

## Retention and Classification Report

**Agency:** Department of Public Safety. State Bureau of Investigations (586)

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

28808	Fatal traffic accident investigation files
84409	Government Records Access and Management Act request files
28823	Grant files
28809	Homicide, violent felonies, or sex crime investigation files
16976	Investigation case files
84407	Invoice file
26963	Payroll Records
84412	Undercover operations expense records

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28808

3

**TITLE:** Fatal traffic accident investigation files

**DATES:** 1981-

**ARRANGEMENT:**

**DESCRIPTION:**

The agency cooperates with other law enforcement agencies to investigate fatal traffic accidents suspected to have been caused by the impairment of the vehicle operator due to drugs or alcohol. Records include incident, investigation, toxicology, and medical examiner reports; crime scene photographs and videos; witness statements; evidence logs; criminal backgrounds; and related records.

**RETENTION:**

Permanent. Retain for 20 year(s) after case is closed

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/2016

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office for 3 years after the case is closed and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are occasionally requested by children of accident victims decades after the incident occurs.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28808

**TITLE:** Fatal traffic accident investigation files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10)(2015)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(b)(2015), Utah Code 63G-2-302(2)(b,d)(2015)

Controlled. Utah Code 63G-2-304(1)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 84409

3

**TITLE:** Government Records Access and Management Act request files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document the agency's responsibility to respond to Government Records Access and Management Act (GRAMA) requests (Utah Code 63G-2-204(2011)). Records include requests, denials, appeals, and related documentation.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**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 action and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. State Bureau of Investigations  
**SERIES:** 84409  
**TITLE:** Government Records Access and Management Act request files

(continued)

**SECONDARY DESIGNATION(S):**  
Private. Utah Code 63G-2-302(2)(d)

**REVIEW AND UPDATE STATUS:**  
This report was reviewed and updated on 01/2016.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28823

3

**TITLE:** Grant files

**DATES:** 1999-

**ARRANGEMENT:** Chronologically by fiscal year.

**DESCRIPTION:**

These records document the agency's utilization of federal and state grant funds in the course of providing general investigative support to the various divisions within the Department of Public Safety. Records contain issuance documentation, accounting reports, audits, timesheets, and related records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after the expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years after the expiration of contractual agreement and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28823

**TITLE:** Grant files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(g)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28809

3

**TITLE:** Homicide, violent felonies, or sex crime investigation files

**DATES:** 1950-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to cooperate with and assist other state and law enforcement agencies in investigating reports of serious criminal activities (Utah Code 53-10-302(1, 4)(2000)). Records document the investigations of homicides, suicides, or sex crimes, including any in-custody death investigations, that have been referred to the agency from an external entity. Records may contain incident, investigation, laboratory, or medical examiner reports, photographs, correspondence, and related records.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 72 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

Violent felonies, homicides as sex crimes as listed in Utah Code 76-1-301 and 76-3-203.5(2013) are permanent because they have no statute of limitations.



**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28809

**TITLE:** Homicide, violent felonies, or sex crime investigation files

(continued)

**PRIMARY DESIGNATION:**

Protected                      Utah Code 63G-2-305(10)(2015)

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(1)(b)(2015), Utah Code 63G-2-302(2)(b,d)(2015)

Controlled.                      Utah Code 63G-2-304(1)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 16976

3

**TITLE:** Investigation case files

**DATES:** 1969-

**ARRANGEMENT:** Alphanumerical by case number.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These records document any efforts the bureau exerts while investigating violations of state laws in three areas: liquor, narcotics, and special investigations. Liquor investigation files document staged purchases of liquor from vendors by agents and covert underage buyers (CUBS), illegal importation of liquor, and DUI violations. Narcotics investigation files document illegal importation of narcotics, intelligence on vehicles used to transport narcotics, and profiles of vehicles considered to be used by drug smugglers. Special investigation files document financial crimes, fraud, warrants, financial exploitation, elderly exploitation, forgery, theft, failure to comply, and driver license investigations. All files may include case reports, evidence sheets, criminal history information, tape transcriptions of buys, interviews of suspects, court actions, printout of information from Bureau of Criminal Identification, and court orders.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after investigation is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 16976

**TITLE:** Investigation case files

(continued)

**APPRAISAL:**

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

This record series was previously scheduled under RDR 81-17 with a five year retention. Due to changes in the law the retention needs to be extended.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 84407

3

**TITLE:** Invoice file

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records help to monitor bureau expenses for budget purposes for court costs, attendance at conventions and seminars, and the like. The information contained in this file is considered the warrant backup file. This includes a ledger sheet with vendor name, invoice name, cost of invoice and account balance and also copies of any corresponding invoices.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The original file is maintained at the Public Safety Accounting Office and is the audit copy.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 26963

3

**TITLE:** Payroll Records

**DATES:** 1987-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by surname.

**DESCRIPTION:**

This series contains payroll records used to track the compensation of employees. Once the information has been submitted to Payroll for processing, the documents are retained as verification. These records include bi-weekly time sheets, travel authorization documents, overtime documents, and reimbursement documentation.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(a),(f)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 84412

1

**TITLE:** Undercover operations expense records

**DATES:** 1987-

**ARRANGEMENT:** Chronological by fiscal year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records monitor an agent's use of funds spent while performing undercover investigations to support the various divisions within the Department of Public Safety. Expenditures may pay for controlled buys, information gathering, and agents' efforts to blend in to their surroundings. Information may include related case information, investigative expenses, approval paperwork.

**RETENTION:**

Retain for 3 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 copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

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

**APPRAISAL:**

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

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 84412

**TITLE:** Undercover operations expense records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10 & 11)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.