

## Retention and Classification Report

**Agency:** Davis County (Utah). County Sheriff (262)

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

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**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18891

3

**TITLE:** Accident reports

**DATES:** 1960-

**ARRANGEMENT:** Chronological, thereunder numerical by accident report number

**DESCRIPTION:**

These files document traffic accidents investigated by the sheriff's office. 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.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle accident reports, GRS-317.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Exempt 41-6a-402

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 17921

3

**TITLE:** Booking photographs

**DATES:** 1967-1995

**ARRANGEMENT:** Numerical by booking number.

**DESCRIPTION:**

These are photographs and descriptions of arrested individuals which provide complete name, alias, physical description, date of arrest, and offense committed. Booking information and index may be included.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

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: For records beginning in 1967 through 1995. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of individuals booked in the county jail as well as documentation of the operation of the County Sheriff's Office.

**RETENTION JUSTIFICATION:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 17921

**TITLE:** Booking photographs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18872

3

**TITLE:** Cell inspection log

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This jail commander oversees and logs weekly inspections of the jail. Inspections include identification of problems, contraband, safety, and security. Information includes the inmate's name, cell mate's name, cell location, names of deputies checking inmate in and out. Inspection logs report any discoveries and identify existing damage.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident and premises inspection records, GRS-2407.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private 63G-2-302(2)(d)

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18863

1

**TITLE:** Classification case files

**DATES:** 1972-

**ARRANGEMENT:** Alphabetical by inmate name

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files track actions taken while inmates are incarcerated in the Davis County jail. They are used to determine placement of inmate in appropriate housing and working situations. They include all forms and paperwork dealing with the inmate while incarcerated. The information also includes inmate name and number, booking number, date, sentence (beginning date and length), recommended classification, code and charge if inmate is not charged for offenses in jail, and work schedule. Records may also include request and grievance forms. All other forms beginning 2012 are maintained independent of the Classification Case Files.

**RETENTION:**

Retain for 7 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 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18863

**TITLE:** Classification case files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(d)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.



**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 17466

3

**TITLE:** Commitment and release orders

**DATES:** undated

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are the orders to commit persons to or release from the county jail. They include defendant's name, commitment order number or release number, order date, court, offense charged, imprisonment term and/or conditions (i.e., payment of specific bail or fines), judge's signature, and date received by sheriff's office.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Commitment orders, GRS-324.

**AUTHORIZED:** 09-30-2019

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until administrative need ends and then delete.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18876

3

**TITLE:** Corrections policy and procedures manual

**DATES:** 1980-

**ARRANGEMENT:** Numerical by policy number

**DESCRIPTION:**

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).

**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.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(2)(a)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(12)

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 26109

3

**TITLE:** Court security checklists

**DATES:** 1991-

**ARRANGEMENT:** Chronologically by date.

**DESCRIPTION:**

These records are a daily checklist ensuring proper security procedures have been met at court building with cities who have contracted for Sheriff security services. The checklist identifies all items which need to be secured and maintains an accountability of the coverage of each shift.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30268

1

**TITLE:** Crime Lab internal audit record

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30267

1

**TITLE:** Crime Lab logs

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18885

3

**TITLE:** Criminal history records

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

Computer data files: Retain in Office for 75 years and then transfer to State Archives with authority to weed.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18885

**TITLE:** Criminal history records

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30627

3

**TITLE:** Criminal record cards

**DATES:** c. 1960-c. 1985

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

Series contain individual cards documenting the criminal history of individuals arrested by the Davis County Sheriff's Department. Records contain personal information of arrestee, including name, birth date physical description, and occupation. Record also contains date of arrest, offense and case disposition.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have legal value(s).

Value of records is based on their usefulness for carrying out the agency's current business. and may contain index information that can help provide access to permanent mugshot records.



**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30627

**TITLE:** Criminal record cards

(continued)

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2)(2023).

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(c)(2023).

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 17483

3

**TITLE:** Daily activity report

**DATES:** 1991-

**ARRANGEMENT:** Chronological by date and time

**DESCRIPTION:**

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule First responder activity records, GRS-2025.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 25161

3

**TITLE:** Davis County jail program provider records

**DATES:** 2001-

**ARRANGEMENT:** Alphabetical by provider's name, thereunder chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This series consists of applications completed by program providers (e.g, instructors, directors of church service) to gain security clearance in the county jail. The records include a signed agreement and a release form for the Sheriff's Office containing the applicant's name, social security number, driver's license number, criminal history, and signature.

**RETENTION:**

Retain for 1 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after final action and then destroy.

Computer data files: Retain in Office for 7 years after final action.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based solely on the administrative and legal needs expressed by the agency.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 25161

**TITLE:** Davis County jail program provider records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18886

1

**TITLE:** Dispatch logs

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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, time, shift, and a summary of daily events. In some offices the record is only maintained as a computer file.

**RETENTION:**

Retain for 5 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 5 years after until administrative need ends and then delete.

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10)(2023).

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18887

3

**TITLE:** Dispatch Recordings

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are twenty-four-hour digital recordings of incoming and outgoing phone or radio calls made to and from the dispatch office. They are used to document the actions of dispatch personnel. Portions of the tapes concerning questionable cases may be transferred to discs and become part of the investigative file.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Dispatch and patrol records, GRS-2027.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private schedule 16-15

**SECONDARY DESIGNATION(S):**

Protected. UCA 63-2-305(10)

Public. Conditional upon review by Davis County legal counsel.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30261

1

**TITLE:** Dispatch recoding dissemination log

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 26461

1

**TITLE:** Emergency operations plan

**DATES:** 2003-

**ARRANGEMENT:** None

**DESCRIPTION:**

The Davis County emergency operations plan was created with federal oversight. It provides county response guidelines for major incidents and emergencies including mitigation measures. It contains the home phone numbers of first responders and elected officials. It contains the outlines of critical infrastructures.

**RETENTION:**

Retain until administrative need ends

**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 until revised and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (11)(12)



**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18889

3

**TITLE:** Fingerprint cards

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by surname

**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:**

Retain for 75 year(s) or for 0

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 75 years or until subject's confirmed death or card superseded and then destroy.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18889

**TITLE:** Fingerprint cards

(continued)

**PRIMARY DESIGNATION:**

Protected

UCA 63-3-304(9)

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 26107

3

**TITLE:** Head count reports

**DATES:** 1991-

**ARRANGEMENT:** Chronologically by date and time.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This report verifies that an inmate was physically in the housing unit/jail and accounted for at time of head count. If the inmate was not present, the report provides an explanation of approved whereabouts. Reports contain inmate's name, booking number, and housing area.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30258

3

**TITLE:** Homicide, violent felonies and sex crime Investigation Files

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**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:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18868

3

**TITLE:** Inmate commissary account records

**DATES:** 1970-

**ARRANGEMENT:** Numerical by inmate number

**DESCRIPTION:**

These records provide an accounting of individual prisoners funds maintained by the jail for use by prisoners. They usually include the prisoner's booking number, date, and deposits and withdrawals.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate commissary accounts, GRS-343.

**AUTHORIZED:** 12-01-1991

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(d)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30259

1

**TITLE:** Inmate disciplinary hearing notification records and reports

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 27739

3

**TITLE:** Inmate medical records

**DATES:** 1999-

**ARRANGEMENT:** Alphabetically by last name.

**DESCRIPTION:**

These records are created to record medical actions that occur with inmates in the County jail. These files are the complete medical records for all prisoners. They may include prescriptions authorized, a log for all doctor or hospital visits, inmates' medical complaints, and other medical information. Medical information can also include psychiatric, or psychological data about the inmate.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

**AUTHORIZED:** 01-10-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 27739

**TITLE:** Inmate medical records

(continued)

**PRIMARY DESIGNATION:**

Private 63G-2-302(b)

**SECONDARY DESIGNATION(S):**

Controlled. 63G-2-304(1)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.



**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 24281

3

**TITLE:** Inmate phone service records

**DATES:** 1998-

**ARRANGEMENT:** Chronological by date and time, thereunder alphabetical by inmate's name

**DESCRIPTION:**

These are the transcripts and recordings of outgoing telephone calls by Davis County jail inmates. They are used to monitor the activities of inmates to enhance jail security and increase individual safety. They may also be used for ongoing investigations and may include transcripts.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2010

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This disposition is based on the administrative and legal needs expressed by the Davis County Sheriff's Office.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 81753

3

**TITLE:** Inmate property inventory sheets

**DATES:** 1979-

**ARRANGEMENT:** Numerical by booking number

**DESCRIPTION:**

These files contain an accurate record of personal property taken from prisoners for safekeeping until their release from the Davis County Jail. They are used to verify all items stored by the jail were returned to inmates upon their release. These files include inmate's name, booking number, date, time, a listing of personal property items taken for safekeeping, inmate's signature verifying accuracy of listing and that property was returned and in same condition as it was taken.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate property control logs, GRS-2379.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the department and the 2 year statute of limitation period (UCA 78-12-28(1)).

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 81753

**TITLE:** Inmate property inventory sheets

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302(2)(d)(2014)

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 80618

3

**TITLE:** Jail booking files

**DATES:** 1961-2019

**ARRANGEMENT:** Initially chronological by time period, thereunder alphabetical by name. Later numerical by booking number.

**DESCRIPTION:**

These are photographs and descriptions of arrested individuals housed at the Davis County Jail. Records may include complete name, alias, physical description, date of arrest, and offense committed. Booking information and index may be included.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

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 for 2 years and then destroy provided they have been microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office for 75 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

These records are valuable for genealogical and historical research.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 80618

**TITLE:** Jail booking files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(81)(2021)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(10)(2015)  
Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 28424

3

**TITLE:** Jail incidents and disciplinary reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

These records contain disciplinary reports regarding incidents that occur in the Davis county jail involving inmates and jail personnel. The records are used to document any disciplinary actions taken regarding these incidents.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after inmate's release and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
These records chronicle the history of inmates and can be referenced for paroles, etc.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 28424

**TITLE:** Jail incidents and disciplinary reports

(continued)

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18856

3

**TITLE:** Jail logs

**DATES:** 1970-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These logs document the daily accounting of all prisoner activities. They include the prisoner's name and number, date, time, activity, and reporting deputy's ID number.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prisoner activity records, GRS-350.

**AUTHORIZED:** 07-29-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d)(2014)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(11),(12)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.



**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 26739

3

**TITLE:** Jail video surveillance records

**DATES:** 2002-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These twenty-four hour motion-activated recordings are used to maintain surveillance of inmate activities within the jail. They contain footage of all daily inmate activity, orientation, and disturbances. They may also contain physical building orientation and security practices.

**RETENTION:**

Retain for 30 day(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surveillance recordings, GRS-2021.

**AUTHORIZED:** 02-23-2021

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 30 days and then delete provided no suspicious activity recorded on the tape.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt UCA 63G-2-106

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 18858

3

**TITLE:** Jail visitor logs

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document visitors to the county jail facilities. Records may include the date, time, visitors' names, and name of inmate visited.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Secure area access logs, GRS-2020.

**AUTHORIZED:** 09-03-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d) (2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2019.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30270

1

**TITLE:** Level II Search Request and Authorization records

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30269

1

**TITLE:** Med Check Out Log for paramedics

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30257

3

**TITLE:** Misdemeanor and felony investigation files

**DATES:** 2020-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records.

**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:**

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private

Public

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 28092

3

**TITLE:** Mobile audio visual device records

**DATES:** ca. 2001-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Records document the actions of officers on duty as well as the behavior of any person encountered. Only recordings not categorized in the system are included in this series. Recordings of potential incidents are part of a separate series. Records document the actions of dispatch and law officers on duty.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Dispatch and patrol records, GRS-2027.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 6 months and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 28092

**TITLE:** Mobile audio visual device records

(continued)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(10)(a)(c)(2015)

Private. Utah Code 63G-2-302 (1)(b)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 27491

3

**TITLE:** Mobile data terminal communications

**DATES:** 2004-

**ARRANGEMENT:** Alphabetical by log in name, then chronological

**DESCRIPTION:**

The MDT's are used to send data to the officers in the field such as daily interdepartmental communications and sensitive data instead of using the radio. These records contain instant messaging such as memos, sensitive information and data, and everyday common communication similar to telephones. Records can contain personal and medical information on individuals.

**RETENTION:**

Retain for 3 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government routine administrative correspondence, GRS-1760.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected 63G-2-305(22) & (9)(a)



**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30263

1

**TITLE:** Quarterly facility inspections

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 26108

3

**TITLE:** Security incident reports

**DATES:** 1991-

**ARRANGEMENT:** Chronologically by year and thereunder numerically by administrative identifying number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports document incidents that occurred in the court room or in the court building in general. Information on the form includes name of suspect, date, time, location, description of incident, witnesses and name of officer submitting report.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 26108

**TITLE:** Security incident reports

(continued)

**SECONDARY DESIGNATION(S):**

Protected. (UCA 63G-2-305 (10)(11))

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30265

1

**TITLE:** Sheriff's Complex preventative maintenance records

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30264

1

**TITLE:** Sheriff's Complex work orders

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 28234

3

**TITLE:** Sheriff's policy and procedure files

**DATES:** 1980-

**ARRANGEMENT:** numerical by policy number

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
To Meet Federal or State Law Requirements  
To Support Administration of Justice and Public Safety

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 28234

**TITLE:** Sheriff's policy and procedure files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10),(11),(12)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 27241

3

**TITLE:** Sheriff's sales records

**DATES:** 1973-

**ARRANGEMENT:** Chronological thereunder numerical by identification number.

**DESCRIPTION:**

These records are the paper trail for all real and personal property which is sold by the sheriff's department. Records provide accountability for the final disposition of this property. The records include the final stage of the writ of execution and praecipe for property that comes into the county's possession and then goes on sale, including unclaimed property from the crime lab. Information can include property description and address, sheriff's certificate of sale, sheriff's return of service on either real or personal property, notice of sale to newspapers, sheriff's deeds, names of litigants, attorneys, case titles, judgment, dates and other information about the sale.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Sheriff sales docket, GRS-361.

**AUTHORIZED:** 12-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 27241

**TITLE:** Sheriff's sales records

(continued)

**APPRAISAL:**

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

These records have indefinite administrative and legal value documenting property ownership.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30266

1

**TITLE:** Tow Rotation Applications and supplemental records

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 20075

3

**TITLE:** Traffic citation and officers notes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a copy of a citation issued by the sheriffs' deputies to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, deputies' name, and signature of person receiving citation. This includes traffic citations not filed with the court.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Traffic citations, GRS-365.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 20075

**TITLE:** Traffic citation and officers notes

(continued)

**SECONDARY DESIGNATION(S):**

Protected. officer's notes (UCA 63G-2-305(9))

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 20073

3

**TITLE:** Uniform crime report files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

These monthly report summarizes statistically crimes committed in Davis County. It is submitted quarterly to the State Bureau of Criminal Identification (BCI). It includes two reports - Return A, a monthly return of known offenses, its supplement on property stolen or recovered and a classification of offenses (by age, sex, race, and ethnic origins of persons arrested). The reports include the reporting month and year, agency name and code, classification of offense (e.g., homicide, forcible rape, etc), number of offenses reported or known to police, number of unfounded, false or baseless complaints, number of actual offenses, total offenses cleared by arrest or exceptional means, number of clearances involving only persons under eighteen, property stolen and recovered by type and value, momentary value of property stolen in your jurisdiction and recovered; statistics on persons arrested by age, race, sex, and ethnic origin.

**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:**

Computer data files: Retain in Office until administrative need ends and then delete.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 20073

**TITLE:** Uniform crime report files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30260

1

**TITLE:** Watch/Shift Commander log

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Davis County (Utah). County Sheriff

**SERIES:** 30262

1

**TITLE:** Weekly jail facility inspections

**DATES:** 2020-

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**