

## **STATE AGENCIES**

## Utah State Archives

**Parent Agency:** Public Safety Department  
Investigation

**Agency:** Department of Public Safety. State Bureau of Investigations (586)  
5500 West Amelia Earhart Drive  
Suite 100  
Salt Lake City, UT 84116  
801-955-2100

**Records Officer:** Sherri Green

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28808

2

**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.

**AGENCY:** Department of Public Safety. State Bureau of Investigations

**SERIES:** 28808

**TITLE:** Fatal traffic accident investigation files

(continued)

**PRIMARY DESIGNATION:**

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

**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)

## Utah State Archives

**Parent Agency:** Board of Education  
Education

**Agency:** Board of Education. Office of Education. State Charter School  
Board (3973)

**Records Officer:**

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

**SERIES:** 28771

2

**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

**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)

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

**SERIES:** 28810

2

**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)

## Utah State Archives

**Parent Agency:** Human Services  
Substance Abuse & Mental Health

**Agency:** Department of Human Services. Division of Mental Health. State  
Hospital (644)  
1300 East Center Street  
P.O. Box 270  
Provo, UT 84603-0270  
801-344-4400

**Records Officer:** Tonya Smith

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

**SERIES:** 10304

2

**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.

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

**SERIES:** 10304

**TITLE:** Pharmacy inventory records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

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

**SERIES:** 10309

2

**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:**

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

**SERIES:** 10309

**TITLE:** Pharmacy prescription records

(continued)

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:**

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)

UTAH STATE ARCHIVES AND RECORDS SERVICE  
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

FEBRUARY 12, 2016

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF  
RECORD SERIES

STATE AGENCIES

Public Safety Department  
State Bureau of Investigations. . . . . 1

Board of Education  
State Charter School Board. . . . . 2

Human Services  
State Hospital. . . . . 2

TOTAL RECORD SERIES SCHEDULED:	5	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	2.00	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