

Retention and Classification Report

Agency: Sanpete County (Utah). County Sheriff (2436)

1500 South Hwy 89
PO Box 130
Manti, UT 84642
435-835-2191

Records Officer: _____

21190 Jail bookings

AGENCY: Sanpete County (Utah). County Sheriff

SERIES: 21190

3

TITLE: Jail bookings

DATES: ca. 1955-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION:

Permanent. Retain for 8 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 72 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical value as they have genealogical research value.

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(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.