Retention and Classification Report

Agency: Central Utah 911 (3526)

3047 North 400 West
Spanish Fork, UT 84660
801-794-4000

Records Officer: _____

27586	Computer aided dispatch system files
27585	Dispatch recordings

AGENCY: Central Utah 911

SERIES: 27586 1
TITLE: Computer aided dispatch system files
DATES: 2009-
ARRANGEMENT: Chronological by date and time, thereunder by name, and then by case number
DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes incident type, including the date, type of request, location, name of employee receiving the request, service that was dispatched, wreckers, and impounds,names of callers, address, condition of patient, status of incident etc.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

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

AGENCY: Central Utah 911

SERIES: 27585 1
TITLE: Dispatch recordings
DATES: 2009-
ARRANGEMENT: By Date and Time recordings started and ended
DESCRIPTION:

These are digital recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. The recordings document the actions of dispatch personnel and public safety responders. Recordings are stored digitally with redundant backup for safety and security. Digital recordings are automatically deleted after one year unless the recordings contain information requested by attorneys, user agencies or internal determinations. Retention on these recordings will be locked and the recordings will not be deleted until the need for retention has passed. These recordings may contain information pertaining to patient conditions, situational conditions of public safety officials, response times by public safety officials, actions taken by public safety officials, general public names, dates of birth, address, phone numbers, etc. These recordings are maintained on the Equature recording system located at the Utah Valley Dispatch Center.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Compact disc: For records beginning in 2009 through 2012. Retain in Office for 30 days and then destroy.

Sound recordings: For records beginning in 2013 and continuing to the present. Retain in Office for 30 days and then erase.

AGENCY: Central Utah 911

SERIES: 27585
TITLE: Dispatch recordings

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected 63G-2-305

SECONDARY DESIGNATION(S):

Public