

Retention and Classification Report

Agency: Provo (Utah). Police Department (807)

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Records Officer: _____

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13502	Animal control reports
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AGENCY: Provo (Utah). Police Department

SERIES: 85127

4

TITLE: Accident reports

DATES: i 1978-1979.

ARRANGEMENT: Numerical by case number or by address of accident

DESCRIPTION:

A copy of a report concerning traffic accidents investigated by police. Report usually includes complete information on all cars and drivers involved in accident, location of accident, damage, causes of accident, date and time, diagram of how accident happend, the description of the accident, and weather conditions. The original report is sent to the Financial Responsibilities Section of the Utah State Department of Public Safety, if damage exceeds \$400, or injury or death occurs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle accident reports, GRS-317.

AUTHORIZED: 04-16-2018

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 State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records are valuable for administrative purposes.

AGENCY: Provo (Utah). Police Department

SERIES: 13502

3

TITLE: Animal control reports

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

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 and then destroy.

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

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

AGENCY: Provo (Utah). Police Department

SERIES: 13502

TITLE: Animal control reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 85117

3

TITLE: Arrest report

DATES: i 1950-1979.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

A form used to report arrests made by the police. Usually includes complete information and description of person arrested, date, time of arrest, charges, description of offense, list of witnesses, and name of officer(s) making arrest. Sometimes the report is a multi-part form, with a copy sent to county jail.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1950 through 1979.
Retain in State Records Center for 5 years and then destroy.

Microfilm master: For records beginning in 1950 through 1979.
Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Provo (Utah). Police Department

SERIES: 17812

3

TITLE: Arrest tickets

DATES: 1951-

ARRANGEMENT:

DESCRIPTION:

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Arrest records, GRS-2028.

AUTHORIZED: 08-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

AGENCY: Provo (Utah). Police Department

SERIES: 17812

TITLE: Arrest tickets

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Initial Contact Report (UCA 63G-2-301(2)(g) (2008))

AGENCY: Provo (Utah). Police Department

SERIES: 85234

3

TITLE: Case files

DATES: i 1968-1975.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

Case files created as a result of a complaint or other actions with resulting investigation by the police department concerned. They are the central case files for all cases handled by the agency. Information may include name of individual arrested or involved in the incident, nature of offense, and officer's written report. Also included may be material and correspondence relating to the investigation and resolution of incident.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1968 through 1975. Retain in State Archives permanently with authority to weed.

AGENCY: Provo (Utah). Police Department

SERIES: 85195

3

TITLE: Case reports

DATES: 1980-

ARRANGEMENT: Numerical by case 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 75 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 75 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years.

AGENCY: Provo (Utah). Police Department

SERIES: 85195

TITLE: Case reports

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Provo (Utah). Police Department

SERIES: 85235

4

TITLE: Certificates

DATES: s 1980.

ARRANGEMENT: Alphabetical by citizen's surname

DESCRIPTION:

A certificate issued by the Police Department that state that the person has no record of criminal conduct or charges within the given jurisdiction.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1980 through 1980.
Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently with
authority to weed.

AGENCY: Provo (Utah). Police Department

SERIES: 83985

3

TITLE: Commitment register

DATES: 1903-1908.

ARRANGEMENT: Chronological by commitment date.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

This is a register of all persons incarcerated in the Provo City Jail. It was used to record the arrest and the imprisonment. Information recorded includes: name of prisoner, physical description, special marks, charge, name of arresting officer, process, date committed, date released, how discharged, and any remarks (i.e., escaped). The volume also contains an index (arranged alphabetically by first letter of the prisoner's surname) with the full name of prisoner and page number. A pamphlet entitled "Traffic Rules and Regulations of Provo City, Utah" is tucked inside the volume.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based on the historical value of these records to document crime and punishment in Utah's communities. Few such registers have survived.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 83986

3

TITLE: Complaint log book

DATES: 1925-1926.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a log of calls received by the police department and a preliminary report on initial investigation. The volume is not identified by title nor headings, but the text contains clues to its identity (i.e., lists of crimes and Provo street addresses). It contains: date, summary of call and initial investigation, name and address of incident, type of incident, license number (when applicable), and initial response.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This retention is based on the historical value of this record to document the action of the Provo police department and the type of crimes committed in the 1920s.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 85231

4

TITLE: Correspondence

DATES: s 1979.

ARRANGEMENT: Chronological

DESCRIPTION:

Incoming and outgoing mail relating to city police functions and matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1979 through 1979.
Retain in State Archives permanently.

AGENCY: Provo (Utah). Police Department

SERIES: 85126

3

TITLE: Driving under the influence reports

DATES: i 1967-1977.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

A three-part state form used for reporting on persons arrested for Driving under the influence of Alcohol. Original is sent to the Driver's License Division. Report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dui (driving under the influence) reports, GRS-332.

AUTHORIZED: 11-26-2018

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1967 through 1977. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in State Records Center for 2 years and then destroy.

Paper: Retain in Office for 2 years and then destroy provided not part of a case file..

AGENCY: Provo (Utah). Police Department

SERIES: 27178

3

TITLE: Expungement Files

DATES: 1960-2019.

ARRANGEMENT: alphabetical

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 sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1997)).

RETENTION:

Retain for 80 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prosecuted felony criminal case files, GRS-2032.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 week and then transfer to State Records Center. Retain in State Records Center for 80 years and then destroy.

APPRAISAL:

These records have legal value(s).

REVIEW AND UPDATE STATUS:

AGENCY: Provo (Utah). Police Department

SERIES: 27178

TITLE: Expungement Files

(continued)

This report was reviewed and updated on 03/2022.

AGENCY: Provo (Utah). Police Department

SERIES: 85232

4

TITLE: Grant applications

DATES: s 1975.

ARRANGEMENT: Chronological

DESCRIPTION:

Social workers for youth services, in conjunction with the police department, draft proposals for specific projects within their jurisdiction. The application will identify the specific problem that the grant would address and continues to explain the project's objective. Budget and supplies as well as evaluation and impact of the grant are also discussed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1975 through 1975.
Retain in State Archives permanently.

AGENCY: Provo (Utah). Police Department

SERIES: 85107

3

TITLE: Incident reports

DATES: i 1973-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

A report of all police calls. Includes location, date, time, type of incident, persons involved, disposition, remarks, officer's name and number, and case number.

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 5 years and then destroy.

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

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(9) (2008)

AGENCY: Provo (Utah). Police Department

SERIES: 17811

3

TITLE: Initial case reports

DATES: 1974-

ARRANGEMENT:

DESCRIPTION:

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest 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 5 years and then destroy provided not part of a case file.

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

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

AGENCY: Provo (Utah). Police Department

SERIES: 17811

TITLE: Initial case reports

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(9) (2008)

AGENCY: Provo (Utah). Police Department

SERIES: 17814

3

TITLE: Offense reports

DATES: 1973-

ARRANGEMENT:

DESCRIPTION:

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.

RETENTION:

Retain for 75 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 75 years and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 53-5-214 (2008)

AGENCY: Provo (Utah). Police Department

SERIES: 13503

3

TITLE: Personnel records

DATES: 1967-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule First responder activity records, GRS-2025.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Microfilm master: Retain in Archives for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 6214

1

TITLE: Police index cards

DATES: 1962-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION:

Retain until administrative need ends

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 and then destroy.

Microfilm master: Retain in Office until administrative need ends.

Microfilm duplicate: Retain in Office for 1 year or until administrative need ends..

AGENCY: Provo (Utah). Police Department

SERIES: 6214

TITLE: Police index cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Provo (Utah). Police Department

SERIES: 6213

1

TITLE: Police records index

DATES: 1967-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION:

Retain until administrative need ends or for 0

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 obsolete, superseded, or administrative value ends and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Provo (Utah). Police Department

SERIES: 2206

3

TITLE: Property reports

DATES: 1984-

ARRANGEMENT: Numerical by property report number

DESCRIPTION:

These are a "proper record" of custodial property that are required to be maintained by peace officers in accordance with UCA 77-24-1.5 (1997). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 01-22-2024

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 10 years and then destroy.

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

AGENCY: Provo (Utah). Police Department

SERIES: 2206

TITLE: Property reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Police Department

SERIES: 17813

1

TITLE: Special investigating task force

DATES: 1974-

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

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

AGENCY: Provo (Utah). Police Department

SERIES: 85119

1

TITLE: Traffic citations

DATES: i 1973; 1978-1980.

ARRANGEMENT: Numerical by citation number

DESCRIPTION:

A copy of a citation issued by police to drivers violating motor vehicle and traffic laws. Generally includes date, time, and location of violation, license number of vehicle, violation code, name of officer, and signature of person receiving citation.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in State Records Center for 2 years and then destroy.