

Retention and Classification Report

Agency: Daggett County (Utah). County Sheriff (2529)

95 N. 1st W.
PO Box 219
Manila, UT 84046
435-784-3255

Records Officer: _____

13120	Felony investigation case files
17555	Jail bookings

AGENCY: Daggett County (Utah). County Sheriff

SERIES: 13120

3

TITLE: Felony investigation case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and 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 Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Daggett County (Utah). County Sheriff

SERIES: 17555

3

TITLE: Jail bookings

DATES: 1985-

ARRANGEMENT: Alphabetical by name

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:

Retain permanently

DISPOSITION:

May 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Private