

Retention and Classification Report

Agency: Ogden (Utah). Ogden Police Department (2956)

2186 Lincoln Avenue
Ogden, UT 84401

Records Officer: _____

25404	Evidence log
28392	Fingerprint cards

AGENCY: Ogden (Utah). Ogden Police Department

SERIES: 25404

3

TITLE: Evidence log

DATES: 1956-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION:

Retain for 10 year(s) after case is closed

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 if not part of case file and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).

PRIMARY DESIGNATION:

Protected

AGENCY: Ogden (Utah). Ogden Police Department

SERIES: 28392

3

TITLE: Fingerprint cards

DATES: 1890-

ARRANGEMENT:

DESCRIPTION:

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on historical and research value of fingerprint cards for a particular period of time.

AGENCY: Ogden (Utah). Ogden Police Department

SERIES: 28392

TITLE: Fingerprint cards

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private.

This series contains Social Security numbers that should be considered private under Utah Code 63G-2-302.