

## Retention and Classification Report

**Agency:** Cache County (Utah). County Sheriff (132)

1225 W. Valley View Dr, #200  
Logan, UT 84321  
435-755-1000

**Records Officer:** \_\_\_\_\_

30113	Booking photos
26717	Felony investigation case files
30078	Fingerprint cards
30166	Homicide and violent felony criminal case files
20921	Inmate booking records
23810	Inmate case files
23811	Medication dispensing lists
26718	Misdemeanor case files
24532	Publications
30102	Unattended death and suicide investigation files

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30113

3

**TITLE:** Booking photos

**DATES:** 1984-

**ARRANGEMENT:** Chronological thereunder in order by booking number.

**DESCRIPTION:**

These records are photographs of individuals booked into the Cache County jail. They are used to aid in the investigation and apprehension of suspects in criminal investigations. They include a booking number and the date the photo was taken. Records may contain the name and date of birth of the suspect.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mug shot records, GRS-2029.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 75 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30113

**TITLE:** Booking photos

(continued)

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(2)(d)(2020).

**SECONDARY DESIGNATION(S):**

Public.                      Utah Code 63G-2-201(15)(a)(b)(2019).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 26717

3

**TITLE:** Felony investigation case files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by case number

**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 reports, fingerprint cards, original arrest reports, 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 for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after case has been received by Central Records and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30078

3

**TITLE:** Fingerprint cards

**DATES:** 1947-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are cards are used to verify a subject's identity. 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.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records are kept in accordance with Utah Code 53-10-206 (1998).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30078

**TITLE:** Fingerprint cards

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10)(2020)

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30166

3

**TITLE:** Homicide and violent felony criminal case files

**DATES:** 1952 -

**ARRANGEMENT:** Alpha-numerical by case number.

**DESCRIPTION:**

These are case files created as the result of an investigation of a homicide, sexual assault, violent felony or other offenses for which prosecution may be commenced at anytime according to Utah Code 76-1-301(2019). Records may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 46 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). The retention of these records is based on the legal need for the investigation case files for the purposes of prosecution which may commence at any time according to Utah Code 76-1-301(2019).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30166

**TITLE:** Homicide and violent felony criminal case files

(continued)

**PRIMARY DESIGNATION:**

Protected      Utah Code 63G-2-305(10)(2021).



**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 20921

3

**TITLE:** Inmate booking records

**DATES:** ca. 1942-

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

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These case files document the incarceration of prisoners in the Cache County Jail. They are on-going files containing documentation on all imprisonments in the Cache County Jail. While each inmate is assigned a permanent name number, a new booking number is assigned for each arrest. The case files include the arresting officer's information sheet, ORR (own recognizance report), notice of denied/held mail, inmate cash account receipts, court action reports, medical requests, release and hold harmless forms, Beaver River Mental health notes bail receipts, property take and issue records, state computer booking checklists, and jail log notes.

**RETENTION:**

Permanent. Retain for 21 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mug shot records, GRS-2029.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 20921

**TITLE:** Inmate booking records

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled.	mental health evaluations and notes
Protected.	jail logs, disciplinary logs, investigative materials

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 23810

3

**TITLE:** Inmate case files

**DATES:** ca. 1980-

**ARRANGEMENT:** Numerical by inmate's surname

**ANNUAL ACCUMULATION:** 100.00 cubic feet.

**DESCRIPTION:**

These case files document the incarceration of prisoners in the Cache County jail. They are on-going files containing documentation on all imprisonments in the Cache County jail. While each inmate is assigned a permanent name number, a new booking number is assigned for each arrest. The case files include the arresting officer's information sheet, ORR (Own recognizance report) form, notice of denial or held mail, inmate cash account receipts, court action reports, medical requests, release and hold harmless forms, Bear River Mental Health notes, and bail receipts.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 23810

**TITLE:** Inmate case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled.	Bear River Mental notes/evaluations
Protected.	jail logs, disciplinary logs, investigative materials

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 23811

3

**TITLE:** Medication dispensing lists

**DATES:** 1996-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 5.50 cubic feet.

**DESCRIPTION:**

These lists are used to document medications given to inmates. The inmate is required to initial the form documenting the administration of the medication. The lists also document any inmate's refusal of the medications. The lists include name of inmate, date and time, housing unit, types and quantities of medications issued, and inmate's initials.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the provisions of UCA 78-14-4 (2000) which states "No malpractice action brought against a health care provider may be brought unless it is commenced within two years after the plaintiff or patient discovers, or through the use of reasonable diligence should have discovered the injury, whichever first occurs, but not to exceed four years after the date of the alleged act."

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 23811

**TITLE:** Medication dispensing lists

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 26718

1

**TITLE:** Misdemeanor case files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by case file number

**DESCRIPTION:**

These case files are created as a result of 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 reports, fingerprint cards, original arrest reports, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after case has been received by Central Records and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 24532

3

**TITLE:** Publications

**DATES:** 2001-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on courts, crime, jail facilities, emergency management, and other issues addressed by the Cache County Sheriff's Office. Consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications document the history of an agency and serve to inform the public of the agency's services and programs.



**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 24532

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30102

3

**TITLE:** Unattended death and suicide investigation files

**DATES:** 1944-

**ARRANGEMENT:** Chronological by year case was open thereunder numerical by case number.

**DESCRIPTION:**

These case files are created as the result of law enforcement investigation into an unattended death or suicide reported in Cache County. These files may include the investigative report, supplemental reports, photographs, correspondence, deputy's notes, pertinent laboratory tests, medical examiner findings, and autopsy reports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Suicide investigation files, GRS-2026.

**AUTHORIZED:** 05-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(51)(2020)

**AGENCY:** Cache County (Utah). County Sheriff

**SERIES:** 30102

**TITLE:** Unattended death and suicide investigation files

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63-2-302 (1)(b)(2020)  
Utah Code 63G-2-302(2)(d)(2020)