Retention and Classification Report

Agency: Vernal (Utah). Police Department (1258)

Vernal Police Department
374 East Main Street
Vernal, UT 84078
435-789-5835

Records Officer: _____

81258 Investigative case files

AGENCY: Vernal (Utah). Police Department

SERIES: 81258 3
TITLE: Investigative case files
DATES: 1976-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files are created as a result of a complaint or other actions which result in an investigation by the police department. This is the central case file for all cases handled by the agency. Information may include name of individual attested or involved in the incident, nature of offense, and officer's written agency.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until Microfilming and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

PRIMARY DESIGNATION:

Protected

AGENCY: Vernal (Utah). Police Department

SERIES: 81258
TITLE: Investigative case files

(continued)

SECONDARY DESIGNATION(S):

Public