Breathalyzer test results, and audio and video files. The records are used for departmental information, follow-up investigation, and to produce statistics. The original is sent to the Department of Public Safety; copies of the report are sent to the District Attorney's Office and the Bureau of Criminal Identification, and are sometimes part of a case file.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

AGENCY: University of Utah. Department of Campus Police

SERIES: 28515

TITLE: Driving Under the Influence (DUI) reports

(continued)

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013, and distributed per Utah Code 41-6a-502 (2010)

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-301(3)(g) 2014

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(10) 2014

AGENCY: University of Utah. Department of Campus Police

SERIES: 28514

3

TITLE: Felony arrest case files

DATES: 1960-

ARRANGEMENT: Alphabetically by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files are created by the police department as a result of a felony complaint or investigation. They are the primary case files for felony cases handled by the agency. These files may include the original arrest report, investigative report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court despositions, officers' notes, latent fingerprints, fingerprint cards, pertinent laboratory tests, and copies of booking sheets and arrest reports.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 10 years and then delete.

Paper: Retain in Office until scanned and then destroy.

AGENCY: University of Utah. Department of Campus Police

SERIES: 28514

TITLE: Felony arrest case files

(continued)

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c)
2013

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10) 2014

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

Controlled. Utah Code 63G-2-304(1)(b) 2008

AGENCY: University of Utah. Department of Campus Police

SERIES: 28516

3

TITLE: Impounded vehicle reports

DATES: 1960-

ARRANGEMENT: Numerically by case number for digital files; Chronologically by date of impound for paper files

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain state forms sent to the Department of Public Safety, Driver's License Division, to facilitate state tax impounds. The report contains vehicle information such as make and model, year of manufacture, color, identification number, tag number, condition, and name and address of the owner (if available); incident information such as the place it was impounded, reasons for impoundment, date and time of impounding, and when and to whom it was released is also included. The original form is sent to the Division of Motor Vehicles; a copy of the report is frequently part of a case file.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

AGENCY: University of Utah. Department of Campus Police

SERIES: 28516

TITLE: Impounded vehicle reports

(continued)

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 19519

1

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 has not been approved by the State Records Committee.

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.

AGENCY: University of Utah. Department of Campus Police

SERIES: 19519

TITLE: Incident reports

(continued)

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

AGENCY: University of Utah. Department of Campus Police

SERIES: 28517

3

TITLE: Internal affairs case files

DATES: 1960-

ARRANGEMENT: Alphabetically by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain information 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:

Retain 7 years after final resolution

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 after final resolution and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 15, Item 2.

AGENCY: University of Utah. Department of Campus Police

SERIES: 28517

TITLE: Internal affairs case files

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10) 2014

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

Public. Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28510

3

TITLE: Misdemeanor arrest reports

DATES: 1960-

ARRANGEMENT: Alphabetically by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28510

TITLE: Misdemeanor arrest reports

(continued)

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2014

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(10) 2014

AGENCY: University of Utah. Department of Campus Police

SERIES: 28508

3

TITLE: Non-arrest case files

DATES: 1960-

ARRANGEMENT: Numerically by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are police case reports detailing first contact in response to incidents, supplemental information gathered by the police department, and investigative reports. These records include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, the nature of any injuries and damages sustained, and may contain audio and video files. The records, also referred to as incident reports or offense reports, are used for departmental information, follow-up investigation, and to produce statistics. They may include Supplemental Continuation Reports, which are created when information is gathered more than one month after the initial incident and may provide additional information concerning a police investigation.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

AGENCY: University of Utah. Department of Campus Police

SERIES: 28508

TITLE: Non-arrest case files

(continued)

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c)
2013

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-301(3)(g) 2014

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(10) 2014

AGENCY: University of Utah. Department of Campus Police

SERIES: 28518

3

TITLE: Sex offender files

DATES: 1960-

ARRANGEMENT: Alphabetically by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records received from the Bureau of Criminal Investigation and maintained by the police department in order to list the sex offenders living within its jurisdiction. Sex offenders are required by Utah code, for the first ten years after termination of sentence or jurisdiction, to register their name on the Sex and Kidnap Offender Registry within ten days of changing residences. 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 to the local law enforcement agency where the person resides.

RETENTION:

Retain 10 years or until person moves from jurisdiction

DISPOSITION:

Destroy.

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 10 years or until person moves from jurisdiction and then destroy.

AGENCY: University of Utah. Department of Campus Police

SERIES: 28518

TITLE: Sex offender files

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 43.

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013, and Utah Code 77-41-105 2014.

PRIMARY CLASSIFICATION:

Exempt Utah Code 77-44-108 2012

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-304(2)(d) 2014
Protected. Utah Code 63G-2-305(13) 2014
Public. Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28509

3

TITLE: Traffic accident files

DATES: 1960-

ARRANGEMENT: Numerical by accident number

ANNUAL ACCUMULATION:

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 \$1,500, or injury or death occurs (Utah Code 41-6a-402 (2013)).

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28509

TITLE: Traffic accident files

(continued)

PRIMARY CLASSIFICATION:

Exempt Utah Code 41-6a-404(3)

AGENCY: University of Utah. Department of Campus Police

SERIES: 28519

3

TITLE: Traffic citations

DATES: 1960-

ARRANGEMENT: Numerically by citation number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain citations issued by the police to drivers violating motor vehicle and traffic laws. They usually include date, time, and location of violation, license plate number of vehicle, violation code, name of officer, and signature of person receiving citation.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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 7 years and then delete.

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

RETENTION JUSTIFICATION:

7-year retention is required by the Clery Act, codified at 20 U.S.C. 1092(f)

AGENCY: University of Utah. Department of Campus Police

SERIES: 28519

TITLE: Traffic citations

(continued)

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014