

## Retention and Classification Report

**Agency:** Sandy (Utah). Sandy Police Department (2498)

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

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**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12887

3

**TITLE:** Accident files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document a traffic accident investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, location of accident, damage, causes of accident, date and time. diagram of how accident happened, the description of the accident, and weather conditions. The original report is sent to the Financial Responsibilities Section of the Utah State Department of Public Safety if damage exceeds \$400, or injury or death occurs (UCA 41-6-35, 41-12-4). The original report is maintained by the State for seven years.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 1992

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12861

3

**TITLE:** Case files

**DATES:** 2015.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These case files are created as a result of a complaint or other actions being investigated by the police department. They are the central case files for all cases handled by agency. Case files are usually filed numerically by case number. It is recommended files be separated by case type providing ease in the weeding of files. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12861

**TITLE:** Case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 1992 UCA 55-10-104, 116

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12886

3

**TITLE:** Case reports

**DATES:** 2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports of crimes and other cases for police response. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The report is usually filed by case number and frequently is a part of case file. It is also called Incident Report or Offense Report.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 1992

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12885

3

**TITLE:** Crime analysis files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**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, forecasts, movement of known offenders, and alerts from other agencies.

**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 and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12865

3

**TITLE:** Criminal history files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, car make, year, license number, state occupation, and closest relatives, or friends. It may also contain fingerprint cards and mug shot. Since the Bureau of Criminal Investigation maintains the record copy of Criminal History Files an individual agency maintains one at its own discretion.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Exempt Privacy Act of 1974 (93-579)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12867

3

**TITLE:** DUI reports

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These reports are a three-part state form used for reporting persons arrested for Driving Under the Influence of Alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety (UCA 41-2-130(4)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Dui (driving under the influence) reports, GRS-332.

**AUTHORIZED:** 11-26-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 1992

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12873

3

**TITLE:** Expungements

**DATES:** undated.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony .... within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The Utah Bureau of Criminal Identification shall, keep, index and maintain all expunged and sealed records of arrests and convictions (UCA 77-18-2).

**RETENTION:**

Retain for 80 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 77-18-2 1993

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12874

3

**TITLE:** Field interrogation reports

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a limited informational report filled out by a peace officer. The report contains information on suspicious persons an officer has stopped. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 1992

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12888

3

**TITLE:** Impounded vehicle reports

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a state form used for state tax impounds. This report form contains make and model of vehicle, the year, color, identification number, tag number, condition of vehicle, place impounded, name and address of owner (if available), reasons for impounding, date and time of impounding, time and to whom released, and address. The report is usually filed chronologically by date of impound. The original form is sent to Division of Motor Vehicles. A copy of the report is frequently part of case file.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12876

3

**TITLE:** Internal affairs case files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain records relating to the internal affairs of the police department. They involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 1992

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12875

3

**TITLE:** Master name index

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an alphabetical index of names containing information on each individual having been interrogated, arrested, or named as suspect or accomplice in crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, sex), date of incident, type of incident, names of persons and businesses in contact with police departments, notice of content, and report of recorded event.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301 1992

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12877

3

**TITLE:** National Criminal Information Center (NCIC) stolen guns files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

**RETENTION:**

Retain for 1 year(s) or for 0

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-27-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until gun is recovered and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 77-26-16

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12882

3

**TITLE:** NCIC missing juveniles files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

**RETENTION:**

Retain for 1 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-27-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after juvenile is found or until reaches majority age and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 77-26-16

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12878

3

**TITLE:** NCIC recovered gun files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-27-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Exempt UCA 77-26-16

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12879

3

**TITLE:** NCIC stolen articles files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-27-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Exempt UCA 77-26-16

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12881

3

**TITLE:** NCIC wanted persons files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

**RETENTION:**

Retain for 1 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-27-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after person is captured and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 77-26-16

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12883

3

**TITLE:** Sex offenders files

**DATES:** undated.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Public Safety and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Public Safety, which sends one copy to the local law enforcement agency where the person resides (UCA 77-27-21.5). The Bureau of Criminal Investigation maintains the master file.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 1992

**AGENCY:** Sandy (Utah). Sandy Police Department

**SERIES:** 12884

3

**TITLE:** Traffic citations

**DATES:** undated.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, and location of violation, license number of vehicle, violation code, name of officer, and signature of person receiving citation.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 1992