Retention and Classification Report

Agency: St. George (Utah). Police Department (894)

200 East 265 North
St. George, UT 84770

Records Officer: _____

00004	Accident reports
18016	Animal control bite reports
17139	Arrest folders
18038	Bicycle registration
18039	Dispatch tape recordings
18023	Homicide and other major criminal case files
85118	Incident reports
09139	Property loss reports (R-58)

AGENCY: St. George (Utah). Police Department

SERIES: 4 3
TITLE: Accident reports
DATES: 1987-
ARRANGEMENT: None.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files document traffic accidents investigated by the police department. 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. The original report is sent to the State Department of Public Safety if damage exceeds $1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have administrative value(s).

AGENCY: St. George (Utah). Police Department

SERIES: 4
TITLE: Accident reports

(continued)

PRIMARY DESIGNATION:

Exempt UCA 41-6-42 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: St. George (Utah). Police Department

SERIES: 18016 3
TITLE: Animal control bite reports
DATES: 1984-
ARRANGEMENT: Alphabetical and numerical
DESCRIPTION:

This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification will be quarantined for 10 days to guarantee the dog does not have rabies (UCA 26-6-11 (1981)). The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Police Department

SERIES: 18016
TITLE: Animal control bite reports

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(c) and UCA 63G-2-302(1)(b) (2008)

AGENCY: St. George (Utah). Police Department

SERIES: 17139 3
TITLE: Arrest folders
DATES: 1986-
ARRANGEMENT: Numerical by arrest number
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:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

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: For records prior to and including 2016. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records prior to and including 2016. Retain in State Archives permanently.

Paper: For records beginning in 2016 and continuing to the present. Retain in Office for 10 years and then destroy.

AGENCY: St. George (Utah). Police Department

SERIES: 17139
TITLE: Arrest folders

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Police Department

SERIES: 18038 1
TITLE: Bicycle registration
DATES: 1989-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city or county police department with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1997)). Bicycle registration may be handled by either the fire or police department.

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, telephone number

AGENCY: St. George (Utah). Police Department

SERIES: 18039 1

TITLE: Dispatch tape recordings

DATES: 1998-

ARRANGEMENT: Chronological

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 for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Police Department

SERIES: 18023 3
TITLE: Homicide and other major criminal case files
DATES: 1978-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files 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 permanently.

PRIMARY DESIGNATION:

Protected

AGENCY: St. George (Utah). Police Department

SERIES: 85118 4
TITLE: Incident reports
DATES: 1892-
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 permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: St. George (Utah). Police Department

SERIES: 9139 3
TITLE: Property loss reports (R-58)
DATES: undated
ARRANGEMENT: None
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 (2011). 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 10 year(s) after final action

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 for 10 years after final action and then destroy.

PRIMARY DESIGNATION:

Controlled