

## Retention and Classification Report

**Agency:** Department of Public Safety. Peace Officers Standards & Training (POST) (793)

410 West 9800 South  
Sandy, UT 84070  
801-256-2324

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

22806	*Academy building plans
26066	*Accounting administrative files
83530	Administrative investigation case files
26064	*Administrative policy and program records
02298	*Administrative records
23274	Annual inservice and regional training catalogs
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**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 22806

3

**TITLE:** Academy building plans

**DATES:** 1979.

**ARRANGEMENT:**

**DESCRIPTION:**

This series contains drawings of the academy building pertaining to the roof view, exterior elevations, first floor and second floor. Brixen and Christopher were the architects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Architectural drawings: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26066

1

**TITLE:** Accounting administrative files

**DATES:** 1998-2005.

**ARRANGEMENT:** Chronological by year.

**TOTAL VOLUME:** 4.00 cubic feet.

**DESCRIPTION:**

This series consists of correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations for the Police Corps program. Police Corps was a federally funded scholarship program to put highly educated, highly trained police officers on the street with a commitment of four years at a selected law enforcement agency. Program funding ended in December 2005 and there is no longer a Police Corps program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 years and then destroy.

Compact disc: Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

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

Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83530

3

**TITLE:** Administrative investigation case files

**DATES:** 1983-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files document investigations on peace officers regarding certification. This includes investigations of misconduct or allegations of misconduct of licensed peace officers or persons alleging to be peace officers. These files may include psychological tests, the personnel complaint form, investigative reports, documentary evidence, administrative complaint, subpoena, administrative orders, Administrative Law Judge (ALJ) and Council recommendations, and the final written order. Also included are reports dealing with denial, suspension, or revocation of a police officer's certification.

**RETENTION:**

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

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83530

**TITLE:** Administrative investigation case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9)(d)(2008)

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26064

1

**TITLE:** Administrative policy and program records

**DATES:** 1998-2005.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

This series consists of records created by the Police Corps that document the research, creation and application of agency programs, and policies and procedures. Records may include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes. Police Corps was a federally funded scholarship program to put highly educated, highly trained police officers on the street with a commitment of four years at a selected law enforcement agency. Program funding ended in December 2005 and there is no longer a Police Corps program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Records in this series document the history and function of the agency and are useful to researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2298

3

**TITLE:** Administrative records

**DATES:** 1968-1979.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Records in this series document agency history and functions and may be useful to researchers.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 23274

3

**TITLE:** Annual inservice and regional training catalogs

**DATES:** 1991-

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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.

Computer data files: Retain in Office permanently and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions and are useful to researchers.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 23274

**TITLE:** Annual inservice and regional training catalogs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 23272

3

**TITLE:** Annual reports

**DATES:** 1969-1975.

**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 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).  
Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26063

3

**TITLE:** Annual reports

**DATES:** 1998-2005.

**ARRANGEMENT:** Chronological by year.

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83532

3

**TITLE:** Applications for basic training

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

These are applications submitted for entrance into the POST basic training program. Applicants are required to meet statutory requirements but can now be self sponsored and/or a public employee. This application file could include the application for training, background information and investigation, a copy of the waiver of liability, photographs, finger prints, administrative order, psychological and medical information, high school diploma, and a birth certificate or proof of citizenship.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 9 years.

**APPRAISAL:**

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

Utah Code 67-15-6 states the requirements for documentation, retention is based on agency need.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83532

**TITLE:** Applications for basic training

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10701

3

**TITLE:** Basic curriculum files

**DATES:** 1991-

**ARRANGEMENT:** Chronological by training date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series documents the basic curriculum program which all new officers are required to attend. Candidates are required to pass written and practical tests in order to be certified as a peace officer. Information may include curriculum outline, handouts, copies of the written tests, description of practical tests, class rosters, etc. The curriculum is annually updated and approved by a council appointed by the governor. The series is used to document the type of basic training an officer received.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. These files are needed for the duration of an individual's working career to document the type of basic training each officer received.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10701

**TITLE:** Basic curriculum files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 7050

3

**TITLE:** Certification files

**DATES:** 1968-

**ARRANGEMENT:** Alphanumerical by name and number

**ANNUAL ACCUMULATION:** 4.40 cubic feet.

**DESCRIPTION:**

Correspondence, memoranda, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

**AUTHORIZED:** 05-14-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Microfiche master: Retain in Archives for 50 years and then destroy.

Microfiche duplicate: Retain in Office for 50 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 7050

**TITLE:** Certification files

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
UCA 77-1a-1 et. seq. refers to employment and/or training for peace officers and requires the collection of the information.  
The agency has requested the retention of the paper as per their needs and the need for the attached photographs.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Information identified as Public by UCA 63G-2-301.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2296

3

**TITLE:** Correspondence

**DATES:** 1968-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Policy and program correspondence documents decision making and has historic research value.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2296

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Information identified as Private by UCA 63G-2-302.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 27847

3

**TITLE:** Graduating class photos

**DATES:** 1968-

**ARRANGEMENT:** Chronological by year, thereunder numerical by photo number.

**ANNUAL ACCUMULATION:** 6.00 files.

**DESCRIPTION:**

The Division of Peace Officer Standards and Training (POST) provides professional standards and training, leadership, and certification for peace officers and dispatchers. This series contains photographs that document every graduating class that has finished POST training. Currently six photos are taken of each graduating class per year.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Photographs: Retain in Office permanently.

Digital image: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Disposition is based on the historic value of these photographs in providing a visual record of law enforcement personnel in the state of Utah.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 27847

**TITLE:** Graduating class photos

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 9662

3

**TITLE:** In-service training records

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Utah peace officers are required to complete 40 hours of in-service training each fiscal year. These records document that participation. Included are class rosters, agenda, and information about the classes. The information contains date, name of course, location, and private information about peace officers taking the course. These records are similar to the regional training records, series 83535, but are maintained separately.

**RETENTION:**

Retain for 25 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

Computer data files: Retain in Office for 25 years.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need of the agency. These records may be referred to for the length of the peace officer's career.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 9662

**TITLE:** In-service training records

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10596

3

**TITLE:** Individual student files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

These records are taken from the Application for basic training files, series 83532, and are added upon as a student is accepted into the Peace Officer Standards and Training program. The records document each student being trained. They include the basic application (with notarized signature and photograph), official copy of their driving record, verification of physical exam, waiver or liability, application for certification (department-sponsored), military form DD 214, high school diploma, fingerprint cards, training verified on application for certification, high-low risk practicals, final evaluation (special function), final evaluation (peace officer), basic training certificate, specific notes and paperwork pertaining to the student, medical reports, accident reports, and disciplinary paperwork, if any.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Computer data files: Retain in Office for 20 years.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10596

**TITLE:** Individual student files

(continued)

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency. The records are required under UCA 77-1a-1 (1991) et seq. to be collected and maintained for an unspecified amount of time. The photographs in these records are particularly useful to the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10702

3

**TITLE:** Inservice budget files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by sequence number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document the funds expended by peace officers receiving in-service training. Information includes dates of instruction, instructor names, location of classes, payments made, and a monthly summary.

**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:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

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

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of budget records.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10702

**TITLE:** Inservice budget files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83531

3

**TITLE:** Instructor certification records

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This is used to maintain an accurate list of Certified POST Instructors. It includes the names, instruction applications, overview with lesson plans, dates and areas of certification, and level of certification for each instructor.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until input into automated data system and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10704

3

**TITLE:** Invoice files

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10700

3

**TITLE:** Minutes

**DATES:** 1960-1982, 1987-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**RETENTION:**

Permanent. Retain for 4 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10700

**TITLE:** Minutes

(continued)

documentation.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. When in executive session



**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10706

3

**TITLE:** Performance objective revision files

**DATES:** 1990-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the training objectives that should be reached by officers going through the POST program. The teachers must teach these principles and the officers are accountable to these standards throughout their careers. The performance objectives, as well as the more detailed basic curriculum data included, change over time as necessary. These records show when performance objectives were changed and in what way.

**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:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

This disposition is based on the evidential value these records have which document the changing nature of peace officer training. These records are also used in litigation.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10706

**TITLE:** Performance objective revision files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26065

1

**TITLE:** Periodic budget reports

**DATES:** 1998-2005.

**ARRANGEMENT:** Chronological by year.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83536

3

**TITLE:** Physical training session files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document the physical training scores of the recruits. Information includes recruit's name, agency, sex, age, weight, and height; number of situps and push ups; flexibility score; 1.5 mile run; total score; class average; body fat score; and social security number.

**RETENTION:**

Retain for 1 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83536

**TITLE:** Physical training session files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security number

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26062

3

**TITLE:** Police Corps participant background files

**DATES:** 1998-2005.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This series consists of background results for Police Corps participants. Police Corps was a federally funded scholarship program designed to place highly educated and trained police officers on the street with a four year commitment at a selected law enforcement agency. These records are used in evaluation of acceptance to the Utah Police Corps Scholarship Program. The program funding ended in December 2005 and there is no longer a Police Corps program.

**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:** 02/2006

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26062

**TITLE:** Police Corps participant background files

(continued)

**PRIMARY DESIGNATION:**

Protected 63G-2-305(9)

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26061

3

**TITLE:** Police Corps participant files

**DATES:** 1998-2005.

**ARRANGEMENT:** Alphabetical by name

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

This series documents the officers who participated in the Police Corps program. Police Corps was a federally funded scholarship program to put highly educated, highly trained police officers on the street with a commitment of four years at a selected law enforcement agency. Participant files may include training records, certifications, Police Corps participant agreements, transcripts, scholarship payment and qualification information, and communications between Police Corps and participant. The agency funding ended December 2005 and there is no longer a Police Corps program.

**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:** 02/2006

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

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



**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 26061

**TITLE:** Police Corps participant files

(continued)

**PRIMARY DESIGNATION:**

Private 63G-2-302

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2304

1

**TITLE:** Police training program administrative records

**DATES:** 1970-1972.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Records in this series document agency history and functions and may be useful to researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83533

3

**TITLE:** Psychological inventory file

**DATES:** 1978-1984.

**ARRANGEMENT:** Numerical by session number

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

These are the psychological tests of all peace officers which were used to evaluate the individual's capabilities and personality regarding his/her future performance as a peace officer. These files contain the Minnesota Multiphysical Personality Inventory (MMPI), which were written tests evaluated by an in house psychologist. Testing is no longer being done by the Police Academy but is now being accomplished by the employing agency.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. All psychologist information

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2297

3

**TITLE:** Publications

**DATES:** 1966-1996.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83535

3

**TITLE:** Regional training files

**DATES:** 1986-

**ARRANGEMENT:** Chronological, thereunder alphabetical by class title

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the regional training records which document the training afforded to peace officers in the State of Utah. This information documents that classes were held and the name of the instructor. Each peace officer in the State of Utah is required to complete the basic courses at a certified peace officer training academy or pass a certification examination and be certified. In addition, peace officers shall satisfactorily complete annual certified training of at least 40 hours per year to maintain their certification. Not all of the training is accomplished at the POST Academy but can be given in other locations throughout the State. These include the instructor names, curriculum, attendees' names, and location or region of class.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Utah Code 77-1a reflects the documentation required, the retention is based on the agency need.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 83535

**TITLE:** Regional training files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10703

3

**TITLE:** Service dog individual files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by handler surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document dogs and their handlers who receive peace officer training. Handlers who come back in subsequent years with other dogs rely on these records to show their skill level. Information includes test scores of dog and handler, psychological evaluation on dog, copies of certificates, instructor's notes and evaluations on dog and handler, Social Security number, and officer's department.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. These records are needed for the working career of the handler.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10703

**TITLE:** Service dog individual files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public



**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10699

3

**TITLE:** Service dog session files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by session number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Includes rosters, billing information, copies of certificates, waiver of liability forms, notes, and evaluations on dog and handler. Most of this information is also documented in the Service dog individual files (10703), which are kept long-term.

**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:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10699

**TITLE:** Service dog session files

(continued)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10597

1

**TITLE:** Three-year renewal training files

**DATES:** 1984-

**ARRANGEMENT:** Numerical by Post identification number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series contains officer competency results for the specialized 3-year certification programs such as the radar/lidar and intoxilyzer equipment certifications. Officers are required to recertify every 3 years with a grace period of 1 year. Completed certifications authorize officers to operate the specified equipment. Information includes, names, Social Security numbers, Post identification numbers, test scores, training methods, class or training dates, instructor names, and names of training supervisors.

**RETENTION:**

Retain for 60 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 60 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. Records are needed for the working career of the officers.

Records have legal value as they are required by UCA 53-6 and UAC R28-500.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10597

**TITLE:** Three-year renewal training files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security number, test scores

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2295

3

**TITLE:** Training and certification examination files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are copies of the examinations given to the classes at the academy on materials presented during each course. This file includes a copy of each test.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10079

3

**TITLE:** Training film

**DATES:** ca. 1980.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Motion picture film duplicate: Retain in Office until superseded and then destroy.

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 10078

3

**TITLE:** Training materials

**DATES:** 1982-1989.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records in this series document agency history and functions and may be useful to researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2302

3

**TITLE:** Training session files

**DATES:** 1968-

**ARRANGEMENT:** Chronological, thereunder by session number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document that an officer has attended and completed required courses and describes the training information that was received by an individual class. In case of law suit the files provide information on who attended and who taught, and document that officers legally completed the initial basic training course. Can include performance evaluations on students, supervisor comments, curriculums, instructor names, peer evaluations, and attendance records. Could also include information on the individual, name, agency, sex, age, weight, height, total score in a particular class, class average, and social security number. Can be a useful tool if documentation of instruction received is required.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Utah Code 67-15-6 addresses the documentation required but retention is based on agency need.



**AGENCY:** Department of Public Safety. Peace Officers Standards & Training (POST)

**SERIES:** 2302

**TITLE:** Training session files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. As allowed by UCA 63G-2-301 (1991)