

Retention and Classification Report

Agency: Cedar City (Utah). Police Department (4161)

10 N. Main Street
Cedar City, UT 84720
435-586-2956

Records Officer: _____

30597	Fingerprint cards
29494	Mug shots
30596	Violent felony, homicide and sex crime investigation files

AGENCY: Cedar City (Utah). Police Department

SERIES: 30597

3

TITLE: Fingerprint cards

DATES: 2004-

ARRANGEMENT: Chronological by booking date.

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, which then maintains a complete file of all fingerprints.

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 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

These records have legal value(s).

AGENCY: Cedar City (Utah). Police Department

SERIES: 30597

TITLE: Fingerprint cards

(continued)

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(2)(d)(2023).

AGENCY: Cedar City (Utah). Police Department

SERIES: 29494

3

TITLE: Mug shots

DATES: 1989-

ARRANGEMENT: Numerical by booking number.

DESCRIPTION:

These records contain photographs and descriptions of arrested individuals and may include complete name, alias, physical description, date of arrest, offense committed, and may include booking information.

RETENTION:

Permanent. Retain for 75 year(s)

DISPOSITION:

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 for 10 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value of these records for both genealogical and potential criminology research.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Cedar City (Utah). Police Department

SERIES: 30596

3

TITLE: Violent felony, homicide and sex crime investigation files

DATES: 2004-

ARRANGEMENT: Chronological by case filing date.

DESCRIPTION:

This series contains case files that are created as a result of an investigation by the Cedar City Police Department for violent felonies as defined in Utah Code 76-3-203.5 (1)(c)(2023), homicide and sex crimes. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records.

RETENTION:

Retain permanently

DISPOSITION:

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 for 8 years and then transfer to State Records Center. Retain in State Records Center for 67 years and then transfer to State Archives.

APPRAISAL:

These records have legal value(s).

AGENCY: Cedar City (Utah). Police Department

SERIES: 30596

TITLE: Violent felony, homicide and sex crime investigation files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(65)(67)(70)(81)(2023).

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(g)(2023).