

Retention and Classification Report

Agency: Provo (Utah). Police Department (807)

445 West Center Street
P.O. Box 1849
Provo, UT 84603
801-852-6232

Records Officer: _____

13502	Animal control reports
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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.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

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

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

AGENCY: Provo (Utah). Police Department

SERIES: 13502

TITLE: Animal control reports

(continued)

PRIMARY DESIGNATION:

Public

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 for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Arrest records, GRS-2028.

AUTHORIZED: 08-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

AGENCY: Provo (Utah). Police Department

SERIES: 17812

TITLE: Arrest tickets

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

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

Microfilm master: Retain in Archives for 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years.

AGENCY: Provo (Utah). Police Department

SERIES: 85195

TITLE: Case reports

(continued)

PRIMARY DESIGNATION:

Protected

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 for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Provo (Utah). Police Department

SERIES: 17811

3

TITLE: Initial case reports

DATES: 1974-

ARRANGEMENT:

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 for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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 then destroy.

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

AGENCY: Provo (Utah). Police Department

SERIES: 17811

TITLE: Initial case reports

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Provo (Utah). Police Department

SERIES: 17814

3

TITLE: Offense reports

DATES: 1973-

ARRANGEMENT:

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 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 75 years and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 53-5-214 (2008)

AGENCY: Provo (Utah). Police Department

SERIES: 13503

3

TITLE: Personnel records

DATES: 1967-

ARRANGEMENT: Alphabetical by surname

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:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 6214

1

TITLE: Police index cards

DATES: 1962-

ARRANGEMENT: Alphanumerical

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 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 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)

PRIMARY DESIGNATION:

Private

AGENCY: Provo (Utah). Police Department

SERIES: 6213

1

TITLE: Police records index

DATES: 1967-

ARRANGEMENT: Alphanumerical

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 administrative need ends or for 0

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

PRIMARY DESIGNATION:

Private

AGENCY: Provo (Utah). Police Department

SERIES: 2206

3

TITLE: Property reports

DATES: 1984-

ARRANGEMENT: Numerical by property report number

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 for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 10 years 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)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 17813

1

TITLE: Special investigating task force

DATES: 1974-

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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.