

## Retention and Classification Report

**Agency:** Vernal (Utah). Police Department (1258)

Vernal Police Department  
374 East Main Street  
Vernal, UT 84078  
435-789-5835

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

81258      Investigative case files

**AGENCY:** Vernal (Utah). Police Department

**SERIES:** 81258

3

**TITLE:** Investigative case files

**DATES:** 1976-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files are created as a result of a complaint or other actions which result in an investigation by the police department. This is the central case file for all cases handled by the agency. Information may include name of individual attested or involved in the incident, nature of offense, and officer's written agency.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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 until Microfilming and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Vernal (Utah). Police Department

**SERIES:** 81258

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(continued)

**SECONDARY DESIGNATION(S):**

Public