

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: _____

81254	*Criminal history files
81258	Investigative case files

AGENCY: Vernal (Utah). Police Department

SERIES: 81254

3

TITLE: Criminal history files

DATES: 1976-2016.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

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

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

AUTHORIZED: 08-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years and then destroy.

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

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