

Utah State Archives

Parent Agency: Davis County
Davis County Commission

Agency: Davis County (Utah). County Auditor

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

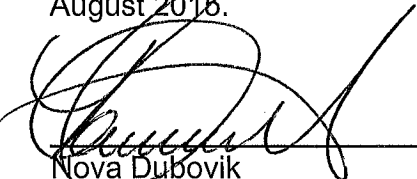
Records Officer Yvonne Christensen

28731 Internal audit files

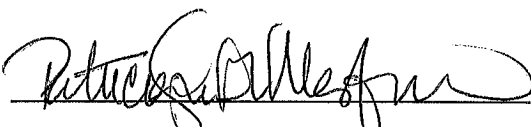
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in August 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 8/13/2015

Utah State Archives

AGENCY: Davis County (Utah). County Auditor

SERIES: 28731

TITLE: Internal audit files

DATES: 2007-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to evaluate the effectiveness of government by conducting an audit. Records document policy and procedure audits performed at the office, department, and agency level and are used to create the final report. Information may include personnel information and may be used in litigation proceedings or employee disciplinary actions.

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 10 years after completion of audit and then destroy.

Computer data files: Retain in Office for 10 years after completion of audit and then delete.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

10 year retention is based on advice from agency's auditor.

Utah State Archives

AGENCY: Davis County (Utah). County Auditor

SERIES: 28731

TITLE: Internal audit files

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10)(2015)

Utah State Archives

Parent Agency: Human Services
Administrative Hearings

Agency: Department of Human Services. Office of Administrative Hearings
195 North 1950 West
Salt Lake City, UT 84116
801-538-3900

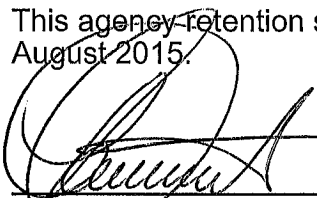
Records Officer Sonia Sweeney

28733 Informal administrative hearing audio recordings

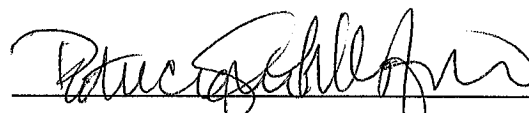
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This agency retention schedule was approved by the State Records Committee in August 2015.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 8/13/2015

Utah State Archives

AGENCY: Department of Human Services. Office of Administrative Hearings

SERIES: 28733

TITLE: Informal administrative hearing audio recordings

DATES: 2015 -

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by client's name

DESCRIPTION:

These records support the agency's function to conduct adjudicative proceedings for the Department of Human Services (Utah Code 62A-1-111(4)(2014)). These recordings document informal hearings about matters including child or vulnerable-adult abuse or neglect, adoption and foster care matters, disability eligibility, and compliance with licensing regulations.

RETENTION:

Retain 1 year after the order is issued.

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 1 year after order issued and then delete.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

Retention is based on DHS Administrative Rule R497-100-7(2).

Utah State Archives

AGENCY: Department of Human Services. Office of Administrative Hearings

SERIES: 28733

TITLE: Informal administrative hearing audio recordings

(continued)

PRIMARY CLASSIFICATION:

Private 63G-2-302(2)(d)(2015)

Utah State Archives

Parent Agency: Public Safety Department
Investigation

Agency: Department of Public Safety, State Bureau of Investigations

5500 West Amelia Earhart Drive
Suite 100
Salt Lake City, UT 84116
801-955-2100

Records Officer Sherri Green

84416 Law enforcement intelligence unit files

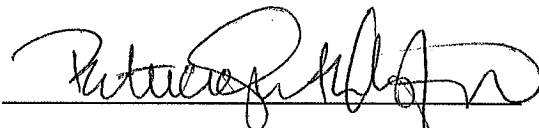
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The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in August 2015.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 8/13/2015

Utah State Archives

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84416

TITLE: Law enforcement intelligence unit files

DATES: 1978-

ARRANGEMENT: Numerical by identification number, thereunder alphabetical by name

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records support the agency's function to procure and file information relating to the identification and activities of fugitives, wanted or missing, arrested or convicted in any state, and believed to be involved in racketeering, organized crime, or a dangerous offense (Utah Code 53-10-202(1)(2015)). These records document gathered information about criminal or suspect persons, places, and organizations. Information includes physical description, personal and criminal history, and related records from outside law enforcement agencies.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

APPROVED: 12/1989

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 5 years after last re-evaluation and then destroy.

Computer data files: Retain in Office for 5 years after last re-evaluation and then delete.

APPRAISAL:

Administrative Legal

RETENTION JUSTIFICATION:

Utah State Archives

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84416

TITLE: Law enforcement intelligence unit files

(continued)

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

PRIMARY CLASSIFICATION:

Exempt

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305 (10)(a & d)(2015)