

Retention and Classification Report

Agency: Duchesne County (Utah). County Sheriff (1763)

21554 W. 9000 S.
P.O. Box 985
Duchesne, UT 84021-0985
435-738-2015

Records Officer: _____

03956	Case files
03959	Jail bookings
03960	*Juvenile case files

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3956

3

TITLE: Case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports. They include homicide cases.

RETENTION:

Retain permanently

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 permanently after being microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3956

TITLE: Case files

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3959

3

TITLE: Jail bookings

DATES: 1986-

ARRANGEMENT: Numerical by jail booking number

DESCRIPTION:

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION:

Retain permanently

DISPOSITION:

May 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:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Private

AGENCY: Duchesne County (Utah). County Sheriff

SERIES: 3960

3

TITLE: Juvenile case files

DATES: ca. 1980-1989.

ARRANGEMENT: Numerical by case file

DESCRIPTION:

These case files are created as a result of a juvenile complaint or investigation by the sheriff's department. They are the central case files for juvenile cases handled by the agency. These files may include the investigations, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2004

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Records Center until subject turns 28 years old and then destroy.

Microfilm duplicate: Retain in Office until subject turns 28 years of age and then destroy.

PRIMARY DESIGNATION:

Exempt Rule 4-202.03(9), CJA