

## Retention and Classification Report

**Agency:** Department of Public Safety. Office of Professional Standards (811)

4501 South 2700 West  
Salt Lake City, UT 84119  
801-965-4533

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

16896	Category one investigation case files
29954	Category two investigation case files
29956	Citizen inquiries regarding employee conduct
29955	Minor policy violation investigation case files

**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 16896

3

**TITLE:** Category one investigation case files

**DATES:** 1936-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to investigate complaints or allegations of misconduct or improper job performance made against Department of Public Service employees, including peace officers, dispatchers, and civilian employees that, if true, would constitute a violation of Department policy or of federal, state, or local law. The agency investigates for the purpose of administering employee discipline according to policy, not for legal purposes. Allegations of misconduct of a criminal nature are investigated for legal purposes by the law enforcement agency with jurisdiction over the alleged event. The Department of Public Safety has a policy which classifies investigations into categories based on the seriousness of the allegations. This record series contains complaints or investigation requests and the resulting investigation records for the most serious allegations, classified as category one, including allegations of criminal behavior, moral turpitude, and dishonesty.

**RETENTION:**

Retain for 25 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 22 years and then destroy.

Computer data files: Retain in Office for 25 years and then

**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 16896

**TITLE:** Category one investigation case files

(continued)

delete.

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

Federal courts, and potentially any prosecuting office relying on the Brady/Giglio principle, which is about establishing whether an individual is a credible witness in court, regularly ask for information regarding the career history of law enforcement officers in order to demonstrate patterns of behavior and cumulative discipline. Law enforcement officers are eligible for retirement after 20 years, so 25 years covers their career plus a few years for transitioning to another position or retirement.

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(2)(a)(2019)

**SECONDARY DESIGNATION(S):**

Public.                      Utah Code 63G-2-301(3)(o)(2018)

Protected.                      Utah Code 63G-2-305(10)(2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2020.

**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 29954

3

**TITLE:** Category two investigation case files

**DATES:** 1936-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These records support the agency's function to investigate complaints or allegations of misconduct or improper job performance against any Department of Public Safety employee, including peace officers, dispatchers, and civilian employees that, if true, would constitute a violation of Department policy. The agency investigates for the purpose of administering employee discipline, not for legal purposes. The Department of Public Safety has a policy which classifies investigations into categories based on the seriousness of the allegations. This record series contains complaints or investigation requests and the resulting investigation records for the allegations classified as category two, including policy violations that are not criminal in nature but are serious enough to warrant official discipline. Examples include complaints of unprofessional or rude tone used with customer, tardiness, or ending a shift with less than half of a tank of gasoline in work vehicle.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 15 years and then delete.

**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 29954

**TITLE:** Category two investigation case files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

These records are used to demonstrate patterns of behavior and cumulative discipline. The agency would like more than the common seven years of data from which to establish patterns of behavior.

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(2)(a)(2019)

**SECONDARY DESIGNATION(S):**

Public.                      Utah Code 63G-2-301(3)(o)(2018)  
Protected.                      Utah Code 63G-2-305(10)(2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2020.

**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 29956

3

**TITLE:** Citizen inquiries regarding employee conduct

**DATES:** 1936-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This record series contains citizen questions, comments, or concerns regarding Department of Public Service employees' conduct that does not violate Department policy or law, that are able to be resolved through the explanation of policies and laws. Records include initial inquiries and reports of how they were resolved.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Customer request or complaint records, GRS-1783.

**AUTHORIZED:** 08-24-2018

**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 administrative value(s).

**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 29956

**TITLE:** Citizen inquiries regarding employee conduct

(continued)

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(2)(a)(2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2020.

**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 29955

3

**TITLE:** Minor policy violation investigation case files

**DATES:** 1936-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These records support the agency's function to investigate complaints or allegations of misconduct or improper job performance made against any Department of Public Service employee, including peace officers, dispatchers, and civilian employees that, if true, would constitute a violation of Department policy. This record series contains complaints and the resulting investigation records for allegations of minor policy violations that warrant coaching and counseling, but not official disciplinary action.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Public Safety. Office of Professional Standards

**SERIES:** 29955

**TITLE:** Minor policy violation investigation case files

(continued)

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(2)(a)(2019)

**SECONDARY DESIGNATION(S):**

Public.                      Utah Code 63G-2-301(3)(o)(2018)

Protected.                      Utah Code 63G-2-305(10)(2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2020.