

## Retention and Classification Report

**Agency:** Department of Public Safety. Administrative Services Division (65)

4501 South 2700 West  
Salt Lake City, UT 84119  
801-965-4794

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

26734	Internal investigation case files
23683	Shooting reviews

**AGENCY:** Department of Public Safety. Administrative Services Division

**SERIES:** 26734

3

**TITLE:** Internal investigation case files

**DATES:** 2007-

**ARRANGEMENT:** Numerical by case numbers

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 1 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year after case is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9), 63G-2-305(16), 63G-2-305(17)

**AGENCY:** Department of Public Safety. Administrative Services Division

**SERIES:** 26734

**TITLE:** Internal investigation case files

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(i)

**AGENCY:** Department of Public Safety. Administrative Services Division

**SERIES:** 23683

1

**TITLE:** Shooting reviews

**DATES:** 1986-

**ARRANGEMENT:** Chronologically by case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These Shooting Review Board Documentations for Department of Public Safety Personnel that have been involved in shootings. Included are witness interviews and information from court proceedings. Many documents also include psychiatric and other medical information on those involved. These records are prepared for litigation purposes.

**RETENTION:**

Retain for 11 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Controlled