

## Retention and Classification Report

**Agency:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance  
Evaluation Commission (3554)  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27457

3

**TITLE:** Closed session deliberation and interview recordings

**DATES:** 2009-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are recordings of closed sessions of Commission meetings, which include discussion of judge performance, interviews with "of concern" judges, commissioner recusals for voting, and the aggregate voting record for retaining judges.

**RETENTION:**

Permanent. Retain for 18 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 18 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value based on their evidence of governmental deliberations, decisions, and actions.

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(32) (2021), and 78A-12-203(5)(d) and (e)(iii) (2017)

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 27457  
**TITLE:** Closed session deliberation and interview recordings

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(a) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2021.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27453 3

**TITLE:** Completed judicial performance evaluation reports

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year of retention election; thereunder alphabetical by court level; thereunder alphabetical by judge

**DESCRIPTION:**

The Judicial Performance Evaluation Commission is mandated to "compile a retention report of its judicial performance evaluation of a judge," (Utah Code 78A-12-206(1)(a)), which is to be made public according to the parameters set forth in Utah Code 78A-12-206. These public reports are made available on any judge running in a retention election, and contain a judge's biography, content summary, survey/interview results, and general information to understand the contents within the report. Reports are posted to the agency's website, and a full commission version is also sent to the judge under evaluation. These records' main purpose is to provide the public with information on the judges they will see on their ballots.

**RETENTION:**

Permanent. Retain for 12 year(s) after retirement or death

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office until 12-15 years after retirement and then transfer to State Archives with authority to weed.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 27453  
**TITLE:** Completed judicial performance evaluation reports

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records hold administrative and historical value because they contribute substantially to knowledge and understanding of the people and communities of our state regarding the judicial retention system in Utah.

**PRIMARY DESIGNATION:**

Public                      Utah Code 78A-12-206(1)(c) (2017)

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(2)(a) (2021)  
Protected.                      Utah Code 78A-12-206(1)(d) (2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2021.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27452 3

**TITLE:** Completed judicial performance evaluation reports for midterm evaluations and judges not running for re-election

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year of retention election, thereunder alphabetical by court level, thereunder alphabetical by judge

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The agency is mandated to "compile a midterm report of the... judicial performance evaluation of a judge" (Utah Code 78A-12-203(7)) and also to "compile a retention report of its judicial performance evaluation of a judge," (Utah Code 78A-12-206(1)(a)). Midterm reports, as well as evaluations of judges who do not file for the retention election, are not public (see Utah Code 63G-2-302(2)(a) and 78A-12-206(1)(c)). Contents of reports vary depending on a judge's evaluation designation (determined by weighted caseloads, attorney numbers, and court level), but records may include courtroom observations, survey results, public sanctions, public comments, a content analysis, interview results, and performance feedback. These performance evaluation reports are used for self-improvement by the individual judge being evaluated. JPEC commissioners also use these reports often to analyze a judge's scores over the course of their time on bench.

**RETENTION:**

Permanent. Retain for 12 year(s) after retirement or death

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office until 12-15 years after retirement and then transfer to State Archives with authority to weed.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 27452  
**TITLE:** Completed judicial performance evaluation reports for midterm evaluations and judges not running for re-election

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records hold administrative and historical value because they contribute substantially to knowledge and understanding of the people and communities of our state regarding the judicial retention system in Utah.

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(2)(a) (2021)

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 78A-12-206(1)(d) (2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2021.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27456 3

**TITLE:** Evaluation working documents

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year of retention election, thereunder alphabetical by court level, thereunder alphabetical by judge

**DESCRIPTION:**

These records comprise the different components that go into the creation of a judge report and may include empirical survey data, public comments, observation reports, and drafts of working judge reports including the "blind" or redacted reports the Commission uses for the majority of their deliberation processes. Records may also include narrative drafts, redacted blind review reports, and deliberation analysis. These records are referenced prior to an election if a judge challenges an evaluation result. They're also used for internal comparisons by year to ensure comparable information is being tracked to allow for relevant longitudinal data over time.

**RETENTION:**

Retain for 18 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/2021

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 18 years after retention election and then delete.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

18-year retention reflects three full rounds of evaluation cycles. -RMW



**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 27456  
**TITLE:** Evaluation working documents

(continued)

**PRIMARY DESIGNATION:**  
Private Utah Code 63G-2-302(2)(a) (2021)

**REVIEW AND UPDATE STATUS:**  
This report was reviewed and updated on 09/2021.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27455 3

**TITLE:** Incomplete judicial performance evaluation reports

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year of retention election; thereunder alphabetical by court level; thereunder alphabetical by judge

**DESCRIPTION:**

These are incomplete reports due to a judge resigning or retiring before the report is complete, and depending upon how long a judge held the position, are composed of qualitative and quantitative data on the judge's performance. Records included vary, depending on a judge's evaluation designation (determined by weighted caseloads, attorney numbers, and court level), but may include courtroom observations, survey results, public sanctions, public comments, a content analysis, interview results, and performance feedback. These performance evaluations contain incomplete information and are not distributed.

**RETENTION:**

Permanent. Retain for 12 year(s) after retirement or death

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office until 12-15 years after retirement and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records have administrative and historical value because they contribute substantially to knowledge and understanding of the people and communities of our state regarding the judicial retention system in Utah. Historical value is still maintained

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 27455  
**TITLE:** Incomplete judicial performance evaluation reports

(continued)

with reports that may reflect poor performance evaluation data.

**PRIMARY DESIGNATION:**  
Private                      Utah Code 63G-2-302(2)(a) 2021

**REVIEW AND UPDATE STATUS:**  
This report was reviewed and updated on 09/2021.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 30181

3

**TITLE:** Official reports

**DATES:** 2009-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are public reports created to update the public on the Commission's progress on judge evaluations, different pilot projects, election results, and other related matters. Reports which inform on the Commission's accomplishments and goals are often used as tools to generate more effective procedures and practices.

**RETENTION:**

Permanent. Retain for 12 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 12 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 30181  
**TITLE:** Official reports

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**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2021.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 30170

3

**TITLE:** Open meeting audio recordings

**DATES:** 2009-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These audio recordings serve to document what transpired during the Commission meeting until minutes are written and approved. Recordings are also referenced for decisions that may have been made on a previous evaluation.

**RETENTION:**

Retain for 8 year(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the Records Management Committee.

**APPROVED:** 09/2021

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 8 years after approval of minutes and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2021.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27458

3

**TITLE:** Open meeting records

**DATES:** 2009-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These meeting minutes keep the historical voting records and decisions made by commissioners with the documents and other materials from each Commission meeting, providing context for those decisions.

**RETENTION:**

Permanent. Retain for 12 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 12 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value because they retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 27458  
**TITLE:** Open meeting records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2021.



**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27459

3

**TITLE:** Records destruction files

**DATES:** 2010-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This record series documents the destruction of the commission's records in accordance with the approved retention schedule.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records destruction files, GRS-1689.

**AUTHORIZED:** 08-01-2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Records in this series have temporary administrative and legal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 30184

3

**TITLE:** Social media records

**DATES:** 2009-

**ARRANGEMENT:** Chronological by post date.

**DESCRIPTION:**

These records are social media posts published on the Commission's Twitter and Facebook accounts. The Commission uses the accounts to make general announcements--like that a new commissioner has been selected, or a public report is available--and to promote their agency's resources for voters to use during the election.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until after state general election and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission  
**SERIES:** 30184  
**TITLE:** Social media records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2021.