

SCHEDULE 1  
ADMINISTRATIVE RECORDS

SCHEDULE  
ADMINISTRATIVE RECORDS

---

ADMINISTRATIVE CORRESPONDENCE (Item 1-63)

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

INCIDENT REPORTS (Item 1-1)

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. 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, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public: Utah Code 63G-2-301(3)(g) 2013.

SUGGESTED SECONDARY CLASSIFICATION

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

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

SCHEDULE  
ADMINISTRATIVE RECORDS

---

RECORDS ACCESS REQUESTS AND APPEALS (Item 1-64)

These records are access requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)). Included with the access requests are any notices of denial, appeals or any other records related to the request. This schedule excludes record access requests appealed to a local appeals board.

RETENTION

Retain for 2 years if all appeals are exhausted and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SCHEDULE 16  
SECURITY SERVICES RECORDS

SCHEDULE  
SECURITY SERVICES RECORDS

---

DISASTER PLAN RECORDS

(Item 16-18)

Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.

RETENTION

Retain until superseded by a new plan and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: 63G-2-302(1)(g)(2014)

Protected: 63G-2-305(11)(2014)

## **STATE AGENCIES**

**AGENCY:** Department of Heritage and Arts. Division of State History

**SERIES:** 26149

**TITLE:** State Historic Preservation Office consultation records per Section 106

**DATES:** 1993-

**ARRANGEMENT:** Chronological by year, thereunder numerical by case number.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

The State Historic Preservation Office (SHPO) provides guidance in the protection of cultural resources as directed by federal and state law. These records consist of requests from federal and state agencies for consultations regarding archaeological and historic resources such as archaeological sites, historic buildings, rock art, canals, and other historic sites.

Information includes correspondence, legal agreements, and supporting documentation regarding determinations of eligibility for the National Register of Historic Places. These documents are used to track decision-making processes, uphold agreements, supplement site information, support agency compliance, and may indicate factors considered in the formulation of land use policies in the state.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Heritage and Arts. Division of State History

**SERIES:** 26149

**TITLE:** State Historic Preservation Office consultation records per Section 106

(continued)

**APPRAISAL:**

Administrative Historical

These records indicate factors that may have impacted decisions regarding land use in the state.

This series is regulated under Federal Rule 36 CFR 800 (Section 106) and Utah Code Title 9 Chapter 8 Section 404.

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

**SERIES:** 6011

**TITLE:** Utilization Review Committee meeting minutes

**DATES:** 1920-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document meetings of the committee that screens, reviews, and conducts patient record audits to ascertain the medical necessity of patient admissions and need for care, to evaluate the medication and psychiatric treatment and discharge plans, and to assess the adequacy of care provided to patients. The committee implements a utilization review plan, which is intended to ensure compliance with anti-fraud codes and is based on the Centers for Medicare and Medicaid Services Joint Commission standards. These records include dates of committee meetings, names of individuals present, cases reviewed, topics discussed, and any decisions made.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 and then destroy.

**APPRAISAL:**

Administrative

Retention is based on need to adhere to Leadership Standard LD.04.01.01 and implement a utilization plan consistent with Federal Code 42 CFR 482.30 and anti-fraud Federal Code 42 CFR 1035 (h).

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

**SERIES:** 6011

**TITLE:** Utilization Review Committee meeting minutes

(continued)

**PRIMARY CLASSIFICATION:**

Controlled Utah Code 63G-2-304 2008

**SECONDARY CLASSIFICATION(S):**

Private. Utah Code 63G-2-302(1)(b) 2014

**PERSONAL DATA ELEMENT**

Age/Birthdate, Address, Employment History, Medical/Dental Information, Name/Signature, Psychiatric Information, Sex/Gender, Social Security Number

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Headquarters

**SERIES:** 28504

**TITLE:** Fatal traffic incident reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken in response to fatal crashes. 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, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

**RETENTION:**

Retain 20 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 and then transfer to State Records Center. Retain in State Records Center for 15 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.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Headquarters

**SERIES:** 28504

**TITLE:** Fatal traffic incident reports

(continued)

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

Private.                      Utah Code 63G-2-302(2)(d) 2014  
Protected.                      Utah Code 41-6a-404 2010

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Headquarters

**SERIES:** 28503

**TITLE:** Violent felony incident reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken in response to an incident which becomes part of a larger crime, specifically homicide or sexual assault. 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, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

**RETENTION:**

Retain 65 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

**APPRAISAL:**

Administrative

These records need to be kept for the length of the criminal sentence.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Headquarters

**SERIES:** 28503

**TITLE:** Violent felony incident reports

(continued)

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

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

Protected.        Utah Code 41-6a-404 2010

UTAH STATE ARCHIVES AND RECORDS SERVICE  
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

MAY 30, 2014

AGENCIES SUBMITTING RECORD SERIES

AGENCY  
NUMBER OF  
RECORD SERIES

STATE AGENCIES

Department of Heritage and Art  
State History . . . . . 1

Human Services  
State Hospital . . . . . 1

Public Safety Department  
Utah Highway Patrol HQ. . . . . 2

TOTAL RECORD SERIES SCHEDULED: 4  
TOTAL VOLUME: 0.00 CUBIC FEET  
TOTAL ANNUAL ACCUMULATION: 4.00 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