

# Initial contact reports (GRS-1107)

## Utah General Retention Schedule

### Description

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (Utah Code 63G-2-103(14)(a)(i-iv)(2015)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see the state general retention schedule for Arrest Records, SG 17-6.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Categories

Municipality

Police Department

### Effective

12/1997

### Previous Schedule Number

MUN-21-63