

## Retention and Classification Report

**Agency:** Department of Public Safety. Bureau of Criminal Identification (195)

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

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**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 2269

3

**TITLE:** Annual reports

**DATES:** 1928-1950.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of Bureau of Criminal Identification activities from the two previous years with information pertaining to agency activities, agency staff, crime, fingerprinting, law enforcement, legislation, and fiscal and financial operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 82935

3

**TITLE:** Application for criminal history review

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This record is an application for an individual requesting review of his/her verified criminal history. Information includes personal identification such as name, birthdate, address, and fingerprints. May include notarized copy of expungement certificate.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months or until scanned and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 82935

**TITLE:** Application for criminal history review

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(d) 1991

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 24108

3

**TITLE:** Automated fingerprint identification system latent case files

**DATES:** 1989-2001.

**ARRANGEMENT:** Numerical by case number

**TOTAL VOLUME:** 70.00 cubic feet.

**DESCRIPTION:**

These files are latent (crime scene) fingerprints submitted to Bureau of Criminal Identification (BCI) to process through our Automated Fingerprint Identification System (AFIS) (fingerprint) database for possible identification of the latent fingerprints. They include copies of the actual latent fingerprints, submission forms, summary reports for the response back to the submitting agencies, printouts from the AFIS search, candidate lists, 5 to 1 photo images of the latent fingerprints, tracings of those fingerprints, and general notes for use in processing the fingerprints.

**RETENTION:**

Retain for 75 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed or until statute of limitations has expired and then transfer to State Records Center. Retain in State Records Center for 72 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records have legal value to preserve crime scene evidence.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 24108

**TITLE:** Automated fingerprint identification system latent case files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 22589

3

**TITLE:** BCI card files

**DATES:** ca. 1940-1975.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 6.00 cubic feet.

**DESCRIPTION:**

This series was used as a cross-reference tool for the criminal history information. The cards contain the name of individual and a reference number. May also contain date of birth, height, weight, sex, ethnic background, county or city of arrest and other personal identifying information. The paper series has been replaced by an electronic format.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until computerized and then destroy.

Computer data files: Retain in Office until updated and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 18156

3

**TITLE:** Cash receipt electronic system

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Agency copy of receipts given to customers who pay the agency for services rendered.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

These records have administrative and fiscal value to track all payments made to BCI.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 84340

3

**TITLE:** Concealed firearms permit files

**DATES:** 1985-

**ARRANGEMENT:** Alphanumerical by name and permit number

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These records document the eligibility of individuals to carry a concealed firearm and the issuance of permits to applicants. Information includes the application, fingerprint card, photograph, renewal application, and evidence of firearms familiarity. This permit must be renewed every five years. Statutory authority for issuing permits may be found in UCA 53-5-704 (1996).

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the administrative needs expressed by the agency. Previous decision: Retain six months after expiration of permit. Permits do not not expire if they are renewed, so in effect they may last for decades. After 7 years, the applications are no longer needed.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 84340

**TITLE:** Concealed firearms permit files

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 53-5-701-711

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(10)

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 83906

4

**TITLE:** Crime in Utah reports

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 1998. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1999 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the research value of statistical data on crime and law enforcement activities.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 83906

**TITLE:** Crime in Utah reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 27692

3

**TITLE:** Denied expungement packets

**DATES:** 1977-2017.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

The bureau determines if an applicant is eligible to receive a certificate of eligibility to have records about him or her expunged (Utah Code 77-40-103(1)) (2014). The records in this series include those that were created when an applicant was denied. They include the applications, work sheets, criminal histories, FBI records, court dockets and any correspondence.

**RETENTION:**

Retain for 5 year(s) and 4 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2011

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2019. Retain in Office for 1 year after scanned into expungement program and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 27692

**TITLE:** Denied expungement packets

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 53-10-108(2)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 84545

3

**TITLE:** Expunged criminal records

**DATES:** 1977-

**ARRANGEMENT:** Numerical by control number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to keep, index, and maintain all expunged records of arrests and convictions (Utah Code 77-40-109(1)(2014)). Records contain a comprehensive criminal history and all expungement documentation, including a notarized copy of the certificate of expungement granted by the court, a full expungement, a partial expungement, and when a person does not follow through with the order from the courts.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 75 years and then destroy.

**APPRAISAL:**

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

This disposition is based on UCA 77-18-2(5)(a)(i) (1992) which states that "The bureau shall keep, index, and maintain all expunged and sealed records of arrests and convictions." The records are needed through the lifetime of the individual.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 84545

**TITLE:** Expunged criminal records

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 53-10-108(2)(2015)



**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 6965

3

**TITLE:** Fingerprint cards

**DATES:** 1966-

**ARRANGEMENT:** Numerical by box and card number

**DESCRIPTION:**

These records support the agency's function to maintain pertinent information relating to persons who have been arrested or convicted of a crime (Utah Code 53-10-202(1)(c)(2015). Records contain an incident report, fingerprints, and all personal identifiers regarding individuals arrested and/or convicted of felonies or misdemeanors in Utah including all records regarding personal identification, criminal charges, court documentation, and any relevant agency reports.

These cards are the Utah arrest records of people for either felonies or misdemeanors. The information includes personal identifiers of the individual arrested (name, aliases, residence, signature of person fingerprinted and the person taking the fingerprints, sex, race, height, weight, hair color, eye color, date and place of birth, social security number, arresting agency, location and date of arrest, driver license number, offense tracking number, microfilm reel and frame number, state identification (SID) number, FBI number, occupation, possession of a firearm, scars or tattoos, arrest charges, and whether crime was a felony or misdemeanor) and fingerprints. Upon receiving the fingerprint cards from local law enforcement agencies (where they are created), the fingerprints are scanned into an electronic system used by law enforcement in the western region. Palm prints may also be included. Participating states include: Alaska, Utah, Idaho, Montana, Nevada, Oregon, Washington, and Wyoming.

The Western Identification Network (WIN) was created to share a resource called the Automated Fingerprint Identification System (AFIS), which allows quick identification of fingerprints taken from a crime scene. When background checks are done against individuals being hired in specific jobs, their fingerprints are also checked against the AFIS system. This system is never considered the "official copy" of the fingerprints, but only the cards themselves.

**RETENTION:**

Retain for 100 year(s)

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 6965

**TITLE:** Fingerprint cards

(continued)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 100 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 100 years and then destroy.

Computer data files: For records beginning in 1989 and continuing to the present. Retain in Office until administrative need ends and then delete.

Microfilm duplicate: Retain in Office for 100 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency and by UCA 77-26-16(5) (1991), which states that "This information shall be stored in a manner so it cannot be modified, destroyed, or accessed by unauthorized agencies or individuals." These records are useful only for the lifetime of the person arrested, and so a permanent disposition is not necessary.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 6965

**TITLE:** Fingerprint cards

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 77-26-16 (1991)

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 4558

3

**TITLE:** Motorcycle gang bulletins

**DATES:** 1975-2010.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 18150

1

**TITLE:** National Incident-Based Reporting System (NIBRS) database

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This system tracks crime statistics from local law enforcement agencies and then compiles them for use by the Federal Bureau of Investigation (FBI). It is intended to replace the paper-based Uniform Crime Report (series 83906) system. As of 1997, only 44 of the 130 local law enforcement agencies in Utah have the technology to use NIBRS. This system enhances statistical reporting and gives much more detail about crimes than does the Uniform Crime Report. Information is submitted monthly by local police, and then compiled into quarterly and annual reports by the Bureau of Criminal Identification. Statistics include information regarding the offense, victim, offender, arrestee, and property involved. Data elements specific to Utah (not shared with the FBI) include the tools used, security, suspect's method of operation, and arrestee occupation.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

Computer data files backup: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the research value this information has for those interested in crime trends.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 18150

**TITLE:** National Incident-Based Reporting System (NIBRS) database

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 21974

3

**TITLE:** Safer Utah information sheets

**DATES:** 1999-2010.

**ARRANGEMENT:** Chronological by date received

**DESCRIPTION:**

This series documents the reports received by the Bureau regarding school incidents. The Safer Utah Program was established to provide a state/national confidential toll free phone line for citizens to report school shootings, bomb threats, students carrying weapons, etc. The Bureau of Criminal Identification has been set-up to serve as the contact point through the Governor's Office for the program. Information obtained through the hot line is forwarded by the Bureau to the appropriate law enforcement agency. The school district is notified of the call, however, they are only given the name of the law enforcement agency that received the information. The individual law enforcement agencies are responsible for determining the appropriate action to be taken. The series consists of the Safer Utah information sheet and a copy of the fax cover sheet indicating to which agency the information was referred. Information includes the date, time, type of crime being reported, where the crime will/has occurred, name and description of suspects, name and address of caller, the name of the agency to which the information was referred, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 21974

**TITLE:** Safer Utah information sheets

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (9) and (10) (2008)

**SECONDARY DESIGNATION(S):**

Public. case number and law enforcement agency



**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 25327

3

**TITLE:** Staff meeting audio recordings

**DATES:** 1983-2010.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are audio recordings created to facilitate the preparation of staff meeting minutes and other activities. Includes regional administration information, policy and procedure information, sponsor applications, contact requests, miscellaneous resident requests, resident meeting information, administration hearings on residents, staff and center issues. Information includes date of meeting or activity, names of participants, details of issues addressed and resolution or decision.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Audio cassettes: Retain in Office for 1 year after approval of official minutes or transcript and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative value to produce minutes.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008).  
Controlled. Psychological information that should not be released to residents.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 85024

3

**TITLE:** Uniform crime statistics

**DATES:** i 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.50 cubic feet.

**DESCRIPTION:**

This statistical information is provided to the Bureau of Criminal Identification so that they in turn can prepare the publication "Uniform Crime Report" each year. These are the monthly law enforcement crime reports from all agencies throughout the state. Information includes the types of and numbers involved in crimes. Information may include forms and reports: B1, B2, A, C, D, and F. This information is used to compile and becomes part of the "Crime in Utah" reports (series 83906).

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 85024

**TITLE:** Uniform crime statistics

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 29140

3

**TITLE:** Utah Criminal Justice Information System dissemination logs

**DATES:** 2014-

**ARRANGEMENT:** Chronological, thereunder by system.

**DESCRIPTION:**

These records show all transactions enacted by an agency in the Utah Criminal Justice Information System (UCJIS). The UCJIS is used to access and update data from various state and federal law enforcement sources, such as drivers license information, Utah criminal history, statewide warrants, motor vehicle files, National Law Enforcement Telecom (NLET), National Crime Information Center (NCIC), and national records.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

Records in this series are required for federal audits and security, as detailed in Utah Code 53-10-202(1-3)(2017).

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 29140

**TITLE:** Utah Criminal Justice Information System dissemination logs

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10)(2017)

**SECONDARY DESIGNATION(S):**

Exempt. Utah Code 63G-2-201(6)(2017); CJISD-ITS-DOC-08140-5.6(3)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 18153

3

**TITLE:** Utah criminal history records

**DATES:** ca. 1975-

**ARRANGEMENT:** Alphabetical by surname, and numerical by State Identification (SID) number, social security number, or

**DESCRIPTION:**

These records support the agency's function to maintain pertinent information relating to persons who have been arrested or convicted of a crime (Utah Code 53-10-202(1)(c)(2015). Records contain a comprehensive history and all identifying information regarding individuals arrested and/or convicted for crimes in Utah including all records regarding personal identification, criminal charges, court documentation, and any relevant agency reports.

**RETENTION:**

Retain for 75 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 75 years after last arrest and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Bureau of Criminal Identification

**SERIES:** 18153

**TITLE:** Utah criminal history records

(continued)

**PRIMARY DESIGNATION:**

Exempt      Utah Code 53-10-108(2)(2015)