

## Retention and Classification Report

**Agency:** Clearfield (Utah). Clearfield Police Department (206)

55 South State Street  
Clearfield, UT 84015  
801-5252812

**Records Officer:** \_\_\_\_\_

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23203	Annual reports
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**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23154

1

**TITLE:** Accident reports

**DATES:** 1995-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 4.50 cubic feet.

**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.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt UCA 41-6-40; UCA 63G-2-305 (38)(2008)

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23203

3

**TITLE:** Annual reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23153

3

**TITLE:** Arrest reports

**DATES:** 1995-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Arrest records, GRS-2028.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23153

**TITLE:** Arrest reports

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302 (1)(f),(h)(2000; UCA 63G-2-302 (2)(a),(d)(2008)

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23130

1

**TITLE:** Criminal history log

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-10-202 (2011).

**RETENTION:**

Retain for 1 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 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23204

1

**TITLE:** Department scrapbooks

**DATES:** 1975-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Photographs: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23135

1

**TITLE:** Dispatch logs

**DATES:** 1999-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 names of personnel working, traffic stops, calls for service generated, time, shift, and a summary of daily events. In some offices, the record is only maintained as a computer file.

**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:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23132

1

**TITLE:** Dispatch tape recordings

**DATES:** 2000-

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

**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:**

Sound recordings: Retain in Office for 30 days and then erase.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1)(f)(h)(2008)

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23152

3

**TITLE:** Driving under the influence (DUI) reports

**DATES:** 1995-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223 (5) (2011)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Dui (driving under the influence) reports, GRS-332.

**AUTHORIZED:** 11-26-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

Video recordings master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23152

**TITLE:** Driving under the influence (DUI) reports

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1)(b),(f),(h)(2008); UCA 63G-2-302 (2)(a),(d)(2008)

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23164

3

**TITLE:** Evidence disposition records

**DATES:** 1995-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

**RETENTION:**

Retain for 10 year(s)

**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 and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23163

3

**TITLE:** Homicide and theft of public funds case files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23163

**TITLE:** Homicide and theft of public funds case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (9),(13)(2008)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(f); UCA 63G-2-302 (2)(a)(2008)

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 6660

4

**TITLE:** Incident reports

**DATES:** i 1971-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense 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 Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 5 years and then destroy.

Microfilm duplicate: For records beginning in 1971 through 1976. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 6660

**TITLE:** Incident reports

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23131

3

**TITLE:** National Crime Information Center (NCIC) records

**DATES:** 1997-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule National crime information center (ncic) records, GRS-355.

**AUTHORIZED:** 01-27-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23066

3

**TITLE:** Pawn shop receipts

**DATES:** 1998-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, merchandise type, serial number, and item description.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23133

1

**TITLE:** Questionable cases dispatch recordings

**DATES:** 1999-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are audio cassette tapes containing portions of the Dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing telephone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.

**RETENTION:**

Retain for 2 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Audio cassettes: Retain in Office for 2 years after case has been resolved and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23129

1

**TITLE:** Sex offender files

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 76-5-404.1 (2007))

**RETENTION:**

Retain for 10 year(s) or for 0

**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 10 years or until person moves from jurisdiction. and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23129

**TITLE:** Sex offender files

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 77-27-21.5

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 24852

1

**TITLE:** Teletypes

**DATES:** 2002-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These documents contain information received from or disseminated to various law enforcement agencies through the teletype system.

This information network notifies law enforcement agencies of crimes, lost property, wanted suspects, arrests, missing persons, runaways, etc.

**RETENTION:**

Retain for 1 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 1 year or until obsolete, administrative need ends, expunged, and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Administrative

**PRIMARY DESIGNATION:**

Protected      Records if disclosed would jeopardize the security of a correctional facility

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 22992

1

**TITLE:** Traffic citations

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

**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:**

Paper copy: Retain in Office for 2 years and then destroy.

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
UCA 77-9-19 (2000)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 22992

**TITLE:** Traffic citations

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(h) (2008)



**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23275

3

**TITLE:** Uniform Crime Report files

**DATES:** 1999-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain copies of a monthly statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23275

**TITLE:** Uniform Crime Report files

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 53-5-206 (2008).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 23134

1

**TITLE:** Wrecker service records

**DATES:** 1999-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, telephone number, address dispatched to, date, time, and identification number of person making call.

**RETENTION:**

Retain for 1 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 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Clearfield Police Department

**SERIES:** 26004

3

**TITLE:** Youth Court case files

**DATES:** 2003-

**ARRANGEMENT:** Chronological by date, thereunder alphabetical by offender name.

**DESCRIPTION:**

These case files document cases handled by the Youth Court in Clearfield. The Youth Court is a peer review court designed to handle first time juvenile offenders rather than having them handled through the Juvenile Court system. The cases files include: citations, intake forms, incident reports, contract/community service forms, essays, and administration fee receipts.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private