

## Retention and Classification Report

**Agency:** Utah Office for Victims of Crime (1601)

350 East 500 South  
Suite 200  
Salt Lake City, UT 84102  
801-238-2371

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

84749	Annual reports
20335	Appeal hearing tapes
21223	Bank statements
20334	Board meeting minutes
20333	Board meeting tapes
22988	Crime victim newsline
84706	Crime victim reparation case files
03962	Executive correspondence
21224	In office correspondence
21231	Incoming check logs
21225	Policies and procedures manual
22989	Publications
21227	Purchasing files
21229	Records transfer sheets
28929	Sexual Assault Services Formula Grant records
20330	Sexual assault files
20332	Victims of Crime Act grant files
20331	Violence Against Women Act grant files

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 84749

3

**TITLE:** Annual reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series contains reports of the Office of Crime Victim Reparations' activities from the previous year with information pertaining to benefits awarded, claims summaries, victim claim activities and compensation awarded.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Annual reports are required by UCA 64-1-7. This retention is based upon the General Retention Schedule. Year 88 Schedule 01 Item 05 Sub Item b

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 84749

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20335

3

**TITLE:** Appeal hearing tapes

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records contain audio tape recordings of appeals on denial of claims to Crime Victim Reparations. A claimant has 30 days in which to appeal a denied claim or decision. If the appeal to Crime Victim Reparations is denied, the claimant has 30 more days to file an appeal with District Court. The recordings are made to keep a transcript of the testimony given at the appeals. Transcript summaries of the recordings may be kept, but are not required nor consistently transcribed. The tapes are retained because District Courts have required the actual audio tape of the proceedings as evidence in appeals before the courts. Records of the appeals are placed in series 84706-Crime victim case files.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then erase.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the possible use of these audio tapes in subsequent appeals to District Court. Due to the sensitive nature of the information on the tapes and their classification, these recordings will only be retained for ten

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20335

**TITLE:** Appeal hearing tapes

(continued)

years and then erased.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (1) (2008)

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21223

3

**TITLE:** Bank statements

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative need of the agency. Although the General Retention Schedule indicates that these statements are to be retained with the State Treasurer, the agency notifies the Treasurer and the Division of Finance of bank deposits and retains the monthly statements in the office.

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21223

**TITLE:** Bank statements

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20334

3

**TITLE:** Board meeting minutes

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files contain the minutes from the meetings of the Board of Crime Victims Reparations. The minutes are summaries of the audio tape recordings taken of the meetings. They document discussions and decisions made by the board.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20333

3

**TITLE:** Board meeting tapes

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2010) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2009) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

**RETENTION:**

Retain for 3 year(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 3 years after meeting minutes have been approved and then erase.

**APPRAISAL:**

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

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20333

**TITLE:** Board meeting tapes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 22988

3

**TITLE:** Crime victim newsline

**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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 84706

3

**TITLE:** Crime victim reparation case files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by agency-assigned case number

**ANNUAL ACCUMULATION:** 48.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to determine whether crime victims are eligible for monetary reparations (Utah Administrative Code R270-1-1(2013); Utah Code 63M-7-506(2011)). Records document the application, investigation, and reparations paid. The case file may include records from police departments, courts, and medical and mental health providers which detail the crime and verify expenses.

**RETENTION:**

Retain for 99 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2016

**FORMAT MANAGEMENT:**

Paper: For records beginning in 2015 and continuing to the present. Retain in Office for 90 days and then destroy provided they have been scanned.

Computer data files: Retain in Office for 99 years and then delete.

Paper: For records prior to and including 2014. Retain in State Records Center for 99 years and then destroy.

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 84706

**TITLE:** Crime victim reparation case files

(continued)

**APPRAISAL:**

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

These records are evidence of the rights, needs, and interests of crime victims and whether they are being addressed by the state's criminal justice system (63M-7-508(8)(2011)).

**RETENTION JUSTIFICATION:**

There is no statute of limitations on these claims (Utah Code 63M-7-508(1)(2011)) and family members of the victim are permitted to file on behalf of a deceased victim. For these reasons, the records need to be kept for the life of any descendants of the victim.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Controlled.                      Utah Code 63G-2-304(2015)

Protected.                      Utah Code 63G-2-305(65)(2015)

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 3962

3

**TITLE:** Executive correspondence

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**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:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**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).

This disposition is based upon the 1990 General Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 3962

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21224

3

**TITLE:** In office correspondence

**DATES:** 1985-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Records that are general in nature and do not relate directly to primary program responsibilities of an office or agency. Includes letters of appreciation, congratulations, charity fund, parking assignments, etc. These records may originate on paper, electronic mail, or other media.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21231

3

**TITLE:** Incoming check logs

**DATES:** 1985-

**ARRANGEMENT:** Chronological by receipt date

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Records which provide detailed information on incoming and/or outgoing documents, data, and other communications that require distribution or action.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21225

3

**TITLE:** Policies and procedures manual

**DATES:** 1985-

**ARRANGEMENT:** Chronological by issue date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Policies and Procedures manual governs the agency's daily operations and requirements for the programs administrated by Crime Victim Reparations.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 22989

3

**TITLE:** Publications

**DATES:** 1998-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, crime, victims, conferences, training, support organizations, programs, agency staff, and all other activities of the Office of Crime Victims Reparations. Consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21227

1

**TITLE:** Purchasing files

**DATES:** 1985-

**ARRANGEMENT:** Numerical by purchase order

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are the purchase orders used by Crime Victim Reparations for requesting supplies and other purchases and planned office expenditures.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21229

3

**TITLE:** Records transfer sheets

**DATES:** 1985-

**ARRANGEMENT:** Chronological by transfer date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer's name and signature, Chief administrative Officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

**RETENTION:**

Retain for 5 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after records are destroyed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 21229

**TITLE:** Records transfer sheets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 28929

3

**TITLE:** Sexual Assault Services Formula Grant records

**DATES:** 2005-

**ARRANGEMENT:** Alphanumerical by agency-assigned case number.

**DESCRIPTION:**

These records document the administration and allocation of Sexual Assault Services Formula Grants to state, local, and non-profit victim assistance organizations, also known as sub-grantees. These organizations provide intervention, advocacy, and similar types of services to adult and minor sexual assault victims and their families. The records detail the specific uses of the federal grant funds and may include previous financial reports, original contracts with sub-grantees, monitoring reports, and the quarterly financial reports filed with the Office of Crime Victim Reparations by the sub-grantees.

**RETENTION:**

Retain for 7 year(s) after final action

**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 3 years after final action 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 final action and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 28929

**TITLE:** Sexual Assault Services Formula Grant records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(65) (2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2017.



**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20330

3

**TITLE:** Sexual assault files

**DATES:** 1996-

**ARRANGEMENT:** Alphanumerical by agency-assigned case number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document payments made to victims of sexual assault cases for forensic examinations. The files include victims' names, law enforcement signatures, and copies of hospital bills. The reimbursements documented in these records are considered a more expedient method of repaying money spent for forensic examinations rather than repayments made through series 84706-Crime victim case files. The files may transfer to series 84706, but this only happens occasionally.

**RETENTION:**

Retain for 11 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 11 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The annual reports provide statistical summaries of case information and serve as a permanent record for historical research. Case files need not be retained permanently.

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20330

**TITLE:** Sexual assault files

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20332

3

**TITLE:** Victims of Crime Act grant files

**DATES:** 1991-

**ARRANGEMENT:** Alphanumerical by agency-assigned case number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document the administration and allocation of Federal Victims of Crime Act grants to state, local, and non-profit victim assistance organizations, also known as sub-grantees. The records include previous financial reports, original contracts with the sub-grantees, monitoring reports, and the quarterly financial reports, filed with the Office of Crime Victim Reparations by the subgrantees. These reports detail the specific uses of the Federal grant funds by the subgrantees.

**RETENTION:**

Retain for 8 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until final expenditure report is complete and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the federal legal requirement, under 28 CFR 66.42, for retaining grant files.

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20332

**TITLE:** Victims of Crime Act grant files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20331

3

**TITLE:** Violence Against Women Act grant files

**DATES:** 1991-

**ARRANGEMENT:** Alphanumeric by agency-assigned number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files document the administration and allocation of Federal Violence Against Women Act grants to state, local, and non-profit victim assistance organizations, also known as sub-grantees, which assist female victims of violent crimes. The records include previous financial reports, original contracts with sub-grantees, monitoring reports, and the quarterly financial reports filed with the Office of Crime Victim Reparations by the subgrantees. These reports detail the specific uses of the Federal grant funds by the subgrantees.

**RETENTION:**

Retain for 8 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until final expenditure report is complete and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the federal legal requirement, under 28 CFR 66.42, for retaining grant files.

**AGENCY:** Utah Office for Victims of Crime

**SERIES:** 20331

**TITLE:** Violence Against Women Act grant files

(continued)

**PRIMARY DESIGNATION:**

Public