

Retention and Classification Report

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

56 North State Street
Orem, UT 84057
801-229-7070

Records Officer: _____

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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: 84544

3

TITLE: First incident report

DATES: 1979-1985.

ARRANGEMENT: Numerical by incident number

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1986

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22096

3

TITLE: Incident and case reports

DATES: unknown.

ARRANGEMENT: Numerical by case number, thereunder alphabetical by name

DESCRIPTION:

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 reports are usually filed by case number in the computer system and are frequently part of a master file. They are divided into 5 major parts. (1) Header information: which includes department name, case number, nature of event, status, report date, time, arrival, cleared, location, officer name, description of offense, and the initial findings. (2) Persons business information: names, addresses, telephone numbers, age, date of birth, physical description, drivers license number, and employment and social security numbers of suspects, victims, reporting persons, arrested adults and juveniles, witnesses and other individuals involved. (3) Articles of property: type of property, quantity, make, model, color, markings, serial number, and comments. (4) Initial contact report: a brief synopsis of what occurred and charges. (5) Investigative narrative: this portion of the reports goes into a more descriptive detail of the events that occurred. They provide additional information concerning a public safety investigation. They also contain EMS and fire incident informations as the medical/fire services responded.

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:

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 22096

TITLE: Incident and case reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected For that section of the file dealing primarily with the case reports.

SECONDARY DESIGNATION(S):

Public.	For that section of the file that would be considered the initial incident report.
Private.	For personal information contained primarily in the EMS section of the file.
Exempt.	For that section of the report which would be the report of an accident. UCA 41-6-42 (2008)

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: 82985

3

TITLE: Master files

DATES: 1963-2014.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

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 Criminal history records, GRS-2030.

AUTHORIZED: 08-01-2015

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 82985

TITLE: Master files

(continued)

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: 12552

3

TITLE: Police expungement records

DATES: undated.

ARRANGEMENT: Chronological

DESCRIPTION:

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The Utah Bureau of Criminal Identification shall, keep, index and maintain all expunged and sealed records of arrests and convictions (UCA 77-18-2).

RETENTION:

Retain for 80 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 75 years and then destroy.

PRIMARY DESIGNATION:

Protected UCA 77-18-2

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

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: 7144

3

TITLE: Runaway and missing person report signature cards

DATES: 1977-1980.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

This card reports missing persons and runaways and authorizes search. It is used to authorize the return of juveniles and to search for missing adults. This record includes name of officer taking report; case number; name, address, and phone of missing person; date, time, and name of person making report; date and time of disappearance ; description of missing person; indication of other agencies notified; date, time, and person making arrest; date and time subject returned; any additional information; and the signed request of the parent or guardian for the apprehension of a runaway child.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

This retention is based upon the administrative needs of the division and the statute of limitation period (UCA 78-12-38) of seven years.

AGENCY: Orem (Utah). Department of Public Safety

SERIES: 7143

3

TITLE: Stolen vehicle report and owner's signature card

DATES: 1977-1980.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

This card is used to report motor vehicles stolen within Orem City. They are used to keep track of the type of vehicle stolen, name of victim, and whether recovered.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

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:

This retention is based upon the administrative need expressed by the agency and the statute of limitations period of 4 years. The prosecution of a felony must be commenced four years after it is committed (UCA 76-1-302).

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