

Retention and Classification Report

Agency: Attorney General's Office. Criminal Department. Investigations Division (4108)

5274 South College Drive Suite 200
Murray, UT 84107
801-281-1200

Records Officer: _____

10889 Criminal investigative case files
09815 *Investigation division miscellaneous files

AGENCY: Attorney General's Office. Criminal Department. Investigations Division

SERIES: 10889

3

TITLE: Criminal investigative case files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name, thereunder chronological by year

ANNUAL ACCUMULATION: 40.00 cubic feet.

DESCRIPTION:

These records document information gathered during investigations performed in order to determine whether criminal charges are warranted. These records may assist the Attorney General's Office in later investigations. Information includes police reports, witnesses lists, business documents, physical evidence, criminal history, memoranda of interviews, victim and witness statements, bank records, investigative notes and other documents that may be used to support criminal investigations and prosecutions.

RETENTION:

Retain for 30 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: 06/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

Computer data files: Retain in Office for 30 years after case closes and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Attorney General's Office. Criminal Department. Investigations Division

SERIES: 10889

TITLE: Criminal investigative case files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(a)and(d)(2015); Utah Code 63G-2-305(17)(2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)
Private. Utah Code 63G-2-302(2)(d)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.

AGENCY: Attorney General's Office. Criminal Department. Investigations Division

SERIES: 9815

3

TITLE: Investigation division miscellaneous files

DATES: 1980-2016.

ARRANGEMENT: Alphabetical by case name or designation

DESCRIPTION:

These files document miscellaneous investigations undertaken by the Investigation Section of the Criminal Prosecution Division.

These cases may or may not end up in litigation brought about by the Attorney General's Office. Information includes correspondence, notes, and attorney work product.

RETENTION:

Retain for 8 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 8 years after case closes and then delete.

APPRAISAL:

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

This disposition is based on

AGENCY: Attorney General's Office. Criminal Department. Investigations Division

SERIES: 9815

TITLE: Investigation division miscellaneous files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a), and UCA 63G-2-305(17)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.