

# Retention and Classification Report

**Agency:** Juab County (Utah). County Sheriff (560)

425 West Sheeplane Drive  
PO Box 133  
Nephi, UT 84648  
435-623-1480

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

81279	Inmate records and mug shots
29584	Mug shots

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

**SERIES:** 81279

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**TITLE:** Inmate records and mug shots

**DATES:** 1989-

**ARRANGEMENT:** Numerical by inmate number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records support the agency's function to maintain peace and provide equal protection under the law to any person in the agency's jurisdiction. Records document the arrest and booking of individuals, and include the arresting officer's probable cause statement. Information may include the individual's name, physical description, date of arrest, offense committed, finger prints, mug shot, and alias.

**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 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Digital image: Retain in Office for 75 years and then transfer to State Archives.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 81279

**TITLE:** Inmate records and mug shots

(continued)

**APPRAISAL:**

These records have administrative value(s).

These records are of historical interest as they have genealogical research value.

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-310 (2008)

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(10)(2017)

Private.                      Utah Code 63G-2-302(1)(b) and (2)(d) (2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

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

**SERIES:** 29584

**TITLE:** Mug shots

**DATES:** 2007-

**ARRANGEMENT:** Numerical by booking number.

**DESCRIPTION:**

These records contain photographs and descriptions of arrested individuals and may include complete name, alias, physical description, date of arrest, offense committed, and may include booking information.

**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:**

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

**APPRAISAL:**

These records have historical value(s).  
Disposition based on historical value of these records for both genealogical and potential criminology research.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-310 (2008)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(10) (2017)  
Private. Utah Code 63G-2-302(1)(b) and (2)(d) (2017)

**REVIEW AND UPDATE STATUS:**

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