

# Retention and Classification Report

**Agency:** Provo (Utah). Police Department (807)  
48 South 300 West  
P.O. Box 1849  
Provo, UT 84603

**Records Officer:** Rebecca Gurr

85127 \*Accident reports  
13502 Animal control reports  
85117 \*Arrest report  
17812 Arrest tickets  
85234 \*Case files  
85195 Case reports  
85235 \*Certificates  
83985 \*Commitment register  
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17814 Offense reports  
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06214 Police index cards  
06213 Police records index  
02206 Property reports  
17813 Special investigating task force  
85119 \*Traffic citations

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85127

4

**TITLE:** Accident reports

**DATES:** i 1978-1979.

**ARRANGEMENT:** Numerical by case number or by address of accident

**DESCRIPTION:**

A copy of a report concerning traffic accidents investigated by police. Report usually includes complete information on all cars and drivers involved in accident, location of accident, damage, causes of accident, date and time, diagram of how accident happend, the description of the accident, and weather conditions. The original report is sent to the Financial Responsibilities Section of the Utah State Department of Public Safety, if damage exceeds \$400, or injury or death occurs.

**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.

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

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

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85127

**TITLE:** Accident reports

(continued)

**APPRAISAL:**

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

These records are valuable for administrative purposes.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 13502

3

**TITLE:** Animal control reports

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

**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 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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 14, Item 1.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 13502

**TITLE:** Animal control reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85117

3

**TITLE:** Arrest report

**DATES:** i 1950-1979.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

A form used to report arrests made by the police. Usually includes complete information and description of person arrested, date, time of arrest, charges, description of offense, list of witnesses, and name of officer(s) making arrest. Sometimes the report is a multi-part form, with a copy sent to county jail.

**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.

Microfilm duplicate: For records beginning in 1950 through 1979.  
Retain in State Records Center for 5 years and then destroy.

Microfilm master: For records beginning in 1950 through 1979.  
Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 17812

3

**TITLE:** Arrest tickets

**DATES:** 1951-

**ARRANGEMENT:**

**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 5 years if not part of case file

**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 5 years and then microfilm and destroy provided microfilm has passed inspection.

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

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

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 17812

**TITLE:** Arrest tickets

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 3.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. Initial Contact Report (UCA 63G-2-301(2)(g) (2008))



**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85234

3

**TITLE:** Case files

**DATES:** i 1968-1975.

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

Case files created as a result of a complaint or other actions with resulting investigation by the police department concerned. They are the central case files for all cases handled by the agency. Information may include name of individual arrested or involved in the incident, nature of offense, and officer's written report. Also included may be material and correspondence relating to the investigation and resolution of incident.

**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.

Microfilm master: For records beginning in 1968 through 1975. Retain in State Archives permanently with authority to weed.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85195

3

**TITLE:** Case reports

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case number

**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 until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**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 after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85195

**TITLE:** Case reports

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85235

4

**TITLE:** Certificates

**DATES:** s 1980.

**ARRANGEMENT:** Alphabetical by citizen's surname

**DESCRIPTION:**

A certificate issued by the Police Department that state that the person has no record of criminal conduct or charges within the given jurisdiction.

**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.

Microfilm duplicate: For records beginning in 1980 through 1980.  
Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 83985

3

**TITLE:** Commitment register

**DATES:** 1903-1908.

**ARRANGEMENT:** Chronological by commitment date.

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

This is a register of all persons incarcerated in the Provo City Jail. It was used to record the arrest and the imprisonment. Information recorded includes: name of prisoner, physical description, special marks, charge, name of arresting officer, process, date committed, date released, how discharged, and any remarks (i.e., escaped). The volume also contains an index (arranged alphabetically by first letter of the prisoner's surname) with the full name of prisoner and page number. A pamphlet entitled "Traffic Rules and Regulations of Provo City, Utah" is tucked inside the volume.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This retention is based on the historical value of these records to document crime and punishment in Utah's communities. Few such registers have survived.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 83985

**TITLE:** Commitment register

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 83986

3

**TITLE:** Complaint log book

**DATES:** 1925-1926.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

This is a log of calls received by the police department and a preliminary report on initial investigation. The volume is not identified by title nor headings, but the text contains clues to its identity (i.e., lists of crimes and Provo street addresses). It contains: date, summary of call and initial investigation, name and address of incident, type of incident, license number (when applicable), and initial response.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**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 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This retention is based on the historical value of this record to document the action of the Provo police department and the type of crimes committed in the 1920s.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85231

4

**TITLE:** Correspondence

**DATES:** s 1979.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Incoming and outgoing mail relating to city police functions and matters.

**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.

Microfilm duplicate: For records beginning in 1979 through 1979.  
Retain in State Archives permanently.



**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85126

3

**TITLE:** Driving under the influence reports

**DATES:** i 1967-1977.

**ARRANGEMENT:** Numerical by case number.

**TOTAL VOLUME:**

**DESCRIPTION:**

A three-part state form used for reporting on persons arrested for Driving under the influence of Alcohol. Original is sent to the Driver's License Division. 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 11/01/1996.

**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.

Microfilm duplicate: For records beginning in 1967 through 1977. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in State Records Center for 2 years and then destroy.

Paper: Retain in Office for 2 years and then destroy provided not part of a case file..

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85126

**TITLE:** Driving under the influence reports

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 16.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 27178

3

**TITLE:** Expungement Files

**DATES:** 1960 -

**ARRANGEMENT:** alphabetical

**TOTAL VOLUME:**

**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 sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1997)).

**RETENTION:**

Retain 80 years.

**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 1 week and then transfer to State Records Center. Retain in State Records Center for 80 years and then destroy.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 27178

**TITLE:** Expungement Files

(continued)

**APPRAISAL:**

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

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85232

4

**TITLE:** Grant applications

**DATES:** s 1975.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Social workers for youth services, in conjunction with the police department, draft proposals for specific projects within their jurisdiction. The application will identify the specific problem that the grant would address and continues to explain the project's objective. Budget and supplies as well as evaluation and impact of the grant are also discussed.

**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.

Microfilm duplicate: For records beginning in 1975 through 1975.  
Retain in State Archives permanently.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85107

3

**TITLE:** Incident reports

**DATES:** i 1973-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

A report of all police calls. Includes location, date, time, type of incident, persons involved, disposition, remarks, officer's name and number, and case number.

**RETENTION:**

Retain 5 years if not part of case file.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 5 years and then destroy.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 63.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85107

**TITLE:** Incident reports

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301(2)(g) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(9) (2008)

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 17811

3

**TITLE:** Initial case reports

**DATES:** 1974-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

**RETENTION:**

Retain 5 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 5 years and then destroy provided not part of a case file.

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



**AGENCY:** Provo (Utah). Police Department

**SERIES:** 17811

**TITLE:** Initial case reports

(continued)

then destroy.

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

**APPRAISAL:**

This disposition is based on Utah Municipal General Records  
Retention Schedule, Schedule 21, Item 63.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301(2)(g) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(9) (2008)

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 17814

3

**TITLE:** Offense reports

**DATES:** 1973-

**ARRANGEMENT:**

**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 individual's death or seventy-five years, an individual agency maintains one at its own discretion.

**RETENTION:**

Retain 5 years.

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

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 12.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 17814

**TITLE:** Offense reports

(continued)

**PRIMARY CLASSIFICATION:**

Exempt UCA 53-5-214 (2008)

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 13503

3

**TITLE:** Personnel records

**DATES:** 1967-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

**RETENTION:**

Retain 2 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 destroy.

Microfilm master: Retain in Archives for 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 2.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 13503

**TITLE:** Personnel records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 6214

3

**TITLE:** Police index cards

**DATES:** 1962-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 until administrative need ends and then destroy.

Microfilm master: Retain in Office until administrative need ends.

Microfilm duplicate: Retain in Office for 1 year or until administrative need ends..

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 6214

**TITLE:** Police index cards

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 35.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 6213

3

**TITLE:** Police records index

**DATES:** 1967-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

**RETENTION:**

Retain Until obsolete, superseded, or administrative value ends.

**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 until obsolete, superseded, or administrative value ends and then destroy.



**AGENCY:** Provo (Utah). Police Department

**SERIES:** 6213

**TITLE:** Police records index

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 35.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 2206

3

**TITLE:** Property reports

**DATES:** 1984-

**ARRANGEMENT:** Numerical by property report number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are a "proper record" of custodial property that are required to be maintained by peace officers in accordance with UCA 77-24-1.5 (1997). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.

**RETENTION:**

Retain 3 years

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years after return or disposal of property and then destroy.

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

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 2206

**TITLE:** Property reports

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 40.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 17813

1

**TITLE:** Special investigating task force

**DATES:** 1974-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**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.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

**AGENCY:** Provo (Utah). Police Department

**SERIES:** 85119

3

**TITLE:** Traffic citations

**DATES:** i 1973; 1978-1980.

**ARRANGEMENT:** Numerical by citation number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

A copy of a citation issued by police to drivers violating motor vehicle and traffic laws. Generally includes date, time, and location of violation, license number of vehicle, violation code, name of officer, and signature of person receiving citation.

**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.

Microfilm duplicate: Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 48.