

## Retention and Classification Report

**Agency:** Roy (Utah). Police Department (4232)

Roy City Police Department  
5051 South 1900 West  
Roy, UT 84067  
801-774-1011

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

21811      Dispatch tape recordings

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

**SERIES:** 21811

1

**TITLE:** Dispatch tape recordings

**DATES:** 1986-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 30 days and then erase.

**PRIMARY DESIGNATION:**

Private