

STATE AGENCIES

Utah State Archives

Parent Agency: Board of Regents
University of Utah

Agency: University of Utah. Department of Campus Police (2767)
1735 East South Campus Dr
Salt Lake City, UT 84112-3010
585-2677

Records Officer Misty Woods

AGENCY: University of Utah. Department of Campus Police

SERIES: 28515

2

TITLE: Driving Under the Influence (DUI) reports

DATES: 1960-

ARRANGEMENT: Alphabetically by name in the master file system; Numerically by case number in the records management system.

DESCRIPTION:

These reports are a three-part state form used for reporting persons arrested for driving while under the influence of alcohol or drugs; they detail first contact in response to incidents, supplemental information gathered by the police department, and investigative reports. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, the nature of any injuries and damages sustained, toxicology reports, Breathalyzer test results, and audio and video files. The records are used for departmental information, follow-up investigation, and to produce statistics. The original is sent to the Department of Public Safety; copies of the report are sent to the District Attorney's Office and the Bureau of Criminal Identification, and are sometimes part of a case file.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013, and distributed per Utah Code 41-6a-502 (2010)

AGENCY: University of Utah. Department of Campus Police

SERIES: 28515

TITLE: Driving Under the Influence (DUI) reports

(continued)

RETENTION JUSTIFICATION:

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2013

Public. Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28514

2

TITLE: Felony arrest case files

DATES: 1960-

ARRANGEMENT: Alphabetically by name

DESCRIPTION:

These case files are created by the police department as a result of a felony complaint or investigation. They are the primary case files for felony cases handled by the agency. These files may include the original arrest report, investigative report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court despositions, officers' notes, latent fingerprints, fingerprint cards, pertinent laboratory tests, and copies of booking sheets and arrest reports.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years and then delete.

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c) 2013

RETENTION JUSTIFICATION:

AGENCY: University of Utah. Department of Campus Police

SERIES: 28514

TITLE: Felony arrest case files

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10) 2014

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

Controlled. Utah Code 63G-2-304(1)(b) 2008

Public. Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28516

2

TITLE: Impounded vehicle reports

DATES: 1960-

ARRANGEMENT: Numerically by case number for digital files; Chronologically by date of impound for paper files

DESCRIPTION:

These records contain state forms sent to the Department of Public Safety, Driver's License Division, to facilitate state tax impounds. The report contains vehicle information such as make and model, year of manufacture, color, identification number, tag number, condition, and name and address of the owner (if available); incident information such as the place it was impounded, reasons for impoundment, date and time of impounding, and when and to whom it was released is also included. The original form is sent to the Division of Motor Vehicles; a copy of the report is frequently part of a case file.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

RETENTION JUSTIFICATION:

AGENCY: University of Utah. Department of Campus Police

SERIES: 28516

TITLE: Impounded vehicle reports

(continued)

PRIMARY CLASSIFICATION:

Public

Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28510

TITLE: Misdemeanor arrest reports

DATES: 1960-

ARRANGEMENT: Alphabetically by name

DESCRIPTION:

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c)
2013

RETENTION JUSTIFICATION:

AGENCY: University of Utah. Department of Campus Police

SERIES: 28510

TITLE: Misdemeanor arrest reports

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10) 2014

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

Controlled. Utah Code 63G-2-304(2)(a) 2008

Public. Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28508

2

TITLE: Non-arrest case files

DATES: 1960-

ARRANGEMENT: Numerically by case number

DESCRIPTION:

These records are police case reports detailing first contact in response to incidents, supplemental information gathered by the police department, and investigative reports. These records include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, the nature of any injuries and damages sustained, and may contain audio and video files. The records, also referred to as incident reports or offense reports, are used for departmental information, follow-up investigation, and to produce statistics. They may include Supplemental Continuation Reports, which are created when information is gathered more than one month after the initial incident and may provide additional information concerning a police investigation.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records are maintained in adherence to 34 CFR 668.46(14)(c)
2013

RETENTION JUSTIFICATION:

AGENCY: University of Utah. Department of Campus Police

SERIES: 28508

TITLE: Non-arrest case files

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2013

Controlled. Utah Code 63G-2-304(2)(a) 2008

Public. Utah Code 63G-2-201(2) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28509

TITLE: Traffic accident files

2

DATES: 1960-

ARRANGEMENT: Numerical by accident number

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,500, or injury or death occurs (Utah Code 41-6a-402 (2013)).

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

RETENTION JUSTIFICATION:

AGENCY: University of Utah. Department of Campus Police

SERIES: 28509

TITLE: Traffic accident files

(continued)

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(10) 2014

Private. Utah Code 63G-2-302(2)(d) 2013

AGENCY: University of Utah. Department of Campus Police

SERIES: 28519

2

TITLE: Traffic citations

DATES: 1960-

ARRANGEMENT: Numerically by citation number

DESCRIPTION:

These records contain citations issued by the police to drivers violating motor vehicle and traffic laws. They usually include date, time, and location of violation, license plate number of vehicle, violation code, name of officer, and signature of person receiving citation.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

RETENTION JUSTIFICATION:

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7-year retention is required by the Clery Act, codified at 20 U.S.C.

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AGENCY: University of Utah. Department of Campus Police

SERIES: 28519

TITLE: Traffic citations

(continued)

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

Utah State Archives

Parent Agency: Workforce Services
Administrative Services

Agency: Department of Workforce Services. Office of Internal Audit and
Quality Control (2814)
140 East 300 South
5th floor
Salt Lake City, UT 84111
801-526-9529

Records Officer Kent Naisbitt

AGENCY: Department of Workforce Services. Office of Internal Audit and Quality Control

SERIES: 28530

TITLE: Audit engagement records

DATES: 1998-

ARRANGEMENT: Numerically by project number

DESCRIPTION:

These records contain working papers related to the planning, field work, and reporting on audits of unemployment services, eligibility services, and workforce development opportunities provided by the department. Audits are conducted regularly, or in response to allegations against specific employees, in order to verify that policies and procedures are effective and practiced. These records contain the audit results and evidence supporting the final report, and provide a link between the field work and the auditor's report. These records may include a variety of department information, depending on the type of audit performed, and may contain confidential customer, employee, or employer information.

RETENTION:

Retain 10 years after completion of audit

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after completion of audit and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

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The ten-year retention is modeled after series 9412, auditor's working papers.

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AGENCY: Department of Workforce Services, Office of Internal Audit and Quality Control

SERIES: 28530

TITLE: Audit engagement records

(continued)

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(1)(g) 2014 and Utah Code 63G-2-302(2)(d) 2014

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

JUNE 25, 2014

AGENCIES SUBMITTING RECORD SERIES

AGENCY
NUMBER OF
RECORD SERIES

STATE AGENCIES

Board of Regents
University of Utah Police.7

Workforce Services
Workforce Internal Audit.1

TOTAL RECORD SERIES SCHEDULED:	8	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	0.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

State Records Committee Member

Date