

Retention and Classification Report

Agency: Department of Corrections. Investigation Section (1641)

Utah State Prison
P.O. Box 250
Draper, UT 84020
801-576-7000

Records Officer: _____

03162 *Criminal investigation case files

AGENCY: Department of Corrections. Investigation Section

SERIES: 3162

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TITLE: Criminal investigation case files

DATES: 1985-1990.

ARRANGEMENT: Numerical by case number

TOTAL VOLUME: 35.00 cubic feet.

DESCRIPTION:

These files document the investigation of criminal activity by inmates, parolees, and probationers and are used for disciplinary or criminal action. Information includes personal data and may include medical reports, disciplinary actions, legal documents, law enforcement agency reports, witness statements, complainants' information, evidence, and lab reports. This series was closed when all investigation cases were combined under a different office under the executive director.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Sound recordings: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then erase.

Photographs: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the administrative need expressed by the department. Furthermore, this disposition meets the statute of limitations "for injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983.", which is 2 years as stated in UCA 78-12-28(3) (1993).

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(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.