

Retention and Classification Report

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

800 West State Street
P.O. Box 618
Farmington, UT 84025
801-451-4100

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: 20003

1

TITLE: Accounts payable

DATES: undated.

ARRANGEMENT:

DESCRIPTION:

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain for 4 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 4 years and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20002

1

TITLE: Accounts receivable

DATES: undated.

ARRANGEMENT:

DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

RETENTION:

Retain for 4 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 4 years and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 22990

3

TITLE: Alien enemy registration forms

DATES: 1940-1945.

ARRANGEMENT: By document type

DESCRIPTION:

This series contains alien enemy registration forms assembled by the Davis County Sheriff during World War II. The forms document individuals and families of Japanese descent living in Davis County from 1940-1945. The forms include the following types of information: household head's name and address, landlord or employer's name and address, family members' names, birth dates, birth places and registration numbers, as well as the number and types of firearms and ammunition belonging to each individual or family. A number of composite listings are also included in the series, detailing many of the same individuals and types of information as the registration forms.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years after being microfilmed and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

This series provides information on individuals of Japanese descent living in World War II America. It is of potential interest to historical researchers and genealogists.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 22990

TITLE: Alien enemy registration forms

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20000

3

TITLE: Ambulance daily log

DATES: 2010.

ARRANGEMENT:

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 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:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. medical information

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18895

3

TITLE: Ambulance incident report

DATES: 1980-2020.

ARRANGEMENT: Chronological, thereunder numerical by report number

DESCRIPTION:

These report forms record both statistical and patient information on all EMS calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1995)), and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Utah emergency medical services (ems) incident report, GRS-465.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18894

3

TITLE: Ambulance records

DATES: 1980-2010.

ARRANGEMENT: Chronological, then alphabetical by patient's name

DESCRIPTION:

These are billings for transporting patients treated by Emergency Medical Services (EMS) personnel. Patients are billed ambulance costs for transporting to hospital facilities. They include account number, incident number, service date and time, patient information, insurance information, next of kin information, information on responsible party, services provided and charges, signature authorizing insurance payments, and signature of patient or next of kin recognizing financial responsibility.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Emergency services billings, GRS-468.

AUTHORIZED: 01-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18880

3

TITLE: Arrest reports

DATES: 1920-2018.

ARRANGEMENT: Chronological, thereunder by arrest number

DESCRIPTION:

These are forms used to report arrests made by the sheriff's office. They usually include complete information and description of person arrested, date, arrest time, charges, description of offense, witnesses, and name of officer(s) making arrest. Sometimes arrest and booking reports are one form.

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.

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(9) (10)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18892

3

TITLE: Bail release forms

DATES: 1980-2020.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a form completed by the county bail commissioner indicating the payment of bail, providing for the payment and allowing for the release of prisoner. "The county executive . . . may appoint one or more responsible and discreet members of the sheriff's department . . . as a bail commissioner . . . have authority to fix and receive bail for persons arrested in the county for misdemeanors under laws of the state; or for violation of county ordinances" (UCA 17-32-1 (1995)). This form may also be considered as an agreement to appear for trial if prisoner is released on own recognizance. One copy is kept with prisoner's packet, one copy is sent to clerk of the court or pre-trial services, and one is sent to 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 Bail commissioner's release form, GRS-319.

AUTHORIZED: 12-01-1991

FORMAT MANAGEMENT:

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18892

TITLE: Bail release forms

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18850

3

TITLE: Booking case files

DATES: 1972-2010.

ARRANGEMENT: Alphabetical by inmate name

DESCRIPTION:

These are records maintained by the jail administration to document the behavior and actions of inmates incarcerated in the county jail. They include the following forms: booking information sheets, disciplinary hearing notification and record, probable cause affidavit, property issue card, property sheet/arrest information, court release, warrants, and court correspondence. These files include booking number, inmate name, alias, address, telephone number, date of birth, sex, physical description; date, time, and location of arraignment; date and time booked; name of officers' booking, taking fingerprints, and photographs; sheriff's office number; emergency data; charge information; warrant number; remarks; bail; disciplinary hearing information if inmate charged for activities in jail; property assigned to inmate; personal property received at booking; and release form.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then 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: 18850

TITLE: Booking case files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

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: 18893

3

TITLE: Case reports

DATES: 1970-2020.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These are reports of crimes and other cases investigated by the sheriff's office. 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. Initial Contact Reports may be included in Case Reports, and usually include complete information and description of person arrested, date, arrest time, charges, description of offense, witnesses, and name of officers(s) making arrest. The Supplemental Continuation Reports are used to provide additional information concerning a sheriff's investigation. The reports are usually filed by case number and frequently are a part of case file. It is also called Incident Report or Offense Report.

RETENTION:

Retain for 75 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 75 years and then destroy.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18893

TITLE: Case reports

(continued)

PRIMARY DESIGNATION:

Protected

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

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2020.

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: 30626

3

TITLE: Complaint Records

DATES: 1972-1987.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Complaint records are a daily register of incidents and offenses kept by the Davis County Sheriff. Records may include Case number, date reported, time reported, offense type, circumstances, address of offense and officer assigned.

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 historical value(s).
Document processes of the Davis County Sheriff's Department.

PRIMARY DESIGNATION:

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30626

TITLE: Complaint Records

(continued)

SECONDARY DESIGNATION(S):

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

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: 26114

3

TITLE: Court commitment logs

DATES: 1991-2019.

ARRANGEMENT: Alphabetically by surname and thereunder chronologically by date of receipt.

DESCRIPTION:

These records are a log of individuals who are either in the jail, or have been sentenced to serve time. The log includes name, date received, district court and court case number, type of paper work issued, commitment, bail commitment, holds, furloughs, releases, evaluations, and transfers to the work center.

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: 04/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

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: 18888

3

TITLE: Driving under the influence (DUI) reports

DATES: 1980-2019.

ARRANGEMENT: Alphabetical by surname

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 afater the date of arrest and service of notice" (UCA 53-3-223(5) (1995)). 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.

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: 25162

3

TITLE: Electronic home detention program records

DATES: 2002-2010.

ARRANGEMENT: Alphabetical by client's name

DESCRIPTION:

These are agreements between the Sheriff's Office and the Electronic Home Detention (EHD) Program clients. They are used to obligate the client to obey the program rules and to pay the required fees. They also provide the necessary information to monitoring officers on the clients' movements and activities.

These agreement packets contain a series of forms which include an employment verification and work schedule, transportation and religious information, a signature and date is included on each document.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after release of client and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9), 63G-2-305(11)

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: 26120

3

TITLE: Farmington court control room log

DATES: 1991-2019.

ARRANGEMENT: Chronologically by date and time.

DESCRIPTION:

This log chronicles each deputy's check-in and check-out time each day at the Farmington Court. It 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:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

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: 29696

3

TITLE: Historical jail booking logs

DATES: 1978-1999.

ARRANGEMENT: Chronological by booking date.

DESCRIPTION:

These records contain a summary log of all individuals booked into the Davis County Jail. Logs may include arrest or booking number, date of jail booking, name of arrestee and any known aliases, arrestee address, their sex, race, age and place of birth, occupation, number of previous arrests and any identifying features. Log may also include notes about arrest summons or notices, the offense charges, facts of the arrest including time, place and officers involved and the final disposition of the case.

RETENTION:

Retain permanently

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 1978 through 1999. Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have significance as a tool to help identify individuals pictured in the booking photographs contain in State Archives records series 17921 and to locate booking files. The summary data contained in log also provides useful information about the arrestee, including date of birth, home address, identify features and occupation. If at some point an index to bookings were created, the permanent value of these records could

AGENCY: Davis County (Utah). County Sheriff

SERIES: 29696

TITLE: Historical jail booking logs

(continued)

be re-evaluated.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2020)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2020)

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: 18854

1

TITLE: Inmate court release orders

DATES: 1991-2016.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are the court orders for the release of persons committed to the county jail. They include the defendant's name, order date, court, any conditions for release (i.e., date and time of release), and judge's signature.

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 release is served, original is returned to court and then destroy provided action recorded in the criminal history file.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20006

1

TITLE: Inmate disciplinary hearing notification records

DATES: 1994-2019.

ARRANGEMENT: Alphabetical by inmate name

DESCRIPTION:

These form is used to inform the inmate of hearings before a disciplinary board and to summarize the hearing. They include inmate number, inmate name, housing unit, booking number, incident date and time, hearing date and time, violations charged, inmate's response (i.e., will/will not appear, waive right to advance notice, waive disciplinary hearing, right to consult with counsel), inmate's signature, date and time, deputy delivered notice, date and time, hearing record (date and time, whether inmate present, reason for inmate's absence (if applicable), hearing board (names of hearing officers and members), names of witnesses called, comments, findings, hearing officer's signature, board member signature, and date.

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.

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: 7130

3

TITLE: Investigation case files

DATES: 1973-2021.

ARRANGEMENT: Numerical by file number.

DESCRIPTION:

These are case files created as a result of a complaint or other actions with resulting investigations by the Davis County Sheriff's Office. They are the central case case files for all cases handled by the agency. The files may include an incident report, officer's written report, related correspondence, photographs, etc.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

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:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 7 years after case closed and then destroy.

APPRAISAL:

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 7130

TITLE: Investigation case files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2022.

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: 30827

3

TITLE: Jail record

DATES: 1974-1995.

ARRANGEMENT: Chronological by received date.

DESCRIPTION:

This series contains log books kept by the Davis County Jail, which document the receipt of individuals arrested and kept in the jail facilities. Information in the records includes the name of the person arrested, date received at the jail, charge, disposition of the case, a release date and the name of the sentencing judge.

RETENTION:

Retain permanently

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records document information about people confined in the Davis County Jail and may provide information for related series of jail booking photographs.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30827

TITLE: Jail record

(continued)

PRIMARY DESIGNATION:

Public

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

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: 18878

3

TITLE: Job descriptions

DATES: 1980.

ARRANGEMENT: Numerical by job code

DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public UCA 63G-2-301(1)(b)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

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: 13046

3

TITLE: Metropolitan narcotics and dangerous drug enforcement and prevention task force

DATES: 1974-2020.

ARRANGEMENT: none

DESCRIPTION:

These records include a description of the organization of the task force, proposed budget, and supporting data for the creation of the task force. Information includes areas to be targeted and a proposed timetable for task force initiatives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Microfilm master: Retain in Office for 4 years and then destroy.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30629

3

TITLE: Miscellaneous administrative records

DATES: 1947-1962.

ARRANGEMENT: None.

DESCRIPTION:

This series contains various logs representing the administrative work of the Davis County Sheriff's Department. Records include a return of service log book, documenting fees collected for serving legal notices. A jail booking record logging prisoners who were photographed during the booking process, which also contains an health inspection of local dairies, cafes and bakeries. An expense book documenting administrative expenditures, and a prisoner check-out log, which documents prisoners coming and going from the Davis County Jail for court dates, work release, and medical appointments.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

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 historical value(s).

Provide a representative sample of the administrative work done by a county sheriff.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30629

TITLE: Miscellaneous administrative records

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

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: 30824

3

TITLE: Record of arrests

DATES: 1956-1957.

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

This series contains a record of people arrested in Davis County for outstanding warrants. The record includes information about type of warrant issues, name of defendant, type of offense, defendants address, date warrant was served, date warrant was returned, who issued the warrant, who defendant was arraigned before, where they were arrested and any remarks.

RETENTION:

Retain permanently

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series document individuals arrested in Davis County and provide representative documentation of the arrest process for county sheriffs in the state..

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30824

TITLE: Record of arrests

(continued)

PRIMARY DESIGNATION:

Public

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20009

3

TITLE: Records request form

DATES: 1989-2010.

ARRANGEMENT: chronological.

DESCRIPTION:

This form is completed by inmates to request any of their unfavorable records. It includes date requested, requestor's name, division, record(s) needed, number of copies, original required, date required, reason for request (i.e., court, follow up, etc), date records were sent to officer, clerk's initial.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 28560

1

TITLE: Request and grievance forms

DATES: 2012-2019.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These records document communication between inmates and the Jail and Sheriff's Office. Information includes inmate's name and number, as well as the date of submission. These records may also include information regarding commissary accounts, medical concerns, or requests for books or personal items.

Request and grievance forms remain a part of the classification case file for high-security inmates.

RETENTION:

Retain for 7 year(s) after approval of minutes

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 7 years after inmate release date and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(1)(b),(2)(b)(d)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

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: 30628

3

TITLE: Sheriff's call log

DATES: 1978-1980.

ARRANGEMENT: Chronological by date of call.

DESCRIPTION:

This series contains logs of calls taken by the Sheriff's department on behalf of municipalities in the county, and the charges of taking calls.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

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 historical value(s).

Provide a representative sample of the work done by the Sheriff's department on behalf of the municipalities of the county.

PRIMARY DESIGNATION:

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30826

3

TITLE: Sheriff's docket books

DATES: 1925-1962.

ARRANGEMENT: Chronological by warrant service date.

DESCRIPTION:

This series contains dockets kept by the Davis County Sheriff documenting individuals who were arrested in the county. Records contain date arrest warrant was received, date warrant was served, case number, name of offender, the type of offense committed, the offenders sex, nationality, hair color, age, build, height, weight, skin color, complexion, eye color, and occupation. The information also includes the offender's address at the time of arrest and place of birth.

RETENTION:

Retain permanently

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 State Archives permanently.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as representative documentation of arrest procedures employed by sheriff's departments. They also contain personal information about individuals arrested in Davis County.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30826

TITLE: Sheriff's docket books

(continued)

PRIMARY DESIGNATION:

Public

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

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: 26106

3

TITLE: Shift commander daily log and briefing

DATES: 1991-2019.

ARRANGEMENT: Chronologically by date and time.

DESCRIPTION:

A daily record is maintained by each shift commander, with a written summary of daily issues in each pod to be passed on to the next crew. These records contain names of inmates or visitors, and any necessary actions required by jail staff. Sometimes the captain or lieutenant notes special instructions, medical instructions or suicide alerts. Records include the names of officers on duty.

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:

Controlled (UCA 63G-2-304)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 18875

1

TITLE: Shift logs

DATES: 1980-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

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.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(12)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20076

1

TITLE: Shift transaction code summary

DATES: 1991-2019.

ARRANGEMENT: Chronological by date and shift

DESCRIPTION:

This report documents each officer's assignment for each work shift. There are three shifts in a twenty-four hour period. It includes date, shift, assignment code and description, number of officers participating in each assignment, total officer's participating, total male, total female, and inmate status distribution (inmates total, number laundry detail, kitchen detail, janitorial detail, out for court, 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 and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

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: 17484

3

TITLE: Vehicle impound report

DATES: 1970-2019.

ARRANGEMENT: Chronological, thereunder numerical by vehicle identification number

DESCRIPTION:

These reports document motor vehicles impounded by the sheriff's office. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date; the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Impounded vehicles reports, GRS-362.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

AGENCY: Davis County (Utah). County Sheriff

SERIES: 17484

TITLE: Vehicle impound report

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30825

3

TITLE: Warrant of arrest logs

DATES: 1959-1981.

ARRANGEMENT: Numerical by warrant number.

DESCRIPTION:

This series contains logs documenting Davis County Sheriff warrants of arrest. Information in the record includes warrant number, name of defendant, address of defendant, name of judge, date warrant was issued, amount of bail, offense, name of person issuing warrant, and disposition of the case.

RETENTION:

Retain permanently

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the arrest process, along with individuals arrested, and prevalent crimes in Davis County.

AGENCY: Davis County (Utah). County Sheriff

SERIES: 30825

TITLE: Warrant of arrest logs

(continued)

PRIMARY DESIGNATION:

Public

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

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:

AGENCY: Davis County (Utah). County Sheriff

SERIES: 20074

1

TITLE: Weekly jail statistics

DATES: 1981-2019.

ARRANGEMENT: Numerical by inmate number

DESCRIPTION:

This weekly report tracks number, location, and status of inmates housed at county jail. The report includes number inmates by sex and totals where housed, statistics of number of inmates under work-release, pre-trial, sentenced, current population, and held for court.

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:

Protected

SECONDARY DESIGNATION(S):

Public. jail statistics

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.