

## Retention and Classification Report

**Agency:** Salt Lake City (Utah). Police Department (1063)

Public Safety Building  
315 East 200 South  
Salt Lake City, UT 84114  
801-535-7272

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

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**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16438

3

**TITLE:** Accidents by intersection report

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphanumerical by location

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a monthly report generated by officers' traffic accident reports listing accidents by intersection. It is used to identify hazardous intersections and to compile annual reports. The report includes location; total number of accidents at intersection; month, day, hour of accident; severity of accident; whether accident occurred in intersection; type of accident; whether traffic violation was involved and case number.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the bureau. Since this report is used in the compilation of the department's annual report it has no additional research value.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7379

3

**TITLE:** Activity report grid maps

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This computer printout contains graphs showing the peak periods for all police related offenses. The printout also provides summaries by crime and grid location.

**RETENTION:**

Retain for 90 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 years and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 90 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This division has determined this information must be maintained for ninety years for long term crime analysis.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7265

3

**TITLE:** Administrative files

**DATES:** 1977-

**ARRANGEMENT:** Alphanumerical by category in calendar year

**DESCRIPTION:**

These are the administrative files of the police department. They include correspondence concerning law enforcement matters, statistical information, reports, and transfer forms. These files fall into two main categories: a) Internal administration or housekeeping records. In general these records relate to the office organization, staffing procedures; day to day administration; and b) records not duplicated elsewhere which document the administration of the chief of police, his policies.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until tenure of Chief of Police and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the division and the historical value of the files. The administrative files of the chief of police are important tools in documenting the activities of the department.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16505

**TITLE:** Aircraft hijacking plan of action file

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain procedures outlined by the Federal Bureau of Investigations for use in case of a aircraft hijacking.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based solely upon the administrative needs expressed by the bureau. The procedures are only maintained until they are superseded. They have no administrative value after they are replaced.

3

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16504

3

**TITLE:** Airline Transportation Association meetings files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain records of the Airline Transportation Association Meetings. The files contain agendas and minutes of meetings. They consist of business dealing with airline security procedures and problems.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau. This minutes are duplicates and are not the record copy.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16506

3

**TITLE:** Alarm enforcement files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by name of business or residence

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain records monitoring burglar alarms of businesses and residences. The files contain related correspondence; statistical information; and a form containing the name of the business or residence, address, phone number; name of alarm company; permit number; and the following information for each alarm ring: date, time of day, day of week, NCIC code, case number, and remarks. They are used to stop unnecessary police response.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after problem corrected and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16442

3

**TITLE:** Alarm permit information

**DATES:** 1987-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are weekly computer printouts having information on burglar alarms. The printout includes address, beat number, grid number, NCIC code number for type of alarm call, name of residence or business owner, date information entered into computer, date changes made, permit number, name of alarm company, type of alarm and responding persons. This information is constantly updated and can be accessed by name, address, or permit number.

**RETENTION:**

Retain for 7 day(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 week or until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s). This retention is based upon the administrative needs of the bureau. The report is only needed for current research needs. The previous week's report has no value once current report is received by bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16507

3

**TITLE:** Alarm permits files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name of business or residence

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain permits issued to businesses which are required to have a burglar alarm per SLC Ordinance 20-35-1 to 22. The files contain the following information: date; permit number; name of business or resident, address, phone number; whether building is owned or leased; name of owner of business; name of alarm company or person installing alarm system, address, phone number; name of alarm company servicing alarm, address, phone number; names and phone numbers of persons police can notify to respond with key; whether silent or audible system, and type of alarm.

**RETENTION:**

Retain for 90 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). Salt Lake City Ordinance 20-35-1 to 22 requires these permits be maintained permanently. They are lifetime permits and can be used by members of the family. The bureau has chosen to place a 90 year retention for administrative purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 25521

3

**TITLE:** Alcoholic beverage license files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by business name

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after close of business and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16503

3

**TITLE:** Armed officers on concourse log

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are forms signed by any armed officer passing through security at the Salt Lake City International Airport. They are used to document all known weapons in concourse secured areas. The form includes date, time, officer's name and department; title, which airlines he is approaching; flight number, destination; and signature of security agent.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based solely on the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16408

3

**TITLE:** Arrest dockets and booking sheets

**DATES:** 1907-

**ARRANGEMENT:** Numerical by assigned number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain the record of arrests of individuals committing offenses. Separate forms are completed if the offender is a juvenile or if it is a non-booking arrest. The forms contain the following information: name; date; time; aliases, if any; location of arrest; charge or commitment; bail or sentence; judge name; sheriff's office number, master file number, FBI number and case number; whom received from; agency; date of last photo; further information about person at time of arrest; and property.

**RETENTION:**

Permanent. Retain for 88 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 88 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs and the general retention schedule for police departments.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7425

3

**TITLE:** Assignment activity card file

**DATES:** 1978-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These card files contain a record of each employee stating their assignment and job activity. They are used to prevent the creation of phantom employees. The cards contain the name of employee, date started, all salary changes, picture of employee, changes of assignments, and date of termination.

**RETENTION:**

Retain for 58 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 58 years and then destroy.

**APPRAISAL:**

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

This retention is based upon the administrative needs expressed by the bureau. These files are very important in documenting the work assignments of police employees.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16487

3

**TITLE:** Assignment sheet files

**DATES:** 1983-

**ARRANGEMENT:** alphanumeric by category and case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain forms that show the daily case assignments for each individual squad of detectives. The form contains the date, case number, officer's name, type of case, whether closed or active, names of victims or persons arrested, and their addresses.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based solely upon the administrative needs expressed by the bureau. These forms are only used for evaluation and reference purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16420

3

**TITLE:** Assignments request files

**DATES:** 1984-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain forms used as an application for Police Department employees to transfer from one division to another. The files contain: ID number, name and rank of employee; date of appointment; present division; location and details of previous assignments; requested assignments; list of aptitudes, experience, and education qualifying employee for requested assignment; signature of employee; and date.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16449

3

**TITLE:** Battery inventory log

**DATES:** 1980-

**ARRANGEMENT:** Numerical by assigned number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These logs are used to monitor batteries used in the Communications Division. They are necessary for warranty information. The logs include name of officer assigned, location, date in service, and serial number if available. The logs are continuously changed and updated.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until changed or updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. The bureau is planning to replace these book logs within the next few years and replace with an automated log system. Once system is replaced they want to destroy these volumes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16437

3

**TITLE:** Bicycle inventory reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This computer printout lists all bicycles picked up, found, or impounded as evidence by police officers. The report includes the case number; date picked up; location; make; model; body style; wheel size; color; and frame number. Bicycles not claimed by owners are auctioned to the public.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16448

3

**TITLE:** Book inventory logs

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are logs used to identify books, manuals, and training materials in the Communications Division. The logs contain the name of item, name of person assigned, location, and reference number if available. This record is continuously updated.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until log system is automated and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on the administrative needs expressed by the bureau. This book log system will be changed in the next few years and will be replaced by an automated system. Once this system is replaced logs will become obsolete.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7432

3

**TITLE:** Career development files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These files contain a record of training for each police officer. Forty hours of in-service training is required by the State of Utah per year. Files may include certificates, school records, and diplomas received.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. This retention reflects common practice among law enforcement agencies throughout the U.S. (NY, GA, WA, NC, PA).

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16486

3

**TITLE:** Case assignment and summary files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain forms completed by each detective daily and monthly on case assignments. They are used to compile the monthly statistics for Administration and Crime Analysis. The forms includes: investigator's name; date; case number; victim/complainant's name; offense; NCIC code number; clearance information such as status (active, closed, service call); whether arrested by detective, outside agency, or patrolman; whether a complaint was obtained, denied, exceptional clearance, or unfounded; year; date closed; and priority status.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. They have no value after the annual report is released.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16424

3

**TITLE:** Case files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by name, thereunder numerical by identification number

**DESCRIPTION:**

This automated file contains case report history for the previous two years. It includes date, time, location, type of offense, and descriptive details of investigation, initial report, supplemental reports, and traffic reports. Information that is older than two years is deleted weekly.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 2 years and then erase disk.

Computer magnetic storage media: Retain in Office for 2 weeks and then erase tape.

Computer magnetic storage media: Retain in Office for 2 months and then erase tape.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16417

3

**TITLE:** Case logs

**DATES:** 1941-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These logs list every incident or crime reported to the Police Department. Information for this record is generated from the "Incidents Report/Log Card in the Dispatch Records". The log contains the name of operator and shift worked, case number, name of complainant, location of offense, type of complaint, time and assignment number.

**RETENTION:**

Permanent. Retain for 89 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 89 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16462

3

**TITLE:** City businesses card file

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This card file lists Salt Lake City business establishments and names of owners. It is used for notification purposes in cases of emergency. The cards include name of establishment, owner, person responsible, phone number, address, and remarks. These cards are updated continuously.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until business is dissolved and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. This file is only used for current reference and has no value after it is updated.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16447

3

**TITLE:** Command definition files

**DATES:** 1976-

**ARRANGEMENT:** Numerical by console number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain the definition of commands for each computer station or console. This record was not generated by the Salt Lake City Police Department, but it has the capability to be changed and updated by this division.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until equipment is changed or liquidated and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16472

3

**TITLE:** Commercial/residential security inspection files

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are forms completed by the Crime Prevention Unit for each residence or business as it is inspected. Buildings are inspected for security purposes and owners are notified of precautions to take to prevent burglary and theft. The form includes owner's name and address; type of premise; telephone number; date and type of offense; name of officer inspecting premises; whether follow-up to crime; report number; whether request by owner or canvas; name of person contacted; position; telephone number; date inspected; ratings; check results of each item as it is inspected; and any recommendations.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 80714

3

**TITLE:** Commodity shipping information files

**DATES:** 1983-

**ARRANGEMENT:** none

**DESCRIPTION:**

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Crime analyses files, GRS-326.

**AUTHORIZED:** 05-18-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until all audits have been completed and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on 7 CFR 247.13(a).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16443

3

**TITLE:** Communications equipment maintenance files

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.30 cubic feet.

**DESCRIPTION:**

These files contain forms used to log all maintenance for computers, radios, converta-coms, head sets, gang chargers, batteries, terminals, and printers. The forms include type of equipment, serial number, date into shop or date called in, description of problem, part number if replacement necessary, and name of persons responding and logging call.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until equipment is no longer used and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7445

1

**TITLE:** Complaint against police officers files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).

**RETENTION:**

Retain for 2 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 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
this retention is based upon the administrative needs expressed by the division.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 3947

3

**TITLE:** Computer access security file

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a daily computer printout used to track users of the computer system and criminal history files. It is used to record usage and to maintain record security in compliance with federal and state requirements. The printout includes time, assigned identification number, type of record accessed, name or case number accessed, whether a copy was made and other specific information.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the record's primary evidential value to the agency. It also reflects the Municipal General Records Retention Schedule 1990 (Schedule 21, item 28). In accordance with federal (28 CFR, Subpart C, 1989) and state requirements (UCA 17-26-16 (1989)), a dissemination log is required to maintained to document the dissemination of criminal history information.

**REVIEW AND UPDATE STATUS:**

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 3947

**TITLE:** Computer access security file

(continued)

This report was reviewed and updated on 12/2016.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7426

3

**TITLE:** Constant manning files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain the department's copy of forms completed by employees for waiving time and a half pay. These forms contain the employees signature, notarization, and date.

**RETENTION:**

Retain until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until termination and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. This is only a convenience copy the record copy is maintained by the city recorder's office.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16480

3

**TITLE:** Crime lab request form

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are forms used to request photos, fingerprints, or other information from the crime lab. The forms includes information requested (by number, name, etc.); name of requesting officer; division; and date of request.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based solely upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16470

3

**TITLE:** Crime Prevention Unit report

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These report forms are completed for each activity attended by the Crime Prevention Unit (i.e. block meetings, area meetings, media contacts, special assignments, business burglary follow-ups, residential burglary follow-ups, residential burglary follow-ups, business and home security surveys, citizen complaints). The form includes nature of complaint; date and time; CPU case number, address of occurrence; type of premises, attendance; council district number; name, address, telephone number of complainant; business name, address, phone number; type of aids used; etc. Report also includes monthly report.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16422

3

**TITLE:** Criminal history name file

**DATES:** 1920-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This automated system contains a record of arrests accessible by name for each individual with a police record. This system includes information concerning civil service applicants, taxicab drivers, solicitors, locksmiths, licensed club dancers, or all those required to be fingerprinted. This information includes: name, aliases if any, social security number, date of birth, dates of arrest, and type of arrest. This information is purged 90 years after date of birth, every 10 years in 10 year increments. The system is stored on hard disk and is backed up on tape every two weeks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Agency Record Center for 90 years after being microfilmed and then Put to Computer Output Microfilm.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then Erase Tape.

Computer magnetic storage media: Retain in Agency Record Center for 6 months and then Erase Tape.

Computer magnetic storage media: Retain in Agency Record Center for 5 years and then Erase Tape.

Computer output microfiche master: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the bureau and the historical value of the records.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16422

**TITLE:** Criminal history name file

(continued)

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16435

3

**TITLE:** Daily traffic summary

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain a daily summary of traffic accident statistics. These summaries show case number order; location of accident; beat number; severity; month, day, hour; and type of violation involved.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. These summaries are used to compile the annual report and have no further administrative value after report is released.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16888

3

**TITLE:** Damaged city equipment files

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files are used to monitor city equipment or autos that have been damaged in ways other than by accident involvement (i.e. vandalism). The files contain a damaged city equipment form, memo stating explanation of how damage was incurred and the police report.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. They are used for insurance purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 80174

3

**TITLE:** Data element test

**DATES:** 1987-

**ARRANGEMENT:** None

**DESCRIPTION:**

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Crime analyses files, GRS-326.

**AUTHORIZED:** 05-18-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

Paper: Retain in Office until no longer needed and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7377

3

**TITLE:** Data management information systems activity report

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

This monthly computer printout contains information on crime and police performance for various areas and management structures. This report includes the type of offense by day of week and two hour time period; case clearance summary; recovered vehicles; type of police activity; time of officer involvement; and stolen, recovered, damaged property by type and value.

**RETENTION:**

Retain for 90 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office for 80 years and then transfer to State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 90 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

Administratively, these reports are critical to the analysis of criminal activity in Salt Lake City and need to be kept for 90 years. Historically, they provide important information on crime in Salt Lake City.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7377

**TITLE:** Data management information systems activity report

(continued)

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16456

3

**TITLE:** Dispatch activity recordings

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are twenty-four hour audio tape recordings of all incoming and outgoing phone or radio calls made to or from the Police Department Dispatch Office. They are used to document actions of dispatch personnel. These tapes are regularly rotated. Portions of tapes concerning questionable cases are transferred to audio cassette tapes (series 5631).

**RETENTION:**

Retain for 3 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 3 months and then erase.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau and reflects the previously approved Municipal General Records Retention Schedule 1990.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 60004

3

**TITLE:** Driving under the influence tracking program

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain documentation made possible through a federal grant for creating a computerized DUI tracking system. The files contain information on all DUI or related offenses, such as case number, name of offender, date involved, location results of blood alcohol tests, whether an accident was involved, name of officer (s), etc. Quarterly and annual reports are submitted to the State Department of Public Safety.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after end of the project and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years after end of the project and then destroy.

Computer magnetic storage media: Retain in Office for 5 years after end of the project and then erase.

Paper: Retain in Office for 5 years after end of the project and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). The Code of Federal Regulations does not provide a specific retention period though "all grantees and subgrantees must provide for an independent audit of this activity on a periodic basis " (5 CFR 1011). Since a specific retention is not provided the basic three year audit period should be followed (5 CFR 1011). The bureau wants to maintain for five years after the end of the grant for administrative purposes. The initial grant, annual and final reports documents one of Utah's largest DUI projects should be kept permanently.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 60004

**TITLE:** Driving under the influence tracking program

(continued)

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7438

3

**TITLE:** Equipment issued files

**DATES:** 1968-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files contain two separate forms completed by each sworn officer containing equipment issued. The one form is a card recording the issuance of badges, handcuffs, brief cases, and body armor. The second form is used to record the issuance of all other equipment and includes name of officer, identification number, date of birth, date of appointment, date of issue, date of return, type and number of each piece of equipment issued, and serial number.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16483

3

**TITLE:** Evidence case log

**DATES:** 1962-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These are three separate log books used to record evidence received in the Evidence Room. They are used to monitor the status of all items of evidence. The General Log Book includes: case number; location of bin where evidence stored; brief description; date, time, name of officer authorizing release, and location where is stored; brief description; date, time, name of officer authorizing release, and location where evidence is released to. Gun log book includes serial number and description. Money Log Book includes case number and a notation that money was turned over to general fund.

**RETENTION:**

Retain for 83 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 83 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs of the bureau. These logs are microfilmed because some of the evidence concerns homicide cases. Since there is no statute of limitations for the prosecution of murder, these logs are maintained for 83 years.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16483

**TITLE:** Evidence case log

(continued)

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16502

3

**TITLE:** Evidence recordings

**DATES:** 1978-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are tape recordings or video tapes generated either by the division or commercially. They are used either as evidence or for investigative purposes.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office until obtaining permission of prosecuting authority and then erase.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7451

3

**TITLE:** Exempt license plates files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain a copy of a State of Utah form used to obtain exempt license plates for vehicles used by detectives and undercover officers. The form includes the license number, and department of authorized officer signing affidavits stating that vehicles will be used exclusively for undercover and investigative work where secrecy is required, name and position of officer using vehicle, description of vehicle (year, make, model, serial number), proper signature and notarization.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until vehicle is out of service and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16892

3

**TITLE:** Fatal accident files

**DATES:** 1979-

**ARRANGEMENT:** Numerical by assigned number in year

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain all necessary information for each fatal accident occurring in Salt Lake City. The files contain the state traffic accident report, field sketch, findings of the medical examiner (if applicable), copy of death certificate, blood alcohol report, report of toxicologist, driving record, police reports, statement of investigative officer, statements from driver and witnesses and photographs.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16455

3

**TITLE:** Federal Communications Commission files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain the records of licenses for all communications equipment in the Police Department. The license contains the location of equipment, whom licensed to, actual longitude and latitude (if applicable), height of tower (if applicable), band width (frequency), and renewal date.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until until frequency is changed and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). The Code of Federal Regulations does not provide any specific retention for these records (47 CFR 22). The FCC maintains a file on each licensee and does use the records of the agencies. The bureau retains for their own administrative need. After the frequency has changed agency must be relicensed and previous applications have no further value.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7436

3

**TITLE:** Field officer training files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These files contain documentation on all field training received by rookie officers. They are used to grade performance in all fields of training.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau. This retention reflects national law enforcement considerations of seven years after the termination of officer. Copies of all certificates are filed in the personnel file.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 8085

3

**TITLE:** Files index

**DATES:** 1956-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an automated file of police information which can be accessed three ways: by crime code (which lists crime classification, type of offense, date and time, and case number); by address (listing address, type of offense, date, time and case number); and by name (listing name, type of offense, date and case number).

**RETENTION:**

Permanent. Retain for 90 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then put to Computer Output Microfilm.

Computer output microfiche master: For records beginning in 1977 and continuing to the present. Retain in Office for 88 years and then transfer to State Archives.

Microfilm master: For records beginning in 1956 through 1971. Retain in Office for 90 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the bureau and the historical value of the records in the research of crime in Salt Lake City.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 8085

**TITLE:** Files index

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16474

1

**TITLE:** Fingerprint cards

**DATES:** 1924-

**ARRANGEMENT:** Numerical by NCIC classification number

**ANNUAL ACCUMULATION:** 2.20 cubic feet.

**DESCRIPTION:**

These cards contain information on persons who have been fingerprinted. The card includes the NCIC classification number; Henry classification (a fingerprint characterization classification); name of arrested person; signature of arrested person; file number; charge; sex; race; residence address; social security number; birth date; height; weight; signature of person taking fingerprints; date; type of license (if applying for license); place of birth; physical description; individual print of each finger and thumb; prints of left and right four fingers taken simultaneously; and each thumbprint.

**RETENTION:**

Retain for 90 year(s) after date of birth

**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 90 years after date of birth of fingerprinted person and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Because of the large volume of requests received, Salt Lake City Police Department maintains their own collection rather than depending upon BCI. It is essential for them to maintain fingerprints until the death of the individual. Since that is usually impossible to determine, the 90 years from the birth date of individual is used. A shorter period may cause duplication of cards.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16478

3

**TITLE:** Fingerprint index cards

**DATES:** 1935-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These card are used to access fingerprint cards by name. The card contains the name of fingerprinted person; master file index; birth date; birthplace; fingerprint classification; and reference. This index serves as a backup to the automated index. It is the only means to access fingerprints by name.

**RETENTION:**

Retain for 90 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. The index should be maintained the same period of time as the fingerprint cards.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7440

3

**TITLE:** Firearms disposal records

**DATES:** 1971-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain the records of firearms that have been disposed of either through sale or trade. They include the name of the manufacturer, serial number, model, caliber, method of disposal, date of disposal, name of business sold or traded to, and bid number.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

This retention is based upon the administrative needs expressed by the bureau and the provisions 27 CFR 178.129 which indicate that such files should be kept permanently.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7439

3

**TITLE:** Firearms inventory card files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by manufacturer's name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These card files list all firearms in Police Department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued, and date issued. Also contains the "Inventory Control Signature Card" for use when firearms officer used to issue weapon and a "Weapons Inspection & Inventory" Card. This is a color coded file that shows illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes, inspections, etc.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until disposal of firearm and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau. After disposal of the firearm this file becomes part of the "Firearms Disposal Records".

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7433

3

**TITLE:** Firearms qualification files

**DATES:** 1971-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain records for officers qualifying to carry weapons. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, name of officer, score, and time span for score on targets hit.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7434

3

**TITLE:** Firearms score cards and log book

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These card files contain employee's name, identification number, date of qualification, type of weapon used, number of hits, value, score, and name of person scored by. Prior to 1974, information was kept in a log book.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based upon the administrative needs expressed by the bureau and the legal requirements expressed in Title 18 of the U.S. Code.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7435

3

**TITLE:** General training files

**DATES:** 1958-

**ARRANGEMENT:** Alphabetical by course title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain correspondence concerning training classes held either at Police Officers Standards and Training (POST), the Salt Lake City Police Department, or out of state. These files contain information on coordinating training, copies of contracts, course outlines, and documentation of officers killed. They are used to document what training the officers received.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau. Since these files are used to document the training of Salt Lake City police officers received, the departments wants to maintain for possible litigation and for planning purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7419

3

**TITLE:** Grants files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by type of grant

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These files contain all documentation associated with the development of a grant application, the management of grants, and grant evaluation. These grants include IACP (Integrated Crime Apprehension Program), CCP (Community Crime Prevention), CAU (Crime Analysis Unit), and STF (Selective Enforcement). These files contain the original applications, final reports, monthly and quarterly reports, and other supporting data.

**RETENTION:**

Permanent. Retain for 80 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office for 80 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This retention is based upon the administrative needs expressed by the division. According to 29 CFR 33, these grants need to be kept for federal audit for 3 years. The bureau wants to maintain files for ten years for continuing study to determine how useful training programs were. The final report and original applications are microfilmed because of future planning projects and the historical value of records to document the activities of

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7419

**TITLE:** Grants files

(continued)

the Salt Lake City Police Department.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16890

3

**TITLE:** Hit and run case assignment log

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are forms used to log assignments for follow-up investigations of hit and run accidents. The forms contain the detective's name and division; case number; date and time assigned; name of complainant; offense; whether suspect known; unfounded; not cleared; or cleared by arrest; dates of supplementary reports; and date case closed or declared inactive.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based solely upon the administrative needs of the division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16893

3

**TITLE:** Hit and run monthly case log

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are forms used to monitor the status of hit and run cases at the end of each month. The form shows the total number of all hit and run accidents and the individual break down of each case. The form contains the officer's name; month and totals of the following: cases assigned or active, number of arrests, exceptions, unfounded, and not cleared; cases carried over or closed, and number of arrests; exceptions, number of affidavits; number of fleeing; and number of fatal hit and run accidents.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This retention is based solely upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16458

3

**TITLE:** Incident reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These computer printouts contain information generated by computer after each incoming call requesting police assistance. Report includes date, time call received, time officer assigned, officer ID number, beat, time officer arrived at scene, dispatcher's ID number, complaint taker's ID number, name address, and phone number of caller, NCIC code number, purpose of call, location, and necessary miscellaneous information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office for 3 months and then erase.

Computer magnetic storage media: Retain in Office for 2 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. This retention reflects the statute of limitations provisions of UCA 78-12-28(1).

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7023

3

**TITLE:** Integrated crime apprehension program tests

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by officer's name

**DESCRIPTION:**

These are the corrected tests taken by each police officer testing criminal apprehension techniques. The Salt Lake City Police Department received a Criminal Justice Block Grant to establish a training program on integrated crime apprehension. These are the weekly tests given to police officers in the program to determine what was being learned and to gauge the success of the training. This was a one-time program made possible by this federal grant. The information includes name of officer, score, questions, and corrected officer's answers concerning criminal apprehensive techniques.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**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 6 years and then destroy.

**APPRAISAL:**

According to the 28 CFR 33.50 Criminal Justice Block Grants are governed by the provisions of the Financial Administrative Guide for Grants. This publication indicates records created through this grant need only be maintained for three years, by the police department wanted to maintain for an additional 3 year administrative period.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16500

3

**TITLE:** Intelligence case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 9.00 cubic feet.

**DESCRIPTION:**

These files contain criminal history information on terrorists and organized crime activities. These files contain investigative materials provided to outside agencies upon request. The Intelligence Report contains subject; date; source evaluation; type of criminal activity; summary details; whether routine information; confidential or highly restricted; analysis; classification number; and file number. The files also contain photographs and related correspondence.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16465

3

**TITLE:** Juvenile docket sheets files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by docket number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain forms completed by a police officer or detective at time of juvenile arrest. The form contains the name; location; docket number; alias; residence address; date; time; master file number; birth date; birthplace; age; sex; race; of violation; NCIC code number; case number; physical description; name of person released to, name referred to; name, address, and phone number of mother, father guardian; reason for detention; whether parents notified; date and time notified; occupation or school attending; whether child lives with parents; ID number; and juvenile court disposition.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16466

3

**TITLE:** Juvenile violation reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These report forms are completed for each juvenile violation that is not a warrant arrest for minor first offenders. Report contains violators name; nickname or alias; case number; age; date of birth; sex; race; physical description; residence address and phone number; legal parents name; whom child is living with; school or employer; grade or occupation; marriage status of parents address and phone number; address of violation; violation; date; time; beat; unusual circumstances/companions (if any); time released; whom released to; reporting officer; ID number; unit; officer's remarks; and signature of juvenile.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. This record is just maintained for reference purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16418

3

**TITLE:** Key sign out register

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This register contains a record of keys maintained by the Records Unit to be disseminated to proper authority. The form contains key number; date and time out; name of officer taking key; disseminating clerk's ID number; date and time in; and receiving clerk's ID number.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon administrative needs of the bureau.  
This register only needs to be maintained for one month.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16479

3

**TITLE:** Latent prints

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 0.90 cubic feet.

**DESCRIPTION:**

These cards contain latent fingerprints either lifted from objects used in crimes or found at the scene of crimes which are used in investigations. Latent prints are filed inside envelopes containing case number; date of occurrence; address of occurrence; and type of crime.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Though this retention is longer than the statute of limitations for prosecution of both misdemeanors and felonies, it is felt that these files are essential for criminal investigations. There is no statute of limitations for homicides, but it assumed that after 90 years the individual will either be dead or no longer committing crimes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7448

3

**TITLE:** Lawsuits and investigations against officers files

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain copies of all documentation associated with each lawsuit filed against police officers. These are used for internal investigation purposes. They include a copy of the original lawsuit from the courts and any reports pertaining to the case.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau and the legal needs. The record copy of all lawsuits is maintained by the city attorney's office. Also, if the case is taken to court those case files are permanent.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7266

3

**TITLE:** Legal counsel files

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the administrative files containing the correspondence with the City Attorney's Office regarding legal opinions, lawsuits, police accidents, and other pertinent situations.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the division. The record copy of all correspondence with the City Attorney is maintained in the office of the City Attorney.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7422

3

**TITLE:** Manual grid map extract files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain data based on the grid summaries showing special patterns of particular events or types of crimes through selected time periods.

**RETENTION:**

Permanent. Retain for 55 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 55 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the division. These files are used to determine trends in criminal activity and to project manning needs. Such studies are ongoing and need to be kept for extended periods. They have also proven to be very valuable in historic research.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7421

3

**TITLE:** Manual grid summaries files

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files are used to provide a simple comprehensive reference to police activity by grid and month. They show grid number, year and criminal offense by monthly statistics for each grid area. They contain summaries of the Manual Grid Maps.

**RETENTION:**

Retain for 55 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 55 years and then destroy.

**APPRAISAL:**

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

This retention is based upon the administrative needs expressed by the division. Since crime analysis is a continuing process the bureau has determined this information should be maintained for extended periods to continue necessary research. It has also been determined that these records have continuing historical value.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16473

3

**TITLE:** Meeting attendance roster files

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These files contain forms completed by persons attending 'Partners in Crime Prevention' meetings. These meetings are held to inform citizens of steps to take to become better protected against crimes. These forms contain meeting information such as area; date; time; name of host; location; and telephone number; and information about the person attending such as name, address, zip code, home and work telephone numbers; ethnic group they represent (Asian, Hispanic, Black, White, Native American, Pacific Islander); notation if home security check is desired, and if person would be a block leader.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau to administer the program.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16415

3

**TITLE:** Money envelopes

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These envelopes are used to hold and record money placed into the evidence room as result of being found, lost, stolen or confiscated. Envelopes contain the following information: whether evidence or non-evidence; date and time; total amount booked; nature of complaint; name of complainant; name of victim; name of owner; person(s) arrested; name and ID number of officer; name of custodial officer; name of clerk; and signature, ID number, date, and initials of custodial officer, or any person opening.

**RETENTION:**

Retain until case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until Until disposition or resolution of case and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16413

3

**TITLE:** Monthly/annual reports

**DATES:** 1941-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These reports contain a statistical compilation of police activity during each month and calendar year.

**RETENTION:**

Permanent. Retain for 80 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office for 80 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the bureau and the historical value of the reports to researchers in criminal activity in Salt Lake City.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16461

3

**TITLE:** Mortuary rotation card files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This card file lists all Salt Lake City mortuaries. It is used in rotation as the need arises through dispatched emergency calls.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until change is requested by mortuary and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based solely upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16412

3

**TITLE:** Mug books

**DATES:** 1892-

**ARRANGEMENT:** Numerical by arrest number

**DESCRIPTION:**

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mug shot records, GRS-2029.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 75 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the bureau and the historical value of the records in the research of crime and criminals in Salt Lake City.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16412

**TITLE:** Mug books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16476

3

**TITLE:** Mug shot negatives

**DATES:** 1934-

**ARRANGEMENT:** Numerical by assigned master file number

**ANNUAL ACCUMULATION:** 1.40 cubic feet.

**DESCRIPTION:**

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 75 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These negatives are extremely valuable for both identification and investigation purposes. After 90 years it assumed the person is deceased.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16476

**TITLE:** Mug shot negatives

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16499

3

**TITLE:** Narcotics case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 28.00 cubic feet.

**DESCRIPTION:**

These files contain a record of all narcotics investigations. The files contain the narcotics case report which contains date and time reported, date and time of occurrence, metro number, case number, sheriff's office number, address of occurrence, jurisdiction, personal history such as name, date of birth, age, address, phone number, physical characteristics, race, sex, height, weight, hair color, driver license number, social security number, whether person is the complainant, witness, suspect, or arrestee, description of suspect vehicle, name and address of registered owner, name address of lien holder.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau and the statute of limitations provisions for the prosecution of felonies. "A prosecution for a felony must be commenced within four years after it is committed" (UCA 76-1-302).

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16450

3

**TITLE:** National Communication Information Center information codes

**DATES:** 1945-

**ARRANGEMENT:** Numerical by code number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain lists of how all NCIC codes are listed in the computer. These codes are listed in order of severity of offense with the most severe being first. The files contain the codes and meaning. These are necessary for Police Department use. This record is updateable, but on an infrequent basis.

**RETENTION:**

Retain for 90 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. Since Criminal History Files are maintained for 90 years it is important to maintain the codes to identify the information.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16425

3

**TITLE:** National Criminal Information Center files

**DATES:** 1984-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain forms used to enter information in the NCIC system. Three separate color coded forms are used. 1) stolen articles, which contains all information concerning any stolen article; 2) stolen/missing gun, for reporting all information concerning stolen or missing guns; and 3) wanted person, for reporting all information concerning wanted persons or missing juveniles. This information generates a computer printout which is filed with the case report.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based solely upon the administrative needs of the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7269

3

**TITLE:** News media and press relations files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain press releases for the news media dealing with police related information concerning police directives during police emergencies; requests to help locate missing or wanted persons; information on crime prevention; helpful driving tips during holidays or school beginnings; or secret witness program.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16460

3

**TITLE:** Officer status change printout

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These computer printouts provide the Dispatch Officer with the location of each officer in cases of emergency call out. Each officer provides the dispatch office with his/her location as status changes. This information is entered into computer. This printout includes area of town, time called out, time in service, location, and status.

**RETENTION:**

Retain for 1 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based solely on the research needs of the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7447

3

**TITLE:** Officer's automobile log

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This log contains information concerning the "Car Per Officer Program" and maintenance history of vehicles. Only off duty time is logged. The log contains officer's name, ID number, shop vehicle number, month, and year. Information is recorded daily for travel time, off duty on-air travel time, and police related on-scene time. Totals are recorded daily for incidents such as court appearances, investigations, arrests, traffic stops, accidents, motorist assists, and outside back-ups.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16436

3

**TITLE:** Officer's field contact daily summary

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This computer printout lists information obtained from the "Field Cards" completed by police officer's during field contact. These summaries include date of summary, name, sex, race, date of birth, and status (driver, passenger, pedestrian, etc.) of person under field interrogation, date and time of interrogation, vehicle make, model, year, license number (if applicable) officer's name and ID number, division problem was referred to, names of companions (if applicable), comments or reason for interrogation, and whether booked or released.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16891

3

**TITLE:** Officer's line sheet file

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are forms completed daily by each officer on patrol. They are used to monitor daily shift activity. The form contains statistics on the number of calls response to, number of citations issued, number of hours in court, etc. This information is then input in the computer.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office for 2 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. This information is used to compile the departments annual report. The form has no administrative value after report is released.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7449

3

**TITLE:** Officer's photo files

**DATES:** 1965-

**ARRANGEMENT:** Alphanumerical by officer identification number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain photographs of all sworn and non-sworn officers. They are used for identification purposes. The files contain the actual photograph and accompanying identification number.

**RETENTION:**

Retain until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until termination of officer and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau. These files have no value after the officer's termination.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7430

3

**TITLE:** Outside employment applications files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain forms completed by employees desiring to work part-time in outside employment. These forms include: date; officer's name, address, rank, and division; employer's name, address, and phone number; type of work involved; explanation of time to be worked; remarks; and signed affidavit stating that outside employment will not interfere in any way with officer's ability to perform normal duties.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16490

3

**TITLE:** Pawn tickets

**DATES:** 1981-

**ARRANGEMENT:** Numerical by assigned number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain forms used to identify property pawned to a pawn shop agent and submitted to the Police Department by those respective agencies. The Pawn Shop Property List is created from these forms. The Form contains card number; file number; name, address, and phone number of person pawning property; sex; date of birth; height; weight; race; drivers license number; whether property loaned or purchased; pledge number; amount; date and time; signature of person pawning property; type of article; brand, description, color and serial number. This information is then input into the computer.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This record is required by UCA 11-6-1. This retention is based upon the 4 year statute of limitations period for the prosecution of felonies.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16453

3

**TITLE:** Personnel attributes printouts

**DATES:** 1976-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are computer printouts listing all police indicating any specific attributes they may have that would be useful in case of emergencies or situations where special talents or knowledge are needed. Some examples are: persons with ability to speak a foreign language, airplane pilots, experts in hostage negotiations, persons with breathalyzer knowledge, trauma squad, persons with familiarity with bombs or dynamite, marksmen, heavy equipment operators, scuba divers, persons with first aid training, etc. The printouts include attribute code number and officer's ID number. This record is continuously updated.

**RETENTION:**

Retain until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until termination of employee and then delete.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. The computer printout is only kept in case of computer failure.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16453

**TITLE:** Personnel attributes printouts

(continued)

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7424

3

**TITLE:** Personnel files

**DATES:** 1949-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files contain information on all Police Department employees either active or terminated. Files include: salary action forms; merit ratings; annual time sheet; sick leave conversion forms; letters of discipline or commendation; transfers; promotions; on the job injury reports; personal history statement at time of application; military leave orders; records of leave of absence; and records showing additional education.

**RETENTION:**

Retain for 58 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 58 years and then destroy.

**APPRAISAL:**

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

This retention is based upon the administrative needs and legal requirements to meet both personnel and retirement provisions.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16889

3

**TITLE:** Petition review files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These files contain copies of petitions received by the Traffic Division for approval requesting permission to hold special events. The files also contain forms used to obtain necessary approvals, replies, planning information, manpower allocation, and parade orders. The critical data is entered into the computer which generates a printout providing the department a cost accounting of all special events handled by the city.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. The record copy of all petitions is retained by the city recorder.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16889

**TITLE:** Petition review files

(continued)

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7446

3

**TITLE:** Physical examinations files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain records of officer's physical examinations. They are required every two years for officers under the age of forty and annually after age 40. These files contain scheduling information along with officer's name and identification number, date of birth, date of hire and date of last physical exam, These files include a log where information is accessible by date of last physical examination and includes officer's name, ID number, ID number, division, hire date, and date of birth.

**RETENTION:**

Retain until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until termination and then destroy.

**APPRAISAL:**

These records have administrative value(s). This retention is based upon the administrative needs expressed by the bureau. These information is only needed during the officer's employment with Salt Lake City.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16467

3

**TITLE:** Pick up order log

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This log consists of forms used to log the names of juveniles to be arrested per juvenile court. The form contains the name of person to be arrested, date, case number, officer, assigned to arrest, date request is to be voided, and disposition.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16475

3

**TITLE:** Pictures of crime scenes

**DATES:** 1967-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are photograph negatives of crime scenes. They are printed as necessary for investigation purposes, court action, and study. They are used in solving crimes. The negatives are stored in envelopes which list the case number, date of occurrence, type of crime, and address of occurrence.

**RETENTION:**

Permanent. Retain for 15 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Photo negatives: Retain in Office for 15 years or until adjudicated and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16481

3

**TITLE:** Police Athletic League files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain a record of hours logged for each activity played at PAL to monitor attendance of children. The files includes month; type of activity; time, day of month; youth or adults participating; number of players participating; average time played; total number of units of time utilized by all participants; and number of female, male, staff, and volunteers participating in each separate activity. A monthly total of time units is recorded for monitoring time spent and for comparison purposes.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16482

3

**TITLE:** Police Athletic League quarterly activities files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by activity

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain flyers promoting quarterly activities sponsored by the Police Athletic League. PAL is a youth center program sponsored by the Salt Lake City Police Department for low income and minority youth.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16887

3

**TITLE:** Police car accident files

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain forms used to monitor individual officer's driving record. The files contain accident investigative reports; state accident reports; officer's explanation of accident; supervisor's recommendations; watch commander's opinion of accident; city equipment accident report; insurance forms; computer printout listing prior accidents; computer code sheet; and police vehicle accident control sheet. The critical data contained in the paper record is input in the computer which generates; printout. They are used to establish fault for accidents.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office for 5 years and then erase.

Computer magnetic storage media: Retain in Office for 5 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16887

**TITLE:** Police car accident files

(continued)

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 8084

3

**TITLE:** Police case report files

**DATES:** 1935-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 6.70 cubic feet.

**DESCRIPTION:**

These files contain information on all police activity such as crimes committed or police assistance cases. Included in all the cases is the date, time, location, offense, and descriptive details of investigation. Files also include the following where applicable: initial report; supplemental reports; traffic reports; evidence reports; correspondence; teletypes; case clearance reports; and the felony warrant form. These files contain information not found in the computerized "Case Files".

**RETENTION:**

Permanent. Retain for 88 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 88 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau and the historical value of the files.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7272

3

**TITLE:** Police history scrapbooks

**DATES:** 1969-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are large scrapbooks containing articles on Police activity through the years. These articles are taken from daily newspapers and contain for example: items concerning current police investigations, or police chief or personnel changes. They are used for creating a history of the Police Department.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 51 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the division and the historical purposes to document the history of the department.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7420

3

**TITLE:** Police maps

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by type

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These are maps used by the police department to provide additional support in studies and analysis contain traffic flows or are used in crime plotting. Some maps show car theft areas, burglary areas, flood areas, beat areas, and aerial photo maps of the city. They are used in the planning process.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs of the division. These maps have no administrative value once updates are received.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16409

3

**TITLE:** Police master files

**DATES:** 1905-

**ARRANGEMENT:** Numerical by assigned number

**DESCRIPTION:**

These files contain all criminal history, reports, and other documentation on an individuals criminal activity.

**RETENTION:**

Permanent. Retain for 90 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 90 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based upon the administrative needs expressed by the bureau and the historical value of these records.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7270

1

**TITLE:** Police related petitions files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain petitions from the public requesting police assistance for parades, street closures, fireworks displays, and crowd control. These petitions require Police Department approval and copies are maintained for reference purposes.

**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.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. The City Recorder maintains the record copy of all petitions.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 3954

3

**TITLE:** Police vehicle use agreements

**DATES:** 1982-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are agreements between the police chief and each officer using a city vehicle stating that they will comply with rules set forth by the Police Department. They include officer's name, date, division, vehicle number, home address, and signatures of officer and police chief.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until officer is no longer using vehicle and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the record's primary value to the agency. It is used only for reference purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 3954

**TITLE:** Police vehicle use agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7273

3

**TITLE:** Policies and procedures files

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain the internal policies and procedures used for governing all employees of the police department. They are regularly updated.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

Computer magnetic storage media: Retain in Office until superseded.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the division. These files are considered to be a prime historical source in documenting the actions of the department.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16895

3

**TITLE:** Policy manual

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This automated file contains information on the division's policy manual. This information includes: division job descriptions, accident investigation responsibilities, fatal accident investigative files and information release, and radio call numbers and assignment response criteria. This information is continuously updated.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office for 2 years and then erase.

Computer magnetic storage media: Retain in Office for 2 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16885

3

**TITLE:** Pool car sign-out files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are forms used when an officer's assigned car is out of service or in cases of bad weather when motorcycles cannot be ridden. The forms contain the name of the officer; date and time out and time it; shop car number; and location.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7441

3

**TITLE:** Print shop daily log

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This log is used to record the daily activity of the print shop. It includes date, number of impression copies, title of form, paper type and color, binding information, daily totals, and name of employee doing printing.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s). This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16452

3

**TITLE:** Problem burglar alarm files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain forms used to record information on problem burglar alarms (usually faulty equipment) in order that officer can help to correct problem. The form contains the permit number, address or location, name of business, name of person to call, name to call, name of officer, etc. This information is entered into computer.

**RETENTION:**

Retain for 2 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until establishment is no longer in business and then destroy.

Computer data files: Retain in Office for 2 months and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7381

3

**TITLE:** Project reports

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by project name

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These reports are compiled by the unit for inquiries, studies, and research. Some specific examples are crime studies; operation analysis; service problems; data management; and personnel evaluation.

**RETENTION:**

Permanent. Retain for 20 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the division and the historical value of these reports. These are the only copies of these studies and document the activities of the bureau of crime analysis.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16411

3

**TITLE:** Property description printouts

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These computer printouts list the description of all stolen, lost, found, pawned, or purchased property. They include type of article, description, brand, value, color, serial number, manufacturer, case number, and name of person pawning or purchasing property.

**RETENTION:**

Retain for 88 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 88 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 88 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16471

3

**TITLE:** Property marking program files

**DATES:** 1973-

**ARRANGEMENT:** Alphanumerical by name and identification number

**DESCRIPTION:**

These are program files used to identify personal property for identification purposes. This is a program sponsored by the Crime Prevention Unit called 'Operation ID' wherein any city inhabitant may use a device furnished by CPU to mark personal property so it may later be identified if it is stolen and recovered. It is also useful for insurance purposes in case of fire. The property owner completes an information card which is returned to the CPU where the information is then put into the computer. A printout is generated approximately every six months.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 6 months and then destroy.

Computer magnetic storage media: Retain in Office permanently provided constantly being updated.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. The automated file is constantly being updated, but information is not deleted. Every six months a print out is printed.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 4925

3

**TITLE:** Publications

**DATES:** 1928-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 5631

3

**TITLE:** Questionable cases dispatch recordings

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are audio cassette tapes containing portions of the Dispatch activity recordings (series 16456) concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing phone and radio calls received by the office. The original tape records are rotated every three months and reused. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 2 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the administrative needs expressed by the bureau and reflects the previously approved Municipal General Records Retention Schedule 1990 (schedule 21, item 5).

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16886

3

**TITLE:** Radar gun control record files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are forms used to maintain an inventory and control of city's radar guns. They provide information on the status and location of radar guns. The form contains the radar number; officer's name; date and time out; and date and time in. The information is then input in the computer which generates a printout. The information is constantly being updated.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office for 2 years and then erase.

Computer magnetic storage media: Retain in Office for 2 years and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16445

3

**TITLE:** Radio and pager assignments files

**DATES:** 1976-

**ARRANGEMENT:** Numerical by serial number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain records used to monitor each item of radio equipment in the Police Department. The pager records include cap code number, inventory number, name of assigned officer, division section, and serial number. The radio records include serial number, assigned division, name of assigned officer, and car number.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until equipment is no longer in use and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. The records have no value after the disposition of the equipment.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16414

3

**TITLE:** Records search request files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain forms used to request photos or mug shots; criminal history, case file reports, dockets, rap sheets, etc. They contain date, name of person requesting; division or agency; type of information wanted; description of subject of information wanted (name, aliases, date of birth); information on completed request such as whether information was found; description of what was disseminated; name of person making search; date completed, and initials of supervisor approving search.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). The department is required to maintain a record of individuals using criminal history information for one year (Salt Lake City Ordinance 30-1-27 through 30 and the Crime Control Act of 1973).

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16477

3

**TITLE:** Registration/license applicant information files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain applications from individuals required by the Police Department to be licensed (i.e. taxi drivers, solicitors, auctioneers, locksmiths, private detectives, ambulance drivers, The application contains the type of license applied for; whether new license or renewal; name of company; date; name and history of applicant; address at present and for past three years; marital status; citizenship status; arrest information (if applicable); three references listing name, address and occupation; past and present employment record; description of vehicles along with driver's license number; date and signature.

**RETENTION:**

Retain for 7 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16484

3

**TITLE:** Release to charity files

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are forms used to document the release to charity of unclaimed property. The forms include the name of the agency released to; address; date and time of release; remarks and description of each item of property; signature of releasing officer; and signature of agent receiving property.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau and the provisions of the Unclaimed Property Act (UCA 78-44-1).

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16489

3

**TITLE:** Robbery police bulletin files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain forms used to distribute information concerning robberies to other law enforcement agencies. The form contains date; time; case number; suspect vehicle; description of suspects; victim's name and location; type of weapon used; amount and description of loss; brief statement of facts; and name of assigned detective to contact with information.

**RETENTION:**

Retain for 4 year(s) or for 0

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years or until robbery is solved and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau and the statute of limitation provisions of UCA 76-1-302. "A prosecution for a felony must be commenced within four years after is its committed."

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16468

3

**TITLE:** Runaways log

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This log consists of forms used to record the names of runaway juveniles for monitoring purposes. The form contains the name of the runaway; officer assigned to case; case number; date reported; and date returned.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. This report is only used for reference purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 25520

3

**TITLE:** Sexually oriented business licenses

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by applicant name

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after close of business and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16446

3

**TITLE:** Shop equipment repair files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are records used to track radio equipment when it is necessary to send them out for repairs. The files contain serial number, assigned division, date brought in, date sent for repair, date finished, date received, and date picked up.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16501

3

**TITLE:** Special evidence files

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain forms which record expenditures by squad for investigations. The files contain "Request for Cash Form", which is used when cash is necessary to proceed with an investigation; the "Disbursement Form" which contains all necessary information and explanations for expenditure; and the "Monthly Report" which contains monthly totals of funds borrowed and expended.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. These files are used both for audit purposes and for budget planning to estimate the costs of similar investigations.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16441

3

**TITLE:** Summary of motor vehicle traffic accidents

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are monthly summaries of statistical information on all reportable traffic accidents within Salt Lake City. The report includes month, year, type and number of accidents, location, severity and along with year to date and same period last year statistics. It is used to compile the Police Department's Annual Report.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16421

3

**TITLE:** Supervisor's meetings minutes

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the minutes of monthly meetings held by the supervisors of the Records Unit.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The bureau sees little value in these minutes and wants to retain them for only 1 year. In accordance with SRC decisions they have been determined to be permanent to document their decisions.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7387

3

**TITLE:** Suspect card files

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These files contain the original documentation used to compile the suspect index file. They are used with the card index.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the division. Since these files will be used in conjunction with the Suspect Card Index, they should be kept the same length of time. In 65 years all suspects will either be deceased or at least no longer committing crimes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7385

3

**TITLE:** Suspect card index

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.40 cubic feet.

**DESCRIPTION:**

These are suspect cards and field interrogation cards. The suspect cards contain information on arrested persons or suspects and are useful in support of investigations by law enforcement officers. Field interrogation cards are used to inform police personnel of activities and whereabouts of known criminals, their associates and vehicles.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 65 years and then destroy.

**APPRAISAL:**

This retention is based upon the administrative needs expressed by the division. It has been determined that all suspects will be dead in 65 years or at least no longer committing crimes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7417

3

**TITLE:** Suspect description files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by name of suspect

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files contain information used with the Suspect Card Index. They include photographs, descriptions, name of suspect, index number, and criminal history information.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 65 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. It has been determined that in 80 years all suspects will either be deceased or at least no longer committing any crimes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16508

3

**TITLE:** Tactical deployment squad activity summary files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain the daily and weekly summaries of activity of the Tactical Deployment Squad (patrolling State Street from 6PM to 2 AM). The Daily Form contains the name of complainant; date reported; location; division assigned; second and third divisions assigned; starting and ending dates; manpower assignment information; enforcement activity information; types of citations issued; recovered stolen property, value and remarks. The Weekly Summary contains date, number of hours worked on State Street, number of traffic citations issued, number of alcohol related citations, number of felony and misdemeanor arrests.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. These files are used to compile the department's annual report and for future planning.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16410

3

**TITLE:** Telegram files

**DATES:** 1958-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain telegrams received or sent in connection with police investigations. They were previously filed separately, but because of the volume of telegrams received, they are now by TWX and become a part of the case file.

**RETENTION:**

Retain for 90 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7428

3

**TITLE:** Termination interview files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain copies of a form completed by terminating employees stating reasons for termination. The form includes the name of the employee, job title, termination date, department, date hired, reason for termination, various questions concerning the performance of employee and other persons, signature of employee, and date. A copy is not placed in the personnel file, but is used for yearly reports indicating reasons for termination.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16434

3

**TITLE:** Traffic citations

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.70 cubic feet.

**DESCRIPTION:**

These files contain the backup copy of the citation issued for traffic citations. These citations include the citation number, name, address, birth date, sex and driver's license number of person receiving citation, date, place of violation, violation number and description, vehicle license number, and vehicle year, make, type and color. This information is entered into computer and generates a monthly report. If a misdemeanor is involved, a copy is filed with the docket, booking sheet, or police report.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. The record copy of the traffic citation is maintained by the traffic division.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 7437

3

**TITLE:** Training publication files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 2.20 cubic feet.

**DESCRIPTION:**

These files contain forms and publications used in officer training classes. Some materials are created by the Salt Lake City Police Department others are supplied by POST or other agencies. They are important to document types of materials used in the training.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau. Department believes files should be maintained for 50 years for possible litigation, by that time all officers with such training will have retired.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16457

3

**TITLE:** Training tapes

**DATES:** 1980-

**ARRANGEMENT:** Numerical by assigned number

**DESCRIPTION:**

These are tape recordings of actual dispatch situations. They are used in the dispatch office for training purposes.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office until replaced and then erase.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. These tapes are only used until another situation is found to replace it for training purposes.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16463

3

**TITLE:** Training/policy/procedure manuals

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by unit name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These training manuals are generated by the dispatch officer to train new employees. The volumes contain general information on Police Department procedures, policies, emergency training, and how to deal with each individual caller.

**RETENTION:**

Retain for 6 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Because of past litigation the Dispatch Office wants to maintain these manuals for both the criminal (2 years, UCA 78-12-28) and civil (6 years, UCA 78-12-24) statute of limitations periods.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16451

3

**TITLE:** Universal Power System back-up files

**DATES:** 1976-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain information concerning records related to UPS (a backup power system for Police Department power system, computers and partial lights). The files includes general reference data and record of work performed on system.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until system is changed or liquidated and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16498

3

**TITLE:** Vice case files

**DATES:** 1980-

**ARRANGEMENT:** numerical by case number

**ANNUAL ACCUMULATION:** 6.90 cubic feet.

**DESCRIPTION:**

These files contain a record of all vice case investigations. The file contains the vice case report includes the nature of the complaint; date and time reported; vice number; case number; address of occurrence; type of premises; activity location; time of activity; warning device; method of approach; name, address, and phone number of complainant; business address and telephone number; how reported; description of suspect; description of vehicle used; name of person complaint received by; ID number; name of assisting officers; report status (open or closed) and clearance status.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau and the statute of limitations provisions for the prosecution of felonies. "A prosecution for a felony must be commenced within four years after it is committed."

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16488

3

**TITLE:** Wanted person police bulletins

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain forms used to distribute information concerning wanted or missing persons to police officers and other law enforcement agencies. The form contains the photo of subject, name, master file number, aliases, date of birth, sheriff's office number, description, identifying marks, address, FBI number, UBI number, social security number, vehicle description, drivers license number, case number, warrant date, bail amount, summary of case, charge judge name, warrant number, name warrant signed by, and name of detective.

**RETENTION:**

Retain until case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until subject is located and case is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. Once the subject is located these bulletins have no further value.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16419

3

**TITLE:** Wanted persons files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain forms used to enter information into the computer on wanted persons and to cancel information as persons are no longer wanted. They contain: date; name of wanted person; date of birth charge; case number; name of clerk handling information; and if charge is a felony.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

**AGENCY:** Salt Lake City (Utah). Police Department

**SERIES:** 16459

3

**TITLE:** Wrecker call-out files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are forms used to monitor wreckers which are called out after receiving dispatch emergency calls. The forms include name of wrecker service, phone number, address called to, date, time, and ID number of person making call.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.