

Retention and Classification Report

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

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Records Officer: _____

| | |
|-------|--|
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AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84413

3

TITLE: Car report and miscellaneous records

DATES: 1979-2015.

ARRANGEMENT: Alphanumerical by vehicle number

DESCRIPTION:

These records are required by the State to document financial expenditures on the vehicles maintained by the bureau. This information includes vehicle number, month and year, types of expenses for the month, agent's name and call number and the vehicle mileage.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper copy: Retain in Office until car is sold or ownership of vehicle is transferred and then transfer the file to Public Safety Fleet Services.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
The original records are maintained in the Fleet Services, Division of Public Safety and have also been scheduled there.
This retention is based on administrative need.

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84408

3

TITLE: Confidential informants case files

DATES: 1979-2015.

ARRANGEMENT: Numerical by informant number

DESCRIPTION:

These records are used to document the use of confidential informants by the bureau. This file includes a data sheet on the individual, criminal history, expense sheet of payments and a photograph. Could also contain any other documentation relative to reliability of the informant.

Each agent maintains a file on CI's that they use with information regarding those individuals. These files are maintained in addition to the master file and should have some of the information merged with the master file when the agent's use of the informant ends.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after informant file is created and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy.

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

Microfilm duplicate: Retain in Office for 75 years after informant file opened and then destroy.

Computer data files: Retain in Office for 75 years after informant file opened and then delete.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84408

TITLE: Confidential informants case files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

| | |
|-----------|---|
| Protected | Release of information could jeopardize the life of the informant and destroy efforts by the state to discover illegal drug and alcohol activities. |
|-----------|---|

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84406

3

TITLE: Daily activity reports

DATES: 1977-2015.

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

These reports are used to monitor the daily activities of agents and personnel of the office and are used to aid in the preparation of the time sheets. They include information on the daily activities and contacts made by Bureau personnel, name, area working in, and all activities of the day.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: 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, and/or fiscal value(s).
The retention is based on the office need.

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

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: 2307

3

TITLE: Federal action grants project files

DATES: 1970-1971.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files document grants to local law enforcement offices processed through POST. Some of the grants deal with affirmative action and equal opportunity employment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected

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:

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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: 84410

3

TITLE: Investigative case number book

DATES: 1969-2015.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

This book is used to document the issuing of investigative case numbers and serves as a back-up to the index cards. This includes the case number, defendant's name, date, location, type of evidence, violation and the agent assigned to that particular case.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

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: 84416

3

TITLE: Law enforcement intelligence unit files

DATES: 1978-2015.

ARRANGEMENT: Numerical by identification number, thereunder alphabetical by name

DESCRIPTION:

These records support the agency's function to procure and file information relating to the identification and activities of fugitives, wanted or missing, arrested or convicted in any state, and believed to be involved in racketeering, organized crime, or a dangerous offense (Utah Code 53-10-202(1)(2015)). These records document gathered information about criminal or suspect persons, places, and organizations. Information includes physical description, personal and criminal history, and related records from outside law enforcement agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after last re-evaluation and then destroy.

Computer data files: Retain in Office for 5 years after last re-evaluation and then delete.

APPRAISAL:

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

RETENTION JUSTIFICATION:

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

PRIMARY DESIGNATION:

Exempt

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84416

TITLE: Law enforcement intelligence unit files

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305 (10)(a & d)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84411

3

TITLE: Nationwide check of FBI records

DATES: 1987-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are required by regulations from the Bureau of Criminal Identification, and are recorded and filed for audit purposes. These include the person's name and date of birth, requester's initials and the date check was run.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

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: 84414

3

TITLE: Personnel files

DATES: 1969-2015.

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

These files are the division's copy of the personnel file. The division copy includes detailed information that is not transferred to the department file. These files are necessary to maintain information for evaluation and when necessary disciplinary action is required. This could include evaluation reports, letters of commendation, letter of discipline, educational information, personnel actions, and background information.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper copy: Retain in Office until employee terminates or retires and then forward to DPS Personnel to be merged with master.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84381

3

TITLE: Suspect files index

DATES: 1969-2015.

ARRANGEMENT: Alphabetical by last name of suspect

DESCRIPTION:

This is the manual index used to locate files maintained on suspects of the Utah Division of Investigation. The card states the case number, date of initiation of the case, suspect's name, date of birth, physical description, vehicle description, substance purchased and amount purchased, and any violations which relate back to the investigative file.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after investigation closed and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

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.