

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

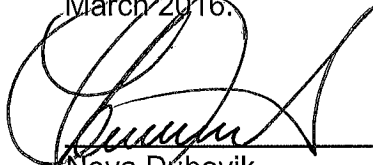
Records Officer Sherri Green

28808 Fatal traffic accident investigation 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 March 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 3/17/2016

Utah State Archives

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 28808

TITLE: Fatal traffic accident investigation files

DATES: 1981-

ARRANGEMENT:

DESCRIPTION:

The agency cooperates with other law enforcement agencies to investigate fatal traffic accidents suspected to have been caused by the impairment of the vehicle operator due to drugs or alcohol. Records include incident, investigation, toxicology, and medical examiner reports; crime scene photographs and videos; witness statements; evidence logs; criminal backgrounds; and related records.

RETENTION:

Retain 20 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after the case is closed and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

M-Disk: Retain in Office for 3 years after the case is closed and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are occasionally requested by children of accident victims decades after the incident occurs.

PRIMARY DESIGNATION:

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

Utah State Archives

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 28808

TITLE: Fatal traffic accident investigation files

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b)(2015), Utah Code
63G-2-302(2)(b,d)(2015)

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

Utah State Archives

Parent Agency: Board of Education
Education

Agency: Board of Education. Office of Education. State Charter School Board

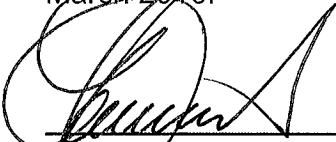
Records Officer

28771 Successful charter school applications and agreements
28810 Unsuccessful charter school applications

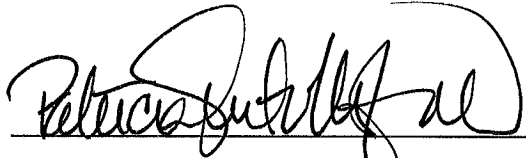
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Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 3/17/2016

Utah State Archives

AGENCY: Board of Education. Office of Education. State Charter School Board

SERIES: 28771

TITLE: Successful charter school applications and agreements

DATES: 1999-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to authorize and promote the establishment of charter schools (Utah Code 53A-1a-501.6(1)(a)(2014)). Records document the approval of charter school applications, and include the final charter agreements, acceptance letters, and the original application which contains a proposed mission statement and academic goals, school governance and employment policy and procedure manuals, and related documents.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value ended and then delete.

APPRAISAL:

Administrative Historical

These records are historical as they are considered the only permanent documentation of charter schools and provide context regarding the state's education system.

PRIMARY DESIGNATION:

Public

Utah State Archives

AGENCY: Board of Education. Office of Education. State Charter School Board

SERIES: 28771

TITLE: Successful charter school applications and agreements

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2015)

Protected. Utah Code 63G-2-305(36)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

Utah State Archives

AGENCY: Board of Education. Office of Education. State Charter School Board

SERIES: 28810

TITLE: Unsuccessful charter school applications

DATES: 1999-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to authorize and promote the establishment of charter schools (Utah Code 53A-1a-501.6(1)(a)(2014)). Records document the rejection of charter school applications, and include the denial paperwork, and the original application which contains a proposed mission statement and academic goals, school governance and employment policy and procedure manuals, and related documents.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2015)

Protected. Utah Code 63G-2-305(36)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

Utah State Archives

Parent Agency: Human Services
Substance Abuse & Mental Health

Agency: Department of Human Services. Division of Mental Health. State
Hospital
1300 East Center Street
P.O. Box 270
Provo, UT 84603-0270
801-344-4400

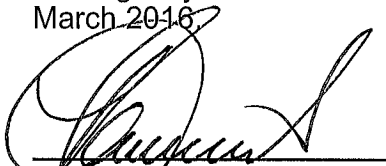
Records Officer Tonya Smith

10304 Pharmacy inventory records
10309 Pharmacy prescription records

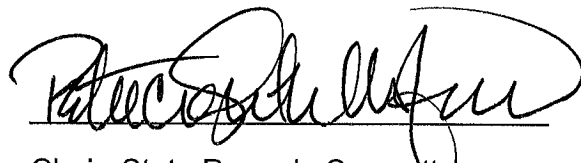
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Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 3/17/2016

Utah State Archives

AGENCY: Department of Human Services. Division of Mental Health. State Hospital

SERIES: 10304

TITLE: Pharmacy inventory records

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's administrative function to track all medication housed by the agency's pharmacy (42 CFR 423.505(d)(2012) and 21 CFR 1304.03(2000)). Records include such things as the required inventories for controlled substances, restocking orders, and audit files.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

CFR Section 42.505(d)(2012) requires the pharmacy to maintain records relating to its services for a period of at least 10 years.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(12)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

Utah State Archives

AGENCY: Department of Human Services. Division of Mental Health. State Hospital

SERIES: 10309

TITLE: Pharmacy prescription records

DATES: 1986-

ARRANGEMENT: Numerical by prescription number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's function to provide treatment for those that suffer from mental illness. Records document the prescription of pharmaceuticals for residents, and may include patient and physician information, prescription data, United States Drug Enforcement Administration (DEA) numbers, refill requests, and related records.

RETENTION:

Retain 10 years after separation.

DISPOSITION:

Destroy.

APPROVED: 12/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after separation and then destroy.

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

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

CFR Section 42.505(d)(2012) requires the pharmacy to maintain records relating to its services for a period of at least 10 years.

Utah State Archives

AGENCY: Department of Human Services. Division of Mental Health. State Hospital

SERIES: 10309

TITLE: Pharmacy prescription records

(continued)

PRIMARY DESIGNATION:

Exempt 45 CFR 164(e)(2016)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b)(2015)
Controlled. Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.