

Retention and Classification Report

Agency: Roy (Utah) (847)
5051 South 1900 West
Roy, UT 84067
801 774-1000

Records Officer: Amy Mortenson

21814	Arrest reports
21813	Case reports
84635	*Cemetery records
21811	Dispatch tape recordings
24943	Drug test negative results
24941	Drug test positive results
21816	Felony investigation case files
12333	Master road plan preliminary drawings

AGENCY: Roy (Utah)

SERIES: 21814

3

TITLE: Arrest reports

DATES: 1986-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

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 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 6.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private

AGENCY: Roy (Utah)

SERIES: 21814

TITLE: Arrest reports

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Roy (Utah)

SERIES: 21813

3

TITLE: Case reports

DATES: 1965-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 12.00 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Protected

AGENCY: Roy (Utah)

SERIES: 84635

3

TITLE: Cemetery records

DATES: 1966.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series includes information about persons buried in specific plots, burial permits and some copies of death certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1966 and continuing to the present. Retain in State Archives permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Exempt contains some death certificates post-1961. These are not public for 50 years UCA

AGENCY: Roy (Utah)

SERIES: 21811

3

TITLE: Dispatch tape recordings

DATES: 1986-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 30 days and then erase.

APPRAISAL:

PRIMARY DESIGNATION:

Private

AGENCY: Roy (Utah)

SERIES: 24943

3

TITLE: Drug test negative results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION:

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which is found to be negative. The records contain the name, social security number, date, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 42.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Roy (Utah)

SERIES: 24941

3

TITLE: Drug test positive results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION:

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, social security number, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 41.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Roy (Utah)

SERIES: 21816

3

TITLE: Felony investigation case files

DATES: 1986-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the police 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, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain 5 years, after case closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case closed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Protected

AGENCY: Roy (Utah)

SERIES: 12333

3

TITLE: Master road plan preliminary drawings

DATES: 1975-

ARRANGEMENT: numerical by drawing number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the engineer's preliminary drawings of Roy city's master road plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

AUTHORIZED: 06/24/2010

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Master road plan provides a history of the development of roads.

PRIMARY DESIGNATION:

Public