

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #13 (2458)

, UT

Records Officer: _____

30785 Fatal incident case files
30784 Incident case files

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #13

SERIES: 30785

3

TITLE: Fatal incident case files

DATES: 2000-

ARRANGEMENT: Numerical by incident number

DESCRIPTION:

These case files document fatal incidents. Records may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document violent fatal incidents and are of historical interest.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #13

SERIES: 30785

TITLE: Fatal incident case files

(continued)

PRIMARY DESIGNATION:

Public 63G-2-301(3)(g)(2020)

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(10)(11)(2020)

Private. Pri 63G-2-302(2)(d)(2023)

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #13

SERIES: 30784

3

TITLE: Incident case files

DATES: 2000-

ARRANGEMENT: Numerical by incident number

DESCRIPTION:

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2588.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the administrative needs expressed by the agency. The records are subject to litigation, and the retention reflects their average length of use in court.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #13

SERIES: 30784

TITLE: Incident case files

(continued)

PRIMARY DESIGNATION:

Public 63G-2-301(3)(g)(2020)

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(10)(2023)

Private. 63G-2-302(2)(d)(2023)