# Retention and Classification Report

**Agency:** Ogden (Utah). Fire Department (729)

2186 Lincoln Avenue
Ogden, UT 84401
801-395-8221

**Records Officer:** _____

| | |
|---|---|
| 05317 | Annual reports |
| 21186 | Dispatch tape recordings |

**AGENCY:** Ogden (Utah). Fire Department

**SERIES:** 5317 3
**TITLE:** Annual reports
**DATES:** 1899-
**ARRANGEMENT:** Alphanumerical.
**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Annual reports document agency history and functions. These reports have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Fire Department

**SERIES:** 21186 1
**TITLE:** Dispatch tape recordings
**DATES:** undated
**ARRANGEMENT:**
**DESCRIPTION:**

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

**RETENTION:**

Retain for 30 day(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(c)