

Retention and Classification Report

Agency: Office of Medical Examiner (631)

48 Medical Drive
Salt Lake City, UT 84113-0000
801-584-8310

Records Officer: _____

82077	Advisory committee administrative files
82079	Advisory committee meetings minutes
82096	Annual reports
82081	Annual work program
82084	Attorney General's opinions
82099	Automated autopsy report file
82097	Automated system case listing
82067	Case file index
82066	Case files
82080	Correspondence file
82082	Declaration of surplus property file
82085	Interdepartmental transfer
82098	Investigation report
82086	Job recruitment files
82076	Missing persons file
82083	Payroll information report files
82090	Policies and procedures manual
82088	Purchase requisitions
82089	Records transfer files
82068	Terminated cases investigative reports

AGENCY: Office of Medical Examiner

SERIES: 82077

3

TITLE: Advisory committee administrative files

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the record of the members of the advisory committee which is appointed to advise the office and to make recommendations and reports concerning rules considered appropriate for adoption. These files include copies of letters of appointment, mailing lists, curriculum vitae, and membership list. Information includes the member's name, address, home and business telephone numbers, political affiliation, education, occupation, membership in groups, names of spouse and children, date of birth, place of birth, social security number, and occupational license.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). As an advisory body to the state, the records of its membership is of long-term interest and should be retained.

AGENCY: Office of Medical Examiner

SERIES: 82077

TITLE: Advisory committee administrative files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Office of Medical Examiner

SERIES: 82079

3

TITLE: Advisory committee meetings minutes

DATES: 1973-

ARRANGEMENT: Chronological

DESCRIPTION:

The information recorded includes the place and time of meeting, the persons present, the issues discussed, and any decisions reached.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
A record of the minutes of these meetings has long-term value and should be preserved.

AGENCY: Office of Medical Examiner

SERIES: 82096

3

TITLE: Annual reports

DATES: 1969-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains the Annual Reports of the Office of the Medical Examiner. The reports include various types of statistical information on the investigations and certifications performed by the Office during the previous fiscal year. Information related to personnel, the Medical Examiner Advisory Committee, and the Utah Medical Examiner Act is also included. 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:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then print paper copy and erase.

Paper: Retain in Office until no longer has administrative value and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until no longer has administrative value and then destroy.

AGENCY: Office of Medical Examiner

SERIES: 82096

TITLE: Annual reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The data system is used to pull together the information from the report. Once a hard copy is made, the computer information can be deleted. A paper copy should be preserved as it has long-term value. The early versions are solely paper publications.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Medical Examiner

SERIES: 82081

3

TITLE: Annual work program

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a bi-weekly report sent by State Finance documenting the year to date employee costs. It is used by the division for budget purposes. The information includes the report period, the department, the division, the low organization number, the position control number, the classification title, the estimated grade, the amount of salary and benefits budgeted, the year to date costs for salary and benefits, the name and social security number of the current incumbent, and the incumbent's actual grade and step.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months or until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).
The record copy of this report is kept by State Finance. This copy has only administrative value.

AGENCY: Office of Medical Examiner

SERIES: 82081

TITLE: Annual work program

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Office of Medical Examiner

SERIES: 82084

3

TITLE: Attorney General's opinions

DATES: 1974-

ARRANGEMENT: Chronological

DESCRIPTION:

These are legal opinions provided by the Attorney General's office at the request of the office. This series includes the date of the opinion, the subject matter, and the facts of the case.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer has administrative value and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record has long-term value and should be retained. A copy of the opinion should be kept in the office as long as it is needed.

AGENCY: Office of Medical Examiner

SERIES: 82099

3

TITLE: Automated autopsy report file

DATES: 1983-

ARRANGEMENT: none

DESCRIPTION:

This is a record of autopsies placed in a local data system since 1983. It is used for quick reference by the staff. The information includes case number; the decedent's name, address, telephone number, occupation, age, sex, race, date of birth, date and time of death, cause of death, and location of death; the date and time the deceased was found dead, last seen alive, pronounced dead, and the Medical Examiner notified; when the autopsy was conducted and the location and who conducted it; and the results of the autopsy.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based on the desire of the staff to keep the information on-line.

AGENCY: Office of Medical Examiner

SERIES: 82099

TITLE: Automated autopsy report file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Office of Medical Examiner

SERIES: 82097

3

TITLE: Automated system case listing

DATES: 1983-

ARRANGEMENT: none

DESCRIPTION:

This is a local data system that contains a record of Medical Examiner cases. It is used to compile statistics and as a quick reference for the staff. The information includes case number; the decedent's name, address, telephone number, occupation, age, sex, race, date of birth, date and time of death, cause of death, and location of death; the date and time the deceased was found dead, last seen alive, pronounced dead, and the Medical Examiner notified; whether an autopsy was conducted and the location and who conducted the autopsy; the name and address of the next of kin; the name of the investigator; and the circumstances of the death.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based on the desire of the staff to keep the information on-line. Also, this will become the basis for an automated index.

AGENCY: Office of Medical Examiner

SERIES: 82097

TITLE: Automated system case listing

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Office of Medical Examiner

SERIES: 82067

3

TITLE: Case file index

DATES: 1967-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is an index to the case files. It is used to enable the staff to locate a case number from the deceased's name. This includes the deceased's name, address, date of death, cause of death, and case number.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until information is entered into the data system and then destroy.

APPRAISAL:

These records have administrative value(s). This information must be retained as long as the related records are. Eventually, these records will be entered into the computer. Once this is done, the paper copy can be destroyed. Until that time, the record must be kept in the office.

AGENCY: Office of Medical Examiner

SERIES: 82067

TITLE: Case file index

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Office of Medical Examiner

SERIES: 82066

3

TITLE: Case files

DATES: 1982-; 1967-

ARRANGEMENT: numerical by case number

ANNUAL ACCUMULATION: 9.00 cubic feet.

DESCRIPTION:

These are the records of the investigations of death carried out by the Medical Examiner's office under the authority of UCA 26-4-7. The files include Report of Death, Report of Investigation, Police Report, Findings Report, Hospital Report, Toxicology Report, Histology Report, Serology Report, Radiology Report, and Death Certificate. Information includes the case number; the type of case (natural death, suicide, etc.); the deceased's name, address, age, sex, race, date of birth, and next of kin; the time of death and cause of death; the time and date the deceased was found; and the circumstances of death. These are photographic slides taken at the death scene and at autopsies. They are used for evidence in criminal cases. This series includes the photograph and case number.

RETENTION:

Permanent. Retain for 55 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 52 years and then transfer to State Archives with authority to weed.

AGENCY: Office of Medical Examiner

SERIES: 82066

TITLE: Case files

(continued)

APPRAISAL:

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

These records have long-term value both for legal purposes and for medical research purposes. Previous decision: 79-95: transfer to State Archives/confidential.

PRIMARY DESIGNATION:

Exempt

UCA (2008)26-4-17(3) Records available to the decedent's next-of-kin, legal representative, or physicians who attended the decedent during the year before death, upon their written request for the release of documents.

AGENCY: Office of Medical Examiner

SERIES: 82080

3

TITLE: Correspondence file

DATES: 1973-

ARRANGEMENT: none

DESCRIPTION:

This is a file of all the correspondence generated by the office. It includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to federal agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Records not duplicated elsewhere that document the activities of the bureau and show its policies, procedures, organization, function, and achievements are of long-term value and should be retained. However, correspondence dealing with routine day-to-day matters should be weeded out when no longer needed. Records under "A" are: letters of transmittal that do not add any information to that contained in the transmitted material; quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records under "B" are: records that relate to the internal administration or housekeeping activities of the office; in general, these records relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office

AGENCY: Office of Medical Examiner

SERIES: 82080

TITLE: Correspondence file

(continued)

personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities; also, records that are duplicates of information filed elsewhere.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Medical Examiner

SERIES: 82082

3

TITLE: Declaration of surplus property file

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of property no longer needed by the bureau and turned over to the Division of Surplus Property. It is used by the bureau to ensure that the property has actually been transferred and that the division receives credit for the sale of the property. The file includes the organization's name, the property location, the low organization and account numbers, the item number, the quantity of the items, the description of the item, the unit price, the amount of items, and the recommended action.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

The record copy of this file is kept by the Division of Surplus Property. This copy has only administrative value.

AGENCY: Office of Medical Examiner

SERIES: 82085

3

TITLE: Interdepartmental transfer

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 6 Item 5.

AGENCY: Office of Medical Examiner

SERIES: 82098

3

TITLE: Investigation report

DATES: 1983-

ARRANGEMENT: none

DESCRIPTION:

This is an automated system showing reports of deaths for which a physician has certified the cause of death under UCA 26-4-14 and which do not require investigation by the Medical Examiner. The information includes the deceased's name, address, age, sex, race, and date of birth; the next of kin's name, address, telephone number, and relationship to the deceased; the date and time of death or when the deceased was found dead; the time and date the deceased was last seen alive; the time and date the Medical Examiner was notified and by whom; and the circumstances of death.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based on the desire of the staff to keep the information on-line. Also, this may become the basis for an automated index.

AGENCY: Office of Medical Examiner

SERIES: 82098

TITLE: Investigation report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Office of Medical Examiner

SERIES: 82086

3

TITLE: Job recruitment files

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 1 Item 15.

PRIMARY DESIGNATION:

Private

AGENCY: Office of Medical Examiner

SERIES: 82076

3

TITLE: Missing persons file

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of inquiries sent to the Medical Examiner's office of missing individuals. The information in the inquiry is compared to the information on hand about unidentified bodies in the state to see if they match. Inquiries can come from private individuals and from state agencies both inside and outside Utah. This file includes the missing person's name, address, age, sex, height, weight, race, marital status, physical description, identifying marks, physical impairments, occupation, employer, next of kin, date and place last seen, dental information, and clothing description.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

These are specific inquiries. Once they are answered, there is no reason to keep them.

AGENCY: Office of Medical Examiner

SERIES: 82076

TITLE: Missing persons file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Office of Medical Examiner

SERIES: 82083

3

TITLE: Payroll information report files

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This file is used to transmit payroll information to the payroll clerk and to personnel. The information includes the employee's name, social security number, grade and step, pay rate, leave without pay hours, and on call hours worked.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

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).
This record is subject to audit by the department and may also be used for FLSA purposes.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Medical Examiner

SERIES: 82090

3

TITLE: Policies and procedures manual

DATES: 1982-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or until longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 16 Item 1.

AGENCY: Office of Medical Examiner

SERIES: 82088

3

TITLE: Purchase requisitions

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

Based on General Retention Schedule 3 Item 4.

AGENCY: Office of Medical Examiner

SERIES: 82089

3

TITLE: Records transfer files

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after all transferred records have been destroyed and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on the office's administrative needs.

AGENCY: Office of Medical Examiner

SERIES: 82068

3

TITLE: Terminated cases investigative reports

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are reports of deaths for which a physician has certified the cause of death under UCA 26-4-14 and which do not require investigation by the Medical Examiner. These reports includes the deceased's name, address, age, sex, race, and date of birth; the next of kin's name, address, telephone number, and relationship to the deceased; the date and time of death or when the deceased was found dead; the time and date the deceased was last seen alive; the time and date the Medical Examiner was notified and by whom; and the circumstances of death.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

APPRAISAL:

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

This record has similar value to the case files and should be retained.

AGENCY: Office of Medical Examiner

SERIES: 82068

TITLE: Terminated cases investigative reports

(continued)

PRIMARY DESIGNATION:

Private