

# Retention and Classification Report

**Agency:** Ogden (Utah). Ogden Police Department (2956)

2186 Lincoln Avenue  
Ogden, UT 84401

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

25404	Evidence log
28392	Fingerprint cards

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

**SERIES:** 25404

3

**TITLE:** Evidence log

**DATES:** 1956-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

**AUTHORIZED:** 01-22-2024

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after if not part of case file and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

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

**SERIES:** 28392

3

**TITLE:** Fingerprint cards

**DATES:** 1890-

**ARRANGEMENT:**

**DESCRIPTION:**

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Disposition based on historical and research value of fingerprint cards for a particular period of time.

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

**SERIES:** 28392

**TITLE:** Fingerprint cards

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private.

This series contains Social Security numbers that should be considered private under Utah Code 63G-2-302.