

SCHEDULE 16  
SPECIAL EDUCATION RECORDS

SCHEDULE  
SPECIAL EDUCATION RECORDS

---

SPECIAL EDUCATION RECORDS (Item 16-5)

"All students with disabilities, who are between the ages of 3 and 22 and have not graduated from high school with a regular diploma, are entitled to a free, appropriate public education." (Utah Code 53A-15-301(1)(a)(2015)) These records document the progress and participation of students or clients enrolled in special education programs. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

RETENTION

Retain for 3 years to 5 years after graduation or services end and then destroy.

SCHEDULE 13  
PURCHASING RECORDS

SCHEDULE  
PURCHASING RECORDS

---

CONTRACT PURCHASING FILES (Item 13-18)

These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract.

RETENTION

Retain for 7 years after the project completed and warranties expire and then destroy.

SCHEDULE 17  
LAW ENFORCEMENT

SCHEDULE  
LAW ENFORCEMENT

---

ARREST RECORDS (Item 17-6)

These are records of prisoners confined in jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION

Retain for 10 years and then destroy.

CRIMINAL HISTORY RECORDS (Item 17-8)

These are complete histories of arrested individuals which provide complete name, alias, nickname, residence, complete physical description, date of arrest, offense committed, and occupation. They are used for department investigations, statistics and information.

RETENTION

Retain for 75 years and then destroy.

DISPATCH AND PATROL RECORDS (Item 17-5)

Records document the actions of dispatch and law officers on duty. Information may include video recordings not part of a larger case file.

RETENTION

Retain for 1 day to 90 days provided reviewed and questionable cases are transferred and then destroy.

MUG SHOT RECORDS (Item 17-7)

These are photographs and descriptions of arrested individuals which provide complete name, alias, physical description, date of arrest, and offense committed. Booking information may be included.

RETENTION

Retain for 75 years.