

## Retention and Classification Report

**Agency:** Judicial Conduct Commission (3700)

1385 S State Street  
Suite 143  
Salt Lake City, UT 84115  
801-468-0021

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

28398	Administrative Rules Working Files
28400	Annual Reports
28396	Discipline files
28380	Dismissed complaint files
28401	Executive Correspondence
28397	Meeting Minutes
28399	Proposed Legislation Working Files

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28398

3

**TITLE:** Administrative Rules Working Files

**DATES:** 2002 -

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Also known as the administrative record. Information an agency relies upon when making a rule under the Utah Administrative Rulemaking Act, Title 63G, Chapter 3, including copies of "(a) the proposed rule, change in the proposed rule, and the rule analysis form; (b) the public comment received and recorded by the agency during the public comment period; (c) the agency's response to the public comment; (d) the agency's analysis of the public comment; and (e) the agency's report of its decision making process." (Subsection 63G-3-102(1)) Also may include records and other information used by agencies to support rulemaking decisions. Agencies are required to file the administrative record along with their responsive pleadings with the court when the rule is challenged.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

**AUTHORIZED:** 07-07-2021

**FORMAT MANAGEMENT:**

All Formats: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28398

**TITLE:** Administrative Rules Working Files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28400

3

**TITLE:** Annual Reports

**DATES:** 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:**

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:**

All Formats: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28396

3

**TITLE:** Discipline files

**DATES:** 1981 -

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These records contain investigative materials, correspondence and pleadings for complaints that resulted in the discipline of a judge. These records are used for both internal and external investigations and discipline.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The internal investigation records are of value only to the JCC.

None else may access the records except as provided in Utah Code 78A-11-112 (2009).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28396

**TITLE:** Discipline files

(continued)

**SECONDARY DESIGNATION(S):**

Exempt. Utah Code 78A-11-112 (2009)

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28380

3

**TITLE:** Dismissed complaint files

**DATES:** 1981-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

Records originating with the review of grievance and appeals raised by agency employees, except Equal Employment Opportunity (EEO) complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after complaint filed and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records are of value only to the Judicial Conduct Commission. No one else may access the records except as provided in 78A-11-112.

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28380

**TITLE:** Dismissed complaint files

(continued)

**PRIMARY DESIGNATION:**

Exempt 78A-11-112



**AGENCY:** Judicial Conduct Commission

**SERIES:** 28401

3

**TITLE:** Executive Correspondence

**DATES:** 2008-

**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 until administrative need ends

**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:**

All Formats: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Exempt

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28401

**TITLE:** Executive Correspondence

(continued)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28397

3

**TITLE:** Meeting Minutes

**DATES:** 1992 -

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

All Formats: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. 78A-11-112

**AGENCY:** Judicial Conduct Commission

**SERIES:** 28399

3

**TITLE:** Proposed Legislation Working Files

**DATES:** 2002 -

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are drafts and working papers of proposed legislation that affects the Judicial Conduct Commission.

**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 Proposed legislation records, GRS-1690.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

All Formats: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public