

Retention and Classification Report

Agency: Davis County (Utah). County Sheriff (262)

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Records Officer: _____

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AGENCY: Davis County (Utah). County Sheriff

SERIES: 18891

3

TITLE: Accident reports

DATES: 1960-

ARRANGEMENT: Chronological, thereunder numerical by accident report number

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.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle accident reports, GRS-317.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Exempt 41-6a-402

AGENCY: Davis County (Utah). County Sheriff

SERIES: 17921

3

TITLE: Booking photographs

DATES: 1967-1995

ARRANGEMENT: Numerical by booking number.

DESCRIPTION:

These are photographs and descriptions of arrested individuals which provide complete name, alias, physical description, date of arrest, and offense committed. Booking information and index may be included.

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: For records beginning in 1967 through 1995. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of individuals booked in the county jail as well as documentation of the operation of the County Sheriff's Office.

RETENTION JUSTIFICATION:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 17921

TITLE: Booking photographs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18872

3

TITLE: Cell inspection log

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This jail commander oversees and logs weekly inspections of the jail. Inspections include identification of problems, contraband, safety, and security. Information includes the inmate's name, cell mate's name, cell location, names of deputies checking inmate in and out. Inspection logs report any discoveries and identify existing damage.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resident and premises inspection records, GRS-2407.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(2)(d)

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18863

1

TITLE: Classification case files

DATES: 1972-

ARRANGEMENT: Alphabetical by inmate name

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These files track actions taken while inmates are incarcerated in the Davis County jail. They are used to determine placement of inmate in appropriate housing and working situations. They include all forms and paperwork dealing with the inmate while incarcerated. The information also includes inmate name and number, booking number, date, sentence (beginning date and length), recommended classification, code and charge if inmate is not charged for offenses in jail, and work schedule. Records may also include request and grievance forms. All other forms beginning 2012 are maintained independent of the Classification Case Files.

RETENTION:

Retain for 7 year(s)

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 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18863

TITLE: Classification case files

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 17466

3

TITLE: Commitment and release orders

DATES: undated

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are the orders to commit persons to or release from the county jail. They include defendant's name, commitment order number or release 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.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Commitment orders, GRS-324.

AUTHORIZED: 09-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18876

3

TITLE: Corrections policy and procedures manual

DATES: 1980-

ARRANGEMENT: Numerical by policy number

DESCRIPTION:

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).

RETENTION:

Retain permanently

DISPOSITION:

May 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 Office permanently.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(a)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(12)

AGENCY: Davis County (Utah). County Sheriff

SERIES: 26109

3

TITLE: Court security checklists

DATES: 1991-

ARRANGEMENT: Chronologically by date.

DESCRIPTION:

These records are a daily checklist ensuring proper security procedures have been met at court building with cities who have contracted for Sheriff security services. The checklist identifies all items which need to be secured and maintains an accountability of the coverage of each shift.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2006

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30268

1

TITLE: Crime Lab internal audit record

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30267

1

TITLE: Crime Lab logs

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18885

3

TITLE: Criminal history records

DATES: 1930-

ARRANGEMENT: Alphabetical by name

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 for 5 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 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18885

TITLE: Criminal history records

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30627

3

TITLE: Criminal record cards

DATES: c. 1960-c. 1985

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

Series contain individual cards documenting the criminal history of individuals arrested by the Davis County Sheriff's Department. Records contain personal information of arrestee, including name, birth date physical description, and occupation. Record also contains date of arrest, offense and case disposition.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

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 until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have legal value(s).

Value of records is based on their usefulness for carrying out the agency's current business. and may contain index information that can help provide access to permanent mugshot records.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30627

TITLE: Criminal record cards

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(c)(2023).

AGENCY: Davis County (Utah). County Sheriff

SERIES: 17483

3

TITLE: Daily activity report

DATES: 1991-

ARRANGEMENT: Chronological by date and time

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 for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule First responder activity records, GRS-2025.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 25161

3

TITLE: Davis County jail program provider records

DATES: 2001-

ARRANGEMENT: Alphabetical by provider's name, thereunder chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This series consists of applications completed by program providers (e.g, instructors, directors of church service) to gain security clearance in the county jail. The records include a signed agreement and a release form for the Sheriff's Office containing the applicant's name, social security number, driver's license number, criminal history, and signature.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after final action and then destroy.

Computer data files: Retain in Office for 7 years after final action.

APPRAISAL:

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

This disposition is based solely on the administrative and legal needs expressed by the agency.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 25161

TITLE: Davis County jail program provider records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18886

1

TITLE: Dispatch logs

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, time, shift, and a summary of daily events. In some offices the record is only maintained as a computer file.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after until administrative need ends and then delete.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(2023).

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18887

3

TITLE: Dispatch Recordings

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are twenty-four-hour digital recordings of incoming and outgoing phone or radio calls made to and from the dispatch office. They are used to document the actions of dispatch personnel. Portions of the tapes concerning questionable cases may be transferred to discs and become part of the investigative file.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dispatch and patrol records, GRS-2027.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then delete.

PRIMARY DESIGNATION:

Private schedule 16-15

SECONDARY DESIGNATION(S):

Protected. UCA 63-2-305(10)
Public. Conditional upon review by Davis County legal counsel.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30261

1

TITLE: Dispatch recoding dissemination log

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 26461

1

TITLE: Emergency operations plan

DATES: 2003-

ARRANGEMENT: None

DESCRIPTION:

The Davis County emergency operations plan was created with federal oversight. It provides county response guidelines for major incidents and emergencies including mitigation measures. It contains the home phone numbers of first responders and elected officials. It contains the outlines of critical infrastructures.

RETENTION:

Retain until administrative need ends

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 until revised and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (11)(12)

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18889

3

TITLE: Fingerprint cards

DATES: 1950-

ARRANGEMENT: Alphabetical by surname

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, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.

RETENTION:

Retain for 75 year(s) or for 0

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 75 years or until subject's confirmed death or card superseded and then destroy.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18889

TITLE: Fingerprint cards

(continued)

PRIMARY DESIGNATION:

Protected UCA 63-3-304(9)

AGENCY: Davis County (Utah). County Sheriff

SERIES: 26107

3

TITLE: Head count reports

DATES: 1991-

ARRANGEMENT: Chronologically by date and time.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This report verifies that an inmate was physically in the housing unit/jail and accounted for at time of head count. If the inmate was not present, the report provides an explanation of approved whereabouts. Reports contain inmate's name, booking number, and housing area.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30258

3

TITLE: Homicide, violent felonies and sex crime Investigation Files

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

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:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18868

3

TITLE: Inmate commissary account records

DATES: 1970-

ARRANGEMENT: Numerical by inmate number

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate commissary accounts, GRS-343.

AUTHORIZED: 12-01-1991

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30259

1

TITLE: Inmate disciplinary hearing notification records and reports

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 27739

3

TITLE: Inmate medical records

DATES: 1999-

ARRANGEMENT: Alphabetically by last name.

DESCRIPTION:

These records are created to record medical actions that occur with inmates in the County jail. These files are the complete medical records for all prisoners. They may include prescriptions authorized, a log for all doctor or hospital visits, inmates' medical complaints, and other medical information. Medical information can also include psychiatric, or psychological data about the inmate.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 27739

TITLE: Inmate medical records

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(b)

SECONDARY DESIGNATION(S):

Controlled. 63G-2-304(1)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 24281

3

TITLE: Inmate phone service records

DATES: 1998-

ARRANGEMENT: Chronological by date and time, thereunder alphabetical by inmate's name

DESCRIPTION:

These are the transcripts and recordings of outgoing telephone calls by Davis County jail inmates. They are used to monitor the activities of inmates to enhance jail security and increase individual safety. They may also be used for ongoing investigations and may include transcripts.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2010

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

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

This disposition is based on the administrative and legal needs expressed by the Davis County Sheriff's Office.

PRIMARY DESIGNATION:

Protected

AGENCY: Davis County (Utah). County Sheriff

SERIES: 81753

3

TITLE: Inmate property inventory sheets

DATES: 1979-

ARRANGEMENT: Numerical by booking number

DESCRIPTION:

These files contain an accurate record of personal property taken from prisoners for safekeeping until their release from the Davis County Jail. They are used to verify all items stored by the jail were returned to inmates upon their release. These files include inmate's name, booking number, date, time, a listing of personal property items taken for safekeeping, inmate's signature verifying accuracy of listing and that property was returned and in same condition as it was taken.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate property control logs, GRS-2379.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This retention is based upon the administrative needs expressed by the department and the 2 year statute of limitation period (UCA 78-12-28(1)).

AGENCY: Davis County (Utah). County Sheriff

SERIES: 81753

TITLE: Inmate property inventory sheets

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d)(2014)

AGENCY: Davis County (Utah). County Sheriff

SERIES: 80618

3

TITLE: Jail booking files

DATES: 1961-2019

ARRANGEMENT: Initially chronological by time period, thereunder alphabetical by name. Later numerical by booking number.

DESCRIPTION:

These are photographs and descriptions of arrested individuals housed at the Davis County Jail. Records may include complete name, alias, physical description, date of arrest, and offense committed. Booking information and index may be included.

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 2 years and then destroy provided they have been microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have historical value(s).

These records are valuable for genealogical and historical research.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 80618

TITLE: Jail booking files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(81)(2021)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)(2015)
Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 28424

3

TITLE: Jail incidents and disciplinary reports

DATES: 1985-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

These records contain disciplinary reports regarding incidents that occur in the Davis county jail involving inmates and jail personnel. The records are used to document any disciplinary actions taken regarding these incidents.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after inmate's release and then destroy.

APPRAISAL:

These records have administrative value(s).

These records chronicle the history of inmates and can be referenced for paroles, etc.

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). County Sheriff

SERIES: 28424

TITLE: Jail incidents and disciplinary reports

(continued)

SECONDARY DESIGNATION(S):

Protected

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18856

3

TITLE: Jail logs

DATES: 1970-

ARRANGEMENT: Chronological.

DESCRIPTION:

These logs document the daily accounting of all prisoner activities. They include the prisoner's name and number, date, time, activity, and reporting deputy's ID number.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prisoner activity records, GRS-350.

AUTHORIZED: 07-29-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d)(2014)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(11),(12)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 26739

3

TITLE: Jail video surveillance records

DATES: 2002-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These twenty-four hour motion-activated recordings are used to maintain surveillance of inmate activities within the jail. They contain footage of all daily inmate activity, orientation, and disturbances. They may also contain physical building orientation and security practices.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Surveillance recordings, GRS-2021.

AUTHORIZED: 02-23-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 30 days and then delete provided no suspicious activity recorded on the tape.

APPRAISAL:

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

PRIMARY DESIGNATION:

Exempt UCA 63G-2-106

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18858

3

TITLE: Jail visitor logs

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document visitors to the county jail facilities.

Records may include the date, time, visitors' names, and name of inmate visited.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Secure area access logs, GRS-2020.

AUTHORIZED: 09-03-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2019.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30270

1

TITLE: Level II Search Request and Authorization records

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30269

1

TITLE: Med Check Out Log for paramedics

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30257

3

TITLE: Misdemeanor and felony investigation files

DATES: 2020-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records.

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:

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 28092

3

TITLE: Mobile audio visual device records

DATES: ca. 2001-

ARRANGEMENT: chronological

DESCRIPTION:

Records document the actions of officers on duty as well as the behavior of any person encountered. Only recordings not categorized in the system are included in this series. Recordings of potential incidents are part of a separate series. Records document the actions of dispatch and law officers on duty.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dispatch and patrol records, GRS-2027.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 6 months and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 28092

TITLE: Mobile audio visual device records

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)(a)(c)(2015)

Private. Utah Code 63G-2-302 (1)(b)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 27491

3

TITLE: Mobile data terminal communications

DATES: 2004-

ARRANGEMENT: Alphabetical by log in name, then chronological

DESCRIPTION:

The MDT's are used to send data to the officers in the field such as daily interdepartmental communications and sensitive data instead of using the radio. These records contain instant messaging such as memos, sensitive information and data, and everyday common communication similar to telephones. Records can contain personal and medical information on individuals.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government routine administrative correspondence, GRS-1760.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected 63G-2-305(22) & (9)(a)

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30263

1

TITLE: Quarterly facility inspections

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 26108

3

TITLE: Security incident reports

DATES: 1991-

ARRANGEMENT: Chronologically by year and thereunder numerically by administrative identifying number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports document incidents that occurred in the court room or in the court building in general. Information on the form includes name of suspect, date, time, location, description of incident, witnesses and name of officer submitting report.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 26108

TITLE: Security incident reports

(continued)

SECONDARY DESIGNATION(S):

Protected. (UCA 63G-2-305 (10)(11))

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30265

1

TITLE: Sheriff's Complex preventative maintenance records

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30264

1

TITLE: Sheriff's Complex work orders

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 28234

3

TITLE: Sheriff's policy and procedure files

DATES: 1980-

ARRANGEMENT: numerical by policy number

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or legal value(s).
To Meet Federal or State Law Requirements
To Support Administration of Justice and Public Safety

AGENCY: Davis County (Utah). County Sheriff

SERIES: 28234

TITLE: Sheriff's policy and procedure files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10),(11),(12)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 27241

3

TITLE: Sheriff's sales records

DATES: 1973-

ARRANGEMENT: Chronological thereunder numerical by identification number.

DESCRIPTION:

These records are the paper trail for all real and personal property which is sold by the sheriff's department. Records provide accountability for the final disposition of this property. The records include the final stage of the writ of execution and praecipe for property that comes into the county's possession and then goes on sale, including unclaimed property from the crime lab. Information can include property description and address, sheriff's certificate of sale, sheriff's return of service on either real or personal property, notice of sale to newspapers, sheriff's deeds, names of litigants, attorneys, case titles, judgment, dates and other information about the sale.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sheriff sales docket, GRS-361.

AUTHORIZED: 12-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 27241

TITLE: Sheriff's sales records

(continued)

APPRAISAL:

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

These records have indefinite administrative and legal value documenting property ownership.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30266

1

TITLE: Tow Rotation Applications and supplemental records

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20075

3

TITLE: Traffic citation and officers notes

DATES: undated

ARRANGEMENT:

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. This includes traffic citations not filed with the court.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Traffic citations, GRS-365.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20075

TITLE: Traffic citation and officers notes

(continued)

SECONDARY DESIGNATION(S):

Protected. officer's notes (UCA 63G-2-305(9))

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20073

3

TITLE: Uniform crime report files

DATES: 1980-

ARRANGEMENT: Chronological by month

DESCRIPTION:

These monthly report summarizes statistically crimes committed in Davis County. It is submitted quarterly to the State Bureau of Criminal Identification (BCI). It includes two reports - Return A, a monthly return of known offenses, its supplement on property stolen or recovered and a classification of offenses (by age, sex, race, and ethnic origins of persons arrested). The reports include the reporting month and year, agency name and code, classification of offense (e.g., homicide, forcible rape, etc), number of offenses reported or known to police, number of unfounded, false or baseless complaints, number of actual offenses, total offenses cleared by arrest or exceptional means, number of clearances involving only persons under eighteen, property stolen and recovered by type and value, momentary value of property stolen in your jurisdiction and recovered; statistics on persons arrested by age, race, sex, and ethnic origin.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20073

TITLE: Uniform crime report files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30260

1

TITLE: Watch/Shift Commander log

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30262

1

TITLE: Weekly jail facility inspections

DATES: 2020-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT: