

## Retention and Classification Report

**Agency:** Murray (Utah). Police Department (680)

5025 South State Street, Suite 206  
P.O. Box 57520  
Murray, UT 84107-0520  
801-264-2673

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

25272      Police case reports

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

**SERIES:** 25272

3

**TITLE:** Police case reports

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

Police case reports including written reports of first contact, who, what, where, when, supplemental and investigative reports. May contain audio and video tapes. These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

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(continued)

**PRIMARY DESIGNATION:**

Protected