

## Retention and Classification Report

**Agency:** Orem (Utah). Department of Public Safety (749)

56 North State Street  
Orem, UT 84057  
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**Records Officer:** \_\_\_\_\_

82984	Accident reports
27448	Animal owner surrenders forms
22078	Fax transitory coversheets
26611	Insurance payoff case files
22079	Liability waiver
22112	Magnetic dispatch tapes
22026	Pawn shop receipts
22092	Police ride along request and waiver form
22076	Public safety records GRAMA request form
26612	Subpoenas for production of evidence files
22017	Traffic accident reports
22080	Uniform crime reports
22090	Waiver disclosure of information record

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 82984

1

**TITLE:** Accident reports

**DATES:** 1982-

**ARRANGEMENT:** numerical by report number

**ANNUAL ACCUMULATION:** 1.10 cubic feet.

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. 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. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6-35 (1997)), and is maintained for seven years.

**RETENTION:**

Retain for 3 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 3 years and then destroy.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 27448

3

**TITLE:** Animal owner surrender forms

**DATES:** 2006-

**ARRANGEMENT:** Chronologically by date and thereunder alphabetically

**DESCRIPTION:**

These records are created to document the intake of animals into the North Valley Animal Shelter and to track where the animals go. The forms are initially filled out when people surrender animals to the shelter. This information is used to assist with the animal's for future placement. In addition to information about the animal, information in the records includes the animal owner's name, home and work phone numbers, address, date of birth, age, and driver's license information.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected 63G-2-305(10 (50) and (51)

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 27448

**TITLE:** Animal owner surrender forms

(continued)

**SECONDARY DESIGNATION(S):**

Private

Public

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22078

3

**TITLE:** Fax transitory coversheets

**DATES:** unknown

**ARRANGEMENT:** Chronological by date sent

**DESCRIPTION:**

These are cover letters or other records attached to publications or other municipal information sent from municipal offices. They normally only indicate that information is being transmitted per request and provide no additional information.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 26611

1

**TITLE:** Insurance payoff case files

**DATES:** 2004-

**ARRANGEMENT:** Chronological by date received.

**DESCRIPTION:**

These files contain information about paid insurance claims on stolen property. When insurance companies pay claims on insured stolen property they file corresponding reports with relevant police departments. The reports document the insurance companies as the new owners of stolen property in the event that a police department recovers the property. Information in the insurance payoff files includes victim's name, address, and phone number as well as complaint number, date, itemized list of stolen items, and amount of loss. It also includes the claim information and name of insurance company.

**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 until administrative need ends or until 1 year, whichever is shorter. and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(51)

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22079

3

**TITLE:** Liability waiver

**DATES:** 1994-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This record is a liability waiver that must be signed by the public when an officer responds to the call of an individual locking his/her keys in the car. This waiver releases the city from liability for damage to the vehicle. It contains the persons name, address, date, time, officer name, and case number.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22112

1

**TITLE:** Magnetic dispatch tapes

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**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 after questionable actions are transferred and then erase.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22026

3

**TITLE:** Pawn shop receipts

**DATES:** 1989-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, merchandise type, serial number, and item description.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22092

3

**TITLE:** Police ride along request and waiver form

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The city of Orem allows citizens to ride along with police officers during duty hours. By signing this form the participant waives any and all rights, claims, or causes of action which might arise against the city of Orem, its liability carrier, and any or all employees on account of his or her participation. It also acknowledges that they assume responsibility for any accident or injury which befall them while so engaged, and forever releases the city, its police department, its liability insurer, and all employees of the city of Orem from any claim, whether it be based upon negligence, inadvertent or unforeseen incidents. The form contains the name, date of birth, age, sex, address, phone number, and if they have been convicted of a crime and if any action is pending against them in court.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22092

**TITLE:** Police ride along request and waiver form

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22076

3

**TITLE:** Public safety records GRAMA request form

**DATES:** unknown

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**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, and/or legal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 26612

1

**TITLE:** Subpoenas for production of evidence files

**DATES:** 2000-

**ARRANGEMENT:** Chronological by date of receipt.

**DESCRIPTION:**

Subpoena requests for records from outside offices (e.g. law offices) often require extensive compilation time, and are often duplicated when two or more parties request the same information (e.g. divorce attorneys). When the office prepares records in response to any subpoena it maintains those records in a reference file for ease of retrieval in the event of another request for the same records. Subpoena requests most often include copies of incident/arrest reports, officer narratives, witness statements, recorded interviews and transcriptions, and photographs.

**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:**

Private UCA 63G-2-301(2)

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22017

1

**TITLE:** Traffic accident reports

**DATES:** 1993-

**ARRANGEMENT:** Chronological, there under numerical by report number

**DESCRIPTION:**

A reportable accident is one that sustains substantial damage exceeding \$1,000 or includes personal injury or death. It includes all of the details pertaining to the accident such as names, places, kinds of vehicles, eye witness accounts, case number, date, time, estimated speed, and all circumstances leading up to the accident. The original copy is sent to the State Department of Public Safety where it is maintained for seven years. A non-reportable accident report is one that results in less than \$1,000 in damages but contains all of the information of the above report. This report is kept in the office for administrative and informational purposes. This file consists of the Drivers Statement, Witness Account of Accident, and Accident Report Log records.

**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:**

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 41-6-42 (2008)

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22080

3

**TITLE:** Uniform crime reports

**DATES:** 1978-

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain copies of a monthly statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

**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:**

Paper: Retain in Agency Record Center until administrative need ends and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt UCA 53-5-206 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**AGENCY:** Orem (Utah). Department of Public Safety

**SERIES:** 22090

3

**TITLE:** Waiver disclosure of information record

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These signed waiver disclosure records are requests which are received from other government entities who are conducting a background investigation for employment. It contains a signature and notarization for the release or disclosure of information.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public