

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: _____

10575	*Americans with Disabilities Act complaint files
10546	*GRAMA correspondence and records
26734	Internal investigation case files
23684	*Shooting Review Board
23683	Shooting reviews

AGENCY: Department of Public Safety. Administrative Services Division

SERIES: 10575

3

TITLE: Americans with Disabilities Act complaint files

DATES: 1992-2012.

ARRANGEMENT: Alphabetical by name of complainant

DESCRIPTION:

These records are required to be maintained by the Administrative Services Division under Administrative Rule R-700-3, concerning the Americans with Disabilities Act (ADA). The files contain complaints from persons alleged to be harmed by Public Safety's non-compliance with ADA. Complaints include the complainant's name and address, disability, details of alleged discriminatory actions, action or accommodation requested of the department, and signature of complainant or legal representative of the complainant. Additional material collected by the department as part of the investigation may include medical records of the complainant in the case of appeal from an original ruling.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Protected All open investigations

SECONDARY DESIGNATION(S):

Private. All closed investigations

AGENCY: Department of Public Safety. Administrative Services Division

SERIES: 10575

TITLE: Americans with Disabilities Act complaint files

(continued)

Public.	Final decision of the ADA Coordinator for the department
Controlled.	Medical and psychological records

AGENCY: Department of Public Safety. Administrative Services Division

SERIES: 10546

3

TITLE: GRAMA correspondence and records

DATES: 1992-2012.

ARRANGEMENT: Chronological by request date.

DESCRIPTION:

These are records related to the Government Records Access and Management Act (GRAMA) and the public's request for information. Included are request forms and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final agency action and then destroy.

PRIMARY DESIGNATION:

Public

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: 23684

3

TITLE: Shooting Review Board

DATES: 1986-2012.

ARRANGEMENT: Chronological by case name

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are Shooting Review Board Documentations of Public Safety personnel involved in shootings. These documents contain witness interviews as well as information from court proceedings. They also include psychiatric and psychological information on those involved. These documents are created for litigation purposes.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Public Safety. Administrative Services Division

SERIES: 23684

TITLE: Shooting Review Board

(continued)

SECONDARY DESIGNATION(S):

Controlled

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