

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Records Computer Files, back-up and storage		CHAPTER/SECTION NO.: 54.8	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 82.1.8			

54.8 Policy

- 54.8.1 The Office participates in a multiple law enforcement agency records system managed by Ogden City MIS (Management Information Systems)/Public Safety Department.
- A. Records computer files are contained on a server located at the Ogden Public Safety Building and backed-up daily.
 - B. Duplicate tapes are made weekly and stored in a secure area, with access to MIS personnel.
 - C. Juvenile records are coded on back up tapes in the same manner as on the active system.
- 54.8.2 Handwritten reports are stored for the completion of the year written and two(2) additional years in Records Unit Storage. After the required storage period the records are destroyed. The Records Unit Storage is a secured room with key access by minimum staff.
- 54.8.3 Printed copies of reports are stored in the Records Unit storage for the remainder of the year written and two additional years; then stored in the County archives until scheduled for destruction by the Central Services Section Manager.
- A. Minimum storage time requirements for different categories of records (e.g. homicides, misdemeanors etc.) are determined by GRAMA retention schedule.