Retention and Classification Report

Agency: Gunnison (Utah). Gunnison Police Department (2502)

38 West Center
PO Box 790
Gunnison, UT 84634
435-528-5532

Records Officer: _____

11838	Accident files
11836	Case files
11837	Daily activity report
11839	Personnel files

AGENCY: Gunnison (Utah). Gunnison Police Department

SERIES: 11838 1
TITLE: Accident files
DATES: undated
ARRANGEMENT: unknown
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 proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public UCA 63G-2-201 (2)

SECONDARY DESIGNATION(S):

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

AGENCY: Gunnison (Utah). Gunnison Police Department

SERIES: 11836 3
TITLE: Case files
DATES: undated
ARRANGEMENT: Numerical by case number
DESCRIPTION:

These case files are created as a result of a complaint or other actions being investigated by the police department. They are the central case files for all cases handled by agency. Case files are usually filed numerically by case number. It is recommended files be separated by case type providing ease in the weeding of files. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Gunnison (Utah). Gunnison Police Department

SERIES: 11836
TITLE: Case files

(continued)

SECONDARY DESIGNATION(S):

Controlled.	UCA 63G-2-304
Protected.	UCA 63G-2-305 (8,9,10,16,17)

AGENCY: Gunnison (Utah). Gunnison Police Department

SERIES: 11837 3
TITLE: Daily activity report
DATES: undated
ARRANGEMENT: unknown
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.

PRIMARY DESIGNATION:

Public UCA 63G-2-201 (2)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (d,e)
Protected. UCA 63G-2-305 (8,9,10)

AGENCY: Gunnison (Utah). Gunnison Police Department

SERIES: 11839 3
TITLE: Personnel files
DATES: undated
ARRANGEMENT: unknown
DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

AGENCY: Gunnison (Utah). Gunnison Police Department

SERIES: 11839
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private	UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public.	UCA 63G-2-301(1)(b)
Controlled.	UCA 63G-2-304
Protected.	UCA 63G-2-305(9)