Retention and Classification Report

Agency: Orem (Utah). Department of Public Safety (749)

56 North State Street
Orem, UT 84057

Records Officer

82984	Accident reports
27448	Animal owner surrender forms
22114	Equipment run logs
22078	Fax transitory coversheets
84544	First incident report
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22096	Incident and case reports
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22085	Utah EMS incident report
22113	Utah fire incident reporting system forms
22090	Waiver disclosure of information record

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 82984 3
TITLE: Accident reports
DATES: 1982-
ARRANGEMENT: numerical by report number
ANNUAL ACCUMULATION: 1.10 cubic feet.
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 41-6-35 (1997)), 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.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 82984
TITLE: Accident reports

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 27448 3
TITLE: Animal owner surrender forms
DATES: 2006-
ARRANGEMENT: Chronologically by date and thereunder alphabetically
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are created to document the intake of animals into the North Valley Animal Shelter and to track where the animals go. The forms are initially filled out when people surrender animals to the shelter. This information is used to assist with the animal's for future placement. In addition to information about the animal, information in the records includes the animal owner's name, home and work phone numbers, address, date of birth, age, and driver's license information.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/1989.

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 5 years and then destroy.

APPRAISAL:
Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 14, Item 3.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 27448
TITLE: Animal owner surrender forms

(continued)

PRIMARY CLASSIFICATION:
Protected 63G-2-305(10 (50) and (51)

SECONDARY CLASSIFICATION(S):
Private
Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22114 3
TITLE: Equipment run logs
DATES: 1986-1991
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These logs record information on each run (fire, medical, public assistance) and each apparatus used (ladder, engine, rescue unit) in each station. It is used to compile annual statistical reports for projecting future service, budget needs and planning for future liability. These logs include time of occurence, address, run number, time in service, type of run, and equipment used.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 Municipal General Records Retention Schedule, Schedule 26, Item 8.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22114
TITLE: Equipment run logs

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22078 3
TITLE: Fax transitory coversheets
DATES: unknown
ARRANGEMENT: Chronological by date sent

ANNUAL ACCUMULATION:
DESCRIPTION:

These are cover letters or other records attached to publications or other municipal information sent from municipal offices. They normally only indicate that information is being transmitted per request and provide no additional information.

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 administrative need ends and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 42.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 84544 3
TITLE: First incident report
VARIANT First Report
DATES: 1979-1985.
ARRANGEMENT: Numerical by incident number
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 04/01/1986.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:
Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22110 3
TITLE: Hydrant test record
DATES: 1970-1986
ARRANGEMENT: Numerical by address
ANNUAL ACCUMULATION:
DESCRIPTION:

These card files (or other similar discrete media) document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 14.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22110
TITLE: Hydrant test record

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22096 3
TITLE: Incident and case reports
DATES: unknown
ARRANGEMENT: Numerical by case number, thereunder alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. 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 reports are usually filed by case number in the computer system and are frequently part of a master file. They are divided into 5 major parts. (1) Header information: which includes department name, case number, nature of event, status, report date, time, arrival, cleared, location, officer name, description of offense, and the initial findings. (2) Persons business information: names, addresses, telephone numbers, age, date of birth, physical description, drivers license number, and employment and social security numbers of suspects, victims, reporting persons, arrested adults and juveniles, witnesses and other individuals involved. (3) Articles of property: type of property, quantity, make, model, color, markings, serial number, and comments. (4) Initial contact report: a brief synopsis of what occurred and charges. (5) Investigative narrative: this portion of the reports goes into a more descriptive detail of the events that occurred. They provide additional information concerning a public safety investigation. They also contain EMS and fire incident informations as the medical/fire services responded.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22096
TITLE: Incident and case reports

(continued)

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 and then delete.

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 7.

PRIMARY CLASSIFICATION:

Protected	For that section of the file dealing primarily with the case reports.

SECONDARY CLASSIFICATION(S):

Public.	For that section of the file that would be considered the initial incident report.
Private.	For personal information contained primarily in the EMS section of the file.
Exempt.	For that section of the report which would be the report of an accident. UCA 41-6-42 (2008)

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 26611 3
TITLE: Insurance payoff case files
DATES: 2004-
ARRANGEMENT: Chronological by date received.
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain information about paid insurance claims on stolen property. When insurance companies pay claims on insured stolen property they file corresponding reports with relevant police departments. The reports document the insurance companies as the new owners of stolen property in the event that a police department recovers the property. Information in the insurance payoff files includes victim's name, address, and phone number as well as complaint number, date, itemized list of stolen items, and amount of loss. It also includes the claim information and name of insurance company.

RETENTION:

Retain 2 years after claim is paid

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 26611
TITLE: Insurance payoff case files

(continued)

APPRAISAL:
Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 26.

PRIMARY CLASSIFICATION:
Protected UCA 63G-2-305(51)

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22079 3
TITLE: Liability waiver
VARIANT Liability waiver to unlock cars
DATES: 1994-
ARRANGEMENT: Chronological by month
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This record is a liability waiver that must be signed by the public when an officer responds to the call of an individual locking his/her keys in the car. This waiver releases the city from liability for damage to the vehicle. It contains the persons name, address, date, time, officer name, and case number.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1999.

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 4 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22112 3
TITLE: Magnetic dispatch tapes
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain 30 days

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.

Sound recordings: Retain in Office for 30 days and then erase provided questionable actions are transferred to cassette.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 15.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22112
TITLE: Magnetic dispatch tapes

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 82985 3
TITLE: Master files
DATES: 1963-
ARRANGEMENT: Numerical by assigned number
ANNUAL ACCUMULATION: 2.80 cubic feet.
DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. 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 police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain 5 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 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

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

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 82985
TITLE: Master files

(continued)

APPRAISAL:
Administrative Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 7.

PRIMARY CLASSIFICATION:
Private

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22026 3
TITLE: Pawn shop receipts
VARIANT Pawn slips
DATES: 1989-
ARRANGEMENT:
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, merchandise type, serial number, and item description.

RETENTION:

Retain 1 year.

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 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 38.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 12552 3
TITLE: Police expungement records
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony .... within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The Utah Bureau of Criminal Identification shall, keep, index and maintain all expunged and sealed records of arrests and convictions (UCA 77-18-2).

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 5 years and then transfer to State Records Center provided records are sealed and stored in locked file. Retain in State Records Center for 75 years and then destroy.

APPRAISAL:

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

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 12552
TITLE: Police expungement records

(continued)

PRIMARY CLASSIFICATION:
Protected UCA 77-18-2

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22092 3
TITLE: Police ride along request and waiver form
DATES: 1994-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

The city of Orem allows citizens to ride along with police officers during duty hours. By signing this form the participant waives any and all rights, claims, or causes of action which might arise against the city of Orem, its liability carrier, and any or all employees on account of his or her participation. It also acknowledges that they assume responsibility for any accident or injury which befall them while so engaged, and forever releases the city, its police department, its liability insurer, and all employees of the city of Orem from any claim, whether it be based upon negligence, inadvertent or unforseen incidents. The form contains the name, date of birth, age, sex, address, phone number, and if they have been convicted of a crime and if any action is pending against them in court.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1999.

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

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22092
TITLE: Police ride along request and waiver form

(continued)

APPRAISAL:
Administrative

PRIMARY CLASSIFICATION:
Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22076 3
TITLE: Public safety records GRAMA request form
DATES: unknown
ARRANGEMENT: Chronological by month
ANNUAL ACCUMULATION:
DESCRIPTION:

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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:

Administrative Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 29.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22076
TITLE: Public safety records GRAMA request form

(continued)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 7144 3
TITLE: Runaway and missing person report signature cards
VARIANT Runaway card, missing person card, pick-up order for runaway
DATES: 1977-1980.
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

This card reports missing persons and runaways and authorizes search. It is used to authorize the return of juveniles and to search for missing adults. This record includes name of officer taking report; case number; name, address, and phone of missing person; date, time, and name of person making report; date and time of disappearance ; description of missing person; indication of other agencies notified; date, time, and person making arrest; date and time subject returned; any additional information; and the signed request of the parent or guardian for the apprehension of a runaway child.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1986.

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.

APPRAISAL:

This retention is based upon the administrative needs of the division and the statute of limitation period (UCA 78-12-38) of seven years.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 7143 3
TITLE: Stolen vehicle report and owner's signature card
VARIANT Stolen card, stolen vehicle card, stolen vehicle report
DATES: 1977-1980.
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

This card is used to report motor vehicles stolen within Orem City. They are used to keep track of the type of vehicle stolen, name of victim, and whether recovered.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

This retention is based upon the adminstrative need expressed by the agency and the statute of limitations period of 4 years. The prosecution of a felony must be commenced four years after it is committed (UCA 76-1-302).

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 26612 3
TITLE: Subpoenas for production of evidence files
DATES: 2000-
ARRANGEMENT: Chronological by date of receipt.
ANNUAL ACCUMULATION:
DESCRIPTION:

Subpoena requests for records from outside offices (e.g. law offices) often require extensive compilation time, and are often duplicated when two or more parties request the same information (e.g. divorce attorneys). When the office prepares records in response to any subpoena it maintains those records in a reference file for ease of retrieval in the event of another request for the same records. Subpoena requests most often include copies of incident/arrest reports, officer narratives, witness statements, recorded interviews and transcriptions, and photographs.

RETENTION:

Retain 2 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 03/01/1988.

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 1, Item 26.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 26612
TITLE: Subpoenas for production of evidence files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-301(2)

SECONDARY CLASSIFICATION(S):
Controlled. UCA 63G-2-304

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22017 3
TITLE: Traffic accident reports
DATES: 1993-
ARRANGEMENT: Chronological, there under numerical by report number
ANNUAL ACCUMULATION:
DESCRIPTION:

A reportable accident is one that sustains substantial damage excededing $1,000 or includes personal injury or death. It includes all of the details pertaining to the accident such as names, places, kinds of vechicles, eye witness accounts, case number, date, time, estimated speed, and all circumstances leading up to the accident. The orginal copy is sent to the State Department of Public Safety where it is maintained for seven years. A non-reportable accident report is one that results in less than $1,000 in damages but contains all of the information of the above report. This report is kept in the office for administrative and informational purposes. This file consists of the Drivers Statement, Witness Account of Accident, and Accident Report Log records.

RETENTION:

Retain 4 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 transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22017
TITLE: Traffic accident reports

(continued)

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

PRIMARY CLASSIFICATION:
Exempt UCA 41-6-42 (2008)

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22080 3
TITLE: Uniform crime reports
VARIANT Crime statistics
DATES: 1978-
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain copies of a monthly statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

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 Agency Record Center until administrative need ends and then destroy.

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 50.

PRIMARY CLASSIFICATION:

Exempt UCA 53-5-206 (2008)

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22085 3
TITLE: Utah EMS incident report
DATES: 1967-
ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:
DESCRIPTION:

These report forms record both statistical and patient information on all Emergency Medical Services (EMS) calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1997)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

RETENTION:

Retain 10 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1997.

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 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

APPRAISAL:
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 23.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22085
TITLE: Utah EMS incident report

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22113 3
TITLE: Utah fire incident reporting system forms
DATES: 1967-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

These report forms are completed for each fire and are submitted to the State Fire Marshal. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 24.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22113
TITLE: Utah fire incident reporting system forms

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22090 3
TITLE: Waiver disclosure of information record

DATES: 1994-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These signed waiver disclosure records are requests which are received from other government entities who are conducting a background investigation for employment. It contains a signature and notarization for the release or disclosure of information.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1999.

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

APPRAISAL:

Administrative

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22090
TITLE: Waiver disclosure of information record

(continued)

PRIMARY CLASSIFICATION:
Public