

## Retention and Classification Report

**Agency:** Heber City (Utah). Police Department (4245)

301 S Main Street  
Heber City, UT 84032  
435-654-3040

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

29839	*Arrest log
29840	*Shift log

**AGENCY:** Heber City (Utah). Police Department

**SERIES:** 29839

3

**TITLE:** Arrest log

**DATES:** 1937-1943.

**ARRANGEMENT:** Chronological by date of arrest.

**DESCRIPTION:**

This series contains an arrest log kept by the police of Heber City. The log contains such information as the name, age, and sometimes description of the person arrested; the time the person was arrested; whether or not they were arrested with a warrant; the offense they were charged with at arrest; the date and time they were taken before the justice; a description of any property taken from them; and any other remarks noted by the arresting officer. Each record contains the signature of the city marshal. The vast majority of arrests logged in this book were for drunkenness, though other offenses include reckless driving, petty larceny, selling or peddling without a license, selling liquor or cigarettes to a minor, or disturbing the peace.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Arrest records, GRS-2028.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series are of permanent historical value as representation of petty crime and its management in Utah in the mid-twentieth century.

**AGENCY:** Heber City (Utah). Police Department

**SERIES:** 29839

**TITLE:** Arrest log

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Heber City (Utah). Police Department

**SERIES:** 29840

1

**TITLE:** Shift log

**DATES:** 1956.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains a shift log kept by on-duty police officers in Heber City. The log covers the year 1956 and includes such information as the names (often just the first or last, not both) of the officers on duty and the shifts they worked, as well as notes about the goings-on during their shift. These notes provide brief details about calls they received, events in town, funerals attended, the people they interacted with while on duty, arrests, tickets issued, and other routine happenings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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 historical value(s).

The records in this series are of permanent historical value as representation of the regular activities, criminal or otherwise, of residents in rural Utah and the management or observation of those activities by a small town's police force.

**PRIMARY DESIGNATION:**

Public