Retention and Classification Report

Agency: Washington County (Utah). County Sheriff (2924)

750 South 5400 West
Hurricane, UT 84737
435-656-6500

Records Officer Sherrie Maxwell

22033		Accident reports
22272	*	Arrest reports
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AGENCY: Washington County (Utah). County Sheriff

SERIES: 22033 3
TITLE: Accident reports
DATES: 1989-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files document traffic accidents investigated by the sheriff's office. 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 $750, or injury or death occurs (UCA 41-6-35 (1995)), 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 12/01/1991.

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 3 years and then destroy.

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

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22033
TITLE: Accident reports

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 1.

PRIMARY CLASSIFICATION:
Protected UCA 63G-2-305(39)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22272 3
TITLE: Arrest reports
DATES: 1989-ca. 2000.
ARRANGEMENT: alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are forms used to report arrests made by the sheriff's office. They usually include complete information and description of person arrested, date, arrest time, charges, description of offense, witnesses, and name of officer(s) making arrest. Sometimes arrest and booking reports are one form.

RETENTION:

Retain 5 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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 2.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22272
TITLE: Arrest reports

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Public. Initial contact report

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22032 3
TITLE: Case reports
DATES: 1989-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These are reports of crimes and other cases investigated by the sheriff's office. 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 sheriff's investigation. The reports are usually filed by case number and frequently are a part of case file. It is also called Incident Report or Offense Report.

RETENTION:

Retain 5 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 5 years and then destroy.

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

Video recordings master: Retain in Office for 5 years and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22032
TITLE: Case reports

(continued)

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

PRIMARY CLASSIFICATION:
Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22071 3
TITLE: Civil process records
DATES: 1989-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records document civil papers processed and served by the Sheriff's Office. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a Civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. These records are traditionally know as the civil day book.

RETENTION:

Retain 5 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 5 years and then destroy.

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

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22071
TITLE: Civil process records

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 7.

PRIMARY CLASSIFICATION:
Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22148 3
TITLE: Commitment order
DATES: 1989-ca. 2000.
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the orders to commit persons to the county jail. They include defendant's name, commitment order number, order date, court, offense charged, imprisonment term and/or conditions (i.e., payment of specific bail or fines), judge's signature, and date received by sheriff's office. In some counties they become part of prisoners packet.

RETENTION:

Retain until commitment served and original returned to court.

DISPOSITION:

Destroy provided action recorded in criminal history.

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 commitment served and original returned to court and then destroy provided action recorded in criminal history.

Computer data files: Retain in Office until served and original returned to court and then delete.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22148
TITLE: Commitment order

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 8.

PRIMARY CLASSIFICATION:
Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22147 3
TITLE: Criminal history records
DATES: 1989-ca. 2000.
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individuals death or seventy-five years, an individual agency maintains one at its own discretion.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided no futher arrest or until administrative need ends.

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 5 years and then destroy provided no further arrest or until administrative need ends.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 12.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22147
TITLE: Criminal history records

(continued)

PRIMARY CLASSIFICATION:
Exempt UCA 53-5-213 (2008)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26141 3
TITLE: Daily case tracking report
DATES: 2000-
ARRANGEMENT: Chronological and thereunder numerical by case number.
ANNUAL ACCUMULATION:
DESCRIPTION:

Case tracking reports are daily lists of cases being reported by deputies of the Washington County Sheriff's Department. The report of each incident includes a case or computer code number, the kind of case, date received, and deputy's name.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/2006.

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: For records beginning in 2005 and continuing to the present. Retain in Office for 2 years and then delete.

Paper: For records beginning in 2000 through 2005. Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23840 3
TITLE: Daily inmate log entries
DATES: 1980-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 9.00 cubic feet.
DESCRIPTION:

These logs record the daily activities of all jail inmates. It includes inmates name and number, date, medical history, medications taken, internal operations, pass down information, security information, and detail reports of daily activities.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/2001.

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.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative Legal

This disposition is based on both the administrative needs expressed by the sheriff's office and legal requirements. UCA 78-12-28(1) (2001) specifies that an action may be taken within two years, "against a marshal, or other liability incurred by the doing of an act in his official capacity and by virtue of his office, or by the omission of an official duty."

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23840
TITLE: Daily inmate log entries

(continued)

PRIMARY CLASSIFICATION:
Protected UCA 63G-2-305(11) (2008)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23838 3
TITLE: Discipline reports
DATES: 1980-ca. 2001.
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports document investigations of inmate incidents undertaken in the correctional facility. Incidents are any unplanned inmate action including violence, illness, and accidents. Investigations collect information from witnesses and confidential informants. The information include the case number, dates, description of incident, actions of the facility, policy and procedures, and disciplinary action taken.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 11/01/2001.

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:
Administrative Legal

This disposition is based on both the administrative needs expressed by the sheriff's office and legal requirements. UCA 78-12-28(1) (2001) specifies that an action may be taken within two years, "against a marshal, or other liability incurred by the doing of an act in his official capacity and by virtue of his office, or by the omission of an official duty . . ." While UCA

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23838
TITLE: Discipline reports

(continued)

76-1-302(2001) indicates that a prosecution of "a felony or negligent homicide shall be commenced with four years after it is committed."

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305 (2008)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22036 3
TITLE: Drinking under the influence (DUI) reports
DATES: 1989-
ARRANGEMENT: Numerical by case number.
ANNUAL ACCUMULATION: 1.00 cubic foot.
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 within "five days afater the date of arrest and service of notice" (UCA 53-3-223(5) (1995)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

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.

Computer data files: Retain in Office for 2 years and then delete.

Video recordings master: Retain in Office for 2 years and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22036
TITLE: Drinking under the influence (DUI) reports

(continued)

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22034 3
TITLE: Felony investigation case files
DATES: 1989-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

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

RETENTION:

Retain 5 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 5 years after case closed and then destroy.

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

Video recordings master: Retain in Office for 5 years after case closed and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22034
TITLE: Felony investigation case files

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 20.

PRIMARY CLASSIFICATION:
Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22146 3
TITLE: Fingerprint cards
DATES: 1989-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints (series 6965), it is unnecessary for individual agencies to maintain their own file. These cards usually are part of the criminal history files.

RETENTION:

Retain until copy is sent to Bureau of Criminal Identification.

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 until copy is sent to Bureau of Criminal Identification and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22146
TITLE: Fingerprint cards

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 22.

PRIMARY CLASSIFICATION:
Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22038 3
TITLE: Homicide and theft of public funds case files
DATES: 1989-
ARRANGEMENT: Numerical by case files
ANNUAL ACCUMULATION:
DESCRIPTION:

These case files are created as a result of a homicide complaint or investigation by the sheriff's offices. They are the central case files for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain permanent.

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 permanently.

Computer data files: Retain in Office permanently.

Video recordings master: Retain in Office permanently.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22038
TITLE: Homicide and theft of public funds case files

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 26.

PRIMARY CLASSIFICATION:
Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22039 3
TITLE: Impound vehicle reports
DATES: 1989-ca. 2000.
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports document motor vehicles impounded by the sheriff's office. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date; the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

RETENTION:

Retain 3 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 3 years and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22039
TITLE: Impound vehicle reports

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 46.

PRIMARY CLASSIFICATION:
Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26378 3
TITLE: Inmate accounts
DATES: 1998-
ARRANGEMENT: Alphabetically by surname
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records provide an accounting of individual prisoners funds maintained by the jail for use of those prisoners. They usually include the prisoner's name and number, date, and deposits and withdrawals.

RETENTION:

Retain 3 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 3 years and then destroy.

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 27.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26378
TITLE: Inmate accounts

(continued)

PRIMARY CLASSIFICATION:

Private	UCA 63G-2-302(2)(b)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 27826 3
TITLE: Inmate booking records
DATES: 1998-
ARRANGEMENT: Alphabetical by last name
ANNUAL ACCUMULATION: 150.00 cubic feet.
DESCRIPTION:

These are records of inmates confined in the Washington County jail. They include the inmate's name, alias(es), address, telephone number, Social Security number, date of birth, inmate number, mug shot, physical description (height, weight, eye color, hair color, etc.), booking number, offense(s), probable cause statement, court orders, release and hold harmless agreement, bail receipts, bonds, property take and issue records, disciplinary records, and jail log notes.

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 converted to electronic file and then destroy.

Computer data files: Retain in Office permanently.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 27826
TITLE: Inmate booking records

(continued)

APPRAISAL:

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

This disposition based on the County General Records Retention Schedule 16-32.

PRIMARY CLASSIFICATION:

Protected 63G-2-305

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22145 3
TITLE: Inmate commissary accounts
DATES: 1989-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records provide an accounting of individual prisoners funds maintained by the jail for use of those prisoners. They usually include the prisoner's name and number, date, and deposits and withdrawals.

RETENTION:

Retain 3 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 3 years and then destroy.

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

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 27.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22145
TITLE: Inmate commissary accounts

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22152 3
TITLE: Inmate medical records
DATES: 1989-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These files are the complete medical records for all prisoners. They may include all prescriptions authorized, a log for all doctor or hospital visits, inmates medical complaints, and other medical information.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy provided no futher bookings in county jail.

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 7 years and then destroy provided no further bookings in county jail.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 28.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22152
TITLE: Inmate medical records

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26142 1
TITLE: Jail incident reports
DATES: 1998-
ARRANGEMENT: Numerical by jail number and thereunder chronological.
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

The Washington County Sheriff's office keeps jail incident reports which document any criminal incidents which happen in the jail. Examples of incidents are assault by a prisoner, possession of contraband, and escapes or escape attempts. These reports are reviewed by administration before they are filed.

RETENTION:

Retain 7 years

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 for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

APPRAISAL:
Administrative

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22151 3
TITLE: Jail visitors list
DATES: 1989-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are a daily lists of all visitors to county jail facilities. They include the date, time, visitors names, and name of inmate visited.

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:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 35.

PRIMARY CLASSIFICATION:

Private

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22037 3
TITLE: Misdemeanor case files
DATES: 1989-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

These case files are created as a result of a misdemeanor complaints and investigations by the sheriff's department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, pertinent laboratory tests, copies of booking sheets and arrest reports. (See also Felony case files and Homicide case files).

RETENTION:

Retain 3 years after case closed

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 3 years after case closed and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 37.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22037
TITLE: Misdemeanor case files

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22150 3
TITLE: Mug shots
DATES: 1924-ca. 2000.
ARRANGEMENT: Alphabetical by last name
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos. In 1999, all current mug shots were scanned and maintained by the department's computer system.

RETENTION:

Retain 75 years or until confirmed death of subject.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1992.

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 75 years or until confirmed death of subject and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 75 years after or until confirmed death of subject and then transfer to State Archives with authority to weed.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22150
TITLE: Mug shots

(continued)

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 38.

Disposition based on the historical value of these records for both genealogical and potential criminology research.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22144 3
TITLE: Protective orders
DATES: 1989-
ARRANGEMENT: Numerical by case file
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are orders issued by the District Court and received by the sheriff's office in accordance with UCA 30-6-4.2(8) (1999) for expedited service. They are used to verify that an order was issued and served. These orders include date civil portion of order either expires or is scheduled for review by the court, information to identify respondent, a statement advising the petitioner that a hearing may be held in three years to dismiss the criminal portion of the order, address for notice of hearing, ordered relief (e.g., enjoin respondent from threatening, harassing, seeing petitioner), and date served. The District Court retains the official copy of these orders.

RETENTION:

Retain until court dismisses order.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 until court dismisses order and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22144
TITLE: Protective orders

(continued)

APPRAISAL:
Administrative

This disposition is based on the administrative needs expressed by the Sheriff's Office.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. address, family history, birth date, birthplace, race, telephone number

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22149 3
TITLE: Release orders
DATES: 1989-ca. 2000.
ARRANGEMENT: Alphabetical by last name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the orders for the release of persons committed to the county jail. They include the defendant's name, order date, court, any conditions for release (i.e., date and time of release), and judge's signature. In some counties they become part of prisoner's packet.

RETENTION:

Retain until served, original is returned to court.

DISPOSITION:

Destroy provided action recorded in criminal history.

STATE RECORDS COMMITTEE STATUS:

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

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 served, original is returned to court and then destroy provided action recorded in criminal history.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 57.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22149
TITLE: Release orders

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23839 3
TITLE: Security videotapes
DATES: 1980-ca. 2001.
ARRANGEMENT: Numerical by tape number (date and time)

ANNUAL ACCUMULATION:
DESCRIPTION:

These videotapes record activities undertaken in various locations in the correctional facility and at varying intervals. They are used for security purposes of the facility and for the safety of officers and inmates. Information includes date and location.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2006.

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.

Video recordings master: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 16, Item 17.

This disposition is based on both the administrative needs expressed by the sheriff's office and meets statute of limitations. UCA 78-12-28(1) (2001) specifies that an action may be taken within two years, "against a marshal, or other liability incurred by the doing of an act in his official capacity and by

AGENCY: Washington County (Utah). County Sheriff

SERIES: 23839
TITLE: Security videotapes

(continued)

virtue of his office, or by the omission of an official duty . . ." While UCA 76-1-302(2001) requires that a prosecution of "a felony or negligent homicide shall be commenced with four years after it is committed."

PRIMARY CLASSIFICATION:
Protected

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22040 3
TITLE: Sex offenders files
DATES: 1989-2009.
ARRANGEMENT: Numerical by case files
ANNUAL ACCUMULATION:
DESCRIPTION:

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders not in the custody of the [department of corrections] . . . upon release from confinement, be registered with the department by the sheriff of the county in which the offender is confined" (UCA 77-27-21.5(6) (1995)).

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

Computer data files: Retain in Office for 10 years or until person moves from jurisdiction and then delete.

Video recordings master: Retain in Office for 10 years or until person moves from jurisdiction and then destroy.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22040
TITLE: Sex offenders files

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 44.

PRIMARY CLASSIFICATION:
Exempt UCA 77-27-21.5(12) (2008)

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22143 3
TITLE: Sheriff's sales docket
DATES: 1997-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This docket documents civil judgments issued by the district court authorizing the sale of real property to satisfy the judgment and the service by the sheriff's office. The legal documents include writs of execution, praecipe, and the notice of levy. The sheriff's office prepares the following documents: notice of sheriff's sale, judgment to debtor, notice of levy, certificate of sale and sheriff's deed. This docket records each action taken.

RETENTION:

Retain 18 months after real estate sale or cancellation.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 6 months after real estate sale and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer data files: Retain in Office for 18 months after real estate sale or cancellation and then delete.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22143
TITLE: Sheriff's sales docket

(continued)

APPRAISAL:
Administrative

This disposition is based on the administrative needs expressed by the office.

PRIMARY CLASSIFICATION:
Public

AGENCY: Washington County (Utah). County Sheriff

SERIES: 26143 3
TITLE: Shift tracking report
DATES: 2000-2005.
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION:
DESCRIPTION:

The Washington County Sheriff's office tracks incident reports from the time of an incident until the report is filed. This report is generated from a data base (Spillman) and includes night patrol's activities, and tracks reports routed to the county attorney.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/2006.

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

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22041 3
TITLE: Traffic citation
DATES: 1989-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This is a copy of a citation issued by the sheriffs' deputies to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, deputies' name, and signature of person receiving citation.

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:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 49.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22041
TITLE: Traffic citation

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. juvenile information

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22070 3
TITLE: Warrants
DATES: 1989-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are documents issued by a court directing a person to be taken into custody to answer charges filed. Only active warrants are kept on file. The original is returned to the court with return of service showing when and by whom warrant served.

RETENTION:

Retain until served or cancelled.

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 until served or cancelled and then destroy.

Computer data files: Retain in Office until warrant served or cancelled and then delete.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 54.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22070
TITLE: Warrants

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Juvenile information

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22142 3
TITLE: Wrecker service records
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, phone number, address dispatched to, date, time, and identification number of person making call.

RETENTION:

Retain 1 year.

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 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 55.

AGENCY: Washington County (Utah). County Sheriff

SERIES: 22142
TITLE: Wrecker service records

(continued)

PRIMARY CLASSIFICATION:
Public