

STATE AGENCIES

Utah State Archives

Parent Agency: Commerce Department
Consumer Protection Division

Agency: Department of Commerce. Division of Consumer Protection (212)

P.O. Box 146704
160 East 300 South
Salt Lake City, UT 84114-6704
801-530-6601

Records Officer: Shauna DeWolf

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28773

2

TITLE: Immigration consultant registration records

DATES: 2012-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to register all consultants who receive compensation for providing nonlegal advice regarding immigration issues. This does not include those authorized to practice law or represent in federal processes. (Utah Code 13-49-201(2015)). Records include applications, contracts, service price lists, and any records related to the review and approval of a consultant's status.

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.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 28773

TITLE: Immigration consultant registration records

(continued)

SECONDARY CLASSIFICATION(S):

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

Utah State Archives

Parent Agency: Governor
Utah Commission Criminal Justice

Agency: Governor. Commission on Criminal and Juvenile Justice (1211)
101 State Capitol
Salt Lake City, UT 84114
538-1031

Records Officer: Briant Smith

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25349

2

TITLE: Criminal justice surveys

DATES: 2001-

ARRANGEMENT: Chronological, thereunder by topic.

DESCRIPTION:

These records support the agency's function to evaluate the effectiveness of criminal justice policies, procedures, and programs that are directed toward the reduction of crime (Utah Code 63M-7-204(3) (2015)). Surveys are designed and conducted by research staff in order to gather and analyze information regarding crime victimization and the justice system. Information includes survey responses and reported findings covering topics such as victim services, drug taskforce efficiency, jail operation improvements, court services, and a variety of other law enforcement and crime-related issues.

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.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

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

APPRAISAL:

Administrative

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25349

TITLE: Criminal justice surveys

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

Utah State Archives

Parent Agency: Governor
Utah Commission Criminal Justice

Agency: Utah Office for Victims of Crime (1601)

350 East 500 South
Suite 200
Salt Lake City, UT 84102
238-2371

Records Officer: Gary Scheller

AGENCY: Utah Office for Victims of Crime

SERIES: 84706

2

TITLE: Crime victim reparation case files

DATES: 1986-

ARRANGEMENT: Numerical by agency-assigned case number

ANNUAL ACCUMULATION: 48.00 cubic feet.

DESCRIPTION:

These records support the agency's function to determine whether crime victims are eligible for monetary reparations (Utah Administrative Code R270-1-1(2013); Utah Code 63M-7-506(2011)). Records document the application, investigation, and reparations paid. The case file may include records from police departments, courts, and medical and mental health providers which detail the crime and verify expenses.

RETENTION:

Retain 99 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.

Paper: For records beginning in 2015 and continuing to the present. Retain in Office for 90 days and then destroy provided they have been scanned.

Computer data files: Retain in Office for 99 years and then delete.

Paper: For records prior to and including 2014. Retain in State Records Center for 99 years and then destroy.

APPRAISAL:

Administrative Legal

These records are evidence of the rights, needs, and interests of crime victims and whether they are being addressed by the state's criminal justice system (63M-7-508(8)(2011)).

AGENCY: Utah Office for Victims of Crime

SERIES: 84706

TITLE: Crime victim reparation case files

(continued)

RETENTION JUSTIFICATION:

There is no statute of limitations on these claims (Utah Code 63M-7-508(1)(2011)) and family members of the victim are permitted to file on behalf of a deceased victim. For these reasons, the records need to be kept for the life of any descendants of the victim.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Controlled. Utah Code 63G-2-304(2015)

Protected. Utah Code 63G-2-305(65)(2015)

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

DECEMBER 11, 2015

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

STATE AGENCIES

Commerce Department
Consumer Protection.1

Governor
Criminal and Juvenile Justice.1
Office for Victims of Crime.1

TOTAL RECORD SERIES SCHEDULED:	3	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	48.00	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