

Retention and Classification Report

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

Records Officer: Briant Smith

23281	Accounting records
23023	Annual reports
22043	Anti-violence coordinator management files
21076	Byrne Justice Assistance Grant program records
25349	Commission on Criminal and Juvenile Justice surveys
25350	*Gang reduction grant program files
21263	General grant management files
22249	Governor's guide to gang violence prevention and interve
02188	In state extradition records
27916	Judicial Nominating Commission judicial applications
27917	Judicial Nominating Commission nomination files
22246	Juvenile Justice Board annual reports
22248	Juvenile Justice Board meeting minutes
22247	Juvenile Justice Board newsletter
21080	Juvenile justice and delinquency prevention--formula grant r
21079	Juvenile justice and delinquency prevention--state challenge
21077	Local juvenile delinquency prevention program incentive gra
21075	Local law enforcement block grant records
21073	Miscellaneous federal grant program
85236	Out of state extradition records
23024	Publications
25157	*Recruitment files
21083	Residential prisoner substance abuse treatment grant record
21081	Serious habitual offender community action plan grant recor
21078	*State gang grant records
28161	State grant program files
21074	State statistical analysis center justice statistics program
23282	Time and attendance records
22245	Utah Substance Abuse and Anti-Violence Coordinating Cour
21072	Violent offender incarceration and truth in sentencing incen
22557	Waived extradition expense payment records

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23281

3

TITLE: Accounting records

DATES: 1987-

ARRANGEMENT: Numerical by document number, thereunder chronological by fiscal year quarter

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are the general accounting files for the Commission on Criminal and Juvenile Justice. The records pertain to the general, daily operations of the Commission. Information includes payment vouchers/warrant requests, employee travel reimbursements, telephone bills, deposit records, bank statements, monthly FI-NET financial statements with reconciliations, inventory records, and other general accounting information. Forfeiture fund accounting records for the Crime Reduction Assistance Program are included beginning in 2004.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 01/01/2001.

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.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23281

TITLE: Accounting records

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f)(2008) Social Security numbers, home telephone numbers, and employee identification numbers.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23023

3

TITLE: Annual reports

DATES: 1985-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Records which provide detailed information on incoming and/or outgoing documents, data, and other communications that require distribution or action.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2013.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Annual reports document agency functions and are useful to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22043

3

TITLE: Anti-violence coordinator management files

DATES: 1983-

ARRANGEMENT: Chronological by date of meeting or grant award

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records are created by the Anti-violence Coordinator and the Anti-violence Committee in conducting their duties and efforts to curb violence in the State of Utah. The records include Anti-violence Committee meeting minutes, agenda, mini-grant awards, and other documents relating to the anti-violence program.

RETENTION:

Retain 13 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22043

TITLE: Anti-violence coordinator management files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21076

3

TITLE: Byrne Justice Assistance Grant program records

DATES: 1987-

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

The Federal government provides formula grant funds to state governments for projects that have a high probability of controlling drugs, and improving the function of the criminal justice system. States are required to sub-grant a certain percentage of the annual grant to local districts. The files contain approved grant proposals; notices of grant awards; correspondence between the grant recipient and the grant provider; program and progress reports; approved grant changes; grant monitoring reports; quarterly financial status reports; grant scoring sheets used to determine destination of funds prior to the grant year; and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 6 years and then destroy.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21076

TITLE: Byrne Justice Assistance Grant program records

(continued)

APPRAISAL:

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-301(b)(i) and (ii) (Names of undercover police officers)

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25349

3

TITLE: Commission on Criminal and Juvenile Justice surveys

DATES: 2001-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Reports on the administrative review, analysis, and implementation of programs and operation of those programs.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25350

3

TITLE: Gang reduction grant program files

DATES: 1999-2011.

ARRANGEMENT: Chronological by date, thereunder alphabetical by program name, thereunder numerical by grant number

ANNUAL ACCUMULATION:

DESCRIPTION:

Records contain grant award documents, quarterly and final progress reports, financial status reports and other correspondence related to grant project activities. The "Gang reduction program grant program" previously was known as by the name "State crime prevention grants."

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21263

3

TITLE: General grant management files

DATES: 1983-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records contain the summary financial files of federal grants awarded to the state of Utah, as well as state supported grants. The files contain notices of grant awards, quarterly financial status reports to the Federal Government with supporting documentation, notices of changes in the grant awards, and other documentation pertinent to the various federal and state grants.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the retention requirements for federal grants established in 28 CFR parts 66 and 70.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21263

TITLE: General grant management files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22249

3

TITLE: Governor's guide to gang violence prevention and intervention

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 10 years,

DISPOSITION:

Destroy provided one copy has been transferred to the State Archives.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 provided one copy has been transferred to the State Archives.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22249

TITLE: Governor's guide to gang violence prevention and intervention

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 2188

3

TITLE: In state extradition records

DATES: 1953-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document the extradition of individuals, who have been charged with a crime in Utah, from other states in order to try the offenders. The initial requests are usually made by offices of the county attorney to the Governor, who then makes the extradition request to the governor of the other state. The records contain correspondence and supporting documents. Information includes the governor's name, the city or county making the requisition, the name of the alleged criminal, and the offense and supporting statutory authorities. The extradition request is supported by the following: the court complaint (defendant, date, signatures); the warrant of arrest (date, judge's signature); and affidavit (signature); and warrant certifications (county clerk signature, date, seal and Lieutenant Governor's signature). The responsibility for extraditions was transferred from the Lieutenant Governor's office to the Commission on Commission on Criminal and Juvenile Justice.

RETENTION:

Retain 2 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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 Archives with authority to weed.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 2188

TITLE: In state extradition records

(continued)

APPRAISAL:

Historical Legal

This series has historical value as it documents the names of extradited individuals, officers and government officials. It also has legal value as it documents legal extradition processes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 27916

3

TITLE: Judicial Nominating Commission judicial applications

DATES: 2010-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Individuals interested in applying to fill a judicial vacancy submit applications to the Judicial Nominating Commission for consideration. Each application is reviewed and ranked. Applicants are then chosen to be interviewed. The top five candidates' names, as selected by the commission, are forwarded to the governor for review and final selection. Records include the applicant employment forms and resumes as submitted to the commission for consideration.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

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 destroy.

APPRAISAL:

Administrative This disposition is based on Utah County General Records Retention Schedule, Schedule 8, Item 8.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 27916

TITLE: Judicial Nominating Commission judicial applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 27917

3

TITLE: Judicial Nominating Commission nomination files

DATES: 2010-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Applications of candidates forwarded to the governor by a Judicial Nominating Commission make up this series. Nominees are selected from among all applicants to fill a vacant position in the judiciary after thorough review and investigation by the commission. The governor appoints one of the nominees subject to senate confirmation. These nomination files include the application forms, resumes, and financial background checks.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/2012.

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

The retention corresponds to the 10-year term of office for Supreme Court justices, the longest term of office for a judge (see Utah Code 20A-12-201).

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 27917

TITLE: Judicial Nominating Commission nomination files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22246

3

TITLE: Juvenile Justice Board annual reports

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 10 years, then transfer one copy to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22246

TITLE: Juvenile Justice Board annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22248

3

TITLE: Juvenile Justice Board meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document the meetings conducted by the Juvenile Justice Board. Information includes the Chair's report, the Juvenile Justice Specialist's report, committee reports, and upcoming training.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 3 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22248

TITLE: Juvenile Justice Board meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22247

3

TITLE: Juvenile Justice Board newsletter

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy provided one copy is transferred to the State Archives.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 provided one copy is transferred to the State Archives.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22247

TITLE: Juvenile Justice Board newsletter

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21080

3

TITLE: Juvenile justice and delinquency prevention--formula grant records

DATES: 1983-

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These grants are provided by the Federal government to assist state and local governments in improving their juvenile justice systems and preventing juvenile delinquency. Some specific program objectives include removing juvenile offenders from adult jail and lockup facilities, and deinstitutionalizing status offenders and non-offenders. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21080

TITLE: Juvenile justice and delinquency prevention--formula grant records

(continued)

APPRAISAL:

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21079 3

TITLE: Juvenile justice and delinquency prevention--state challenge grant records

DATES: 1995-

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

The Federal government provides these grants as additional funding for states' programs geared toward the reduction of juvenile delinquency, and to provide services for affected juveniles. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21079

TITLE: Juvenile justice and delinquency prevention--state challenge grant records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21077

3

TITLE: Local juvenile delinquency prevention program incentive grant records

DATES: 1995-

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

The Federal government provides these grants to match funds given by the state to local governments for conducting juvenile delinquency prevention programs. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21077

TITLE: Local juvenile delinquency prevention program incentive grant records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21075

3

TITLE: Local law enforcement block grant records

DATES: 1996-

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

The Federal government supplies these grants to fund local governments in a wide range of local law enforcement activities. These activities include hiring and training of law enforcement officers, procurement of equipment and technology, establishment or support of drug courts, and other crime prevention efforts. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21075

TITLE: Local law enforcement block grant records

(continued)

APPRAISAL:

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21073

3

TITLE: Miscellaneous federal grant program

DATES: 1997-

ARRANGEMENT: Chronological by award year, thereunder alphabetical by program name, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This grant is provided by the Federal government to assist states in establishing, developing, updating, or upgrading certain databases, and records that are compatible with those of the Federal Bureau of Investigation (FBI). The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents. The Federal government provides to states various grants and awards of limited duration or purpose - NIBRS: National Incident Based Reporting System, State ID: Upgrade certain data bases and records to be compatible with those of the Federal Bureau of Investigation (FBI), BPV: Bullet Proof Vest Program, NFSIA: National Forensic Science Improvement Act Grants, VOI/TIS: Violent Offender Incarceration Truth in Sentencing Program, JAIBG: Juvenile Accountability Incentive Block Grant, JITII: Justice Information Technology Integration Implementation, NGA: National Governors Association Grants. Other miscellaneous grants may be added to this series depending on what limited duration programs or grants are awarded by the Federal Government in the future.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21073

TITLE: Miscellaneous federal grant program

(continued)

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 9.

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 85236

3

TITLE: Out of state extradition records

DATES: 1953-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document requests for extradition of individuals, who are in Utah, but have been charged with a crime in another state, to the requesting state in order to try the offenders. The initial requests to Utah are made by state governors to the Governor, who then issues a warrant for the individuals' arrest. The records contain correspondence and supporting documents. Information includes the governor's name, the city or county making the requisition, the name of the alleged criminal, and the offense and supporting statutory authorities. The extradition request is supported by the following: the court complaint (defendant, date, signatures); the warrant of arrest (date, judge's signature); and affidavit (signature); and warrant certifications (county clerk signature, date, seal and Lieutenant Governor's signature). The responsibility for extraditions was transferred from the Lieutenant Governor's office to the Commission on Criminal and Juvenile Justice in 1997.

RETENTION:

Retain 2 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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 Archives with authority to weed.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 85236

TITLE: Out of state extradition records

(continued)

APPRAISAL:

Historical Legal

This series has historical value as it documents the names of extradited individuals, officers and government officials. It also has legal value as it documents legal extradition processes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23024

3

TITLE: Publications

DATES: 1991-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25157

3

TITLE: Recruitment files

DATES: 1996-2012.

ARRANGEMENT: Chronological by year, thereunder alphabetic by name

ANNUAL ACCUMULATION:

DESCRIPTION:

When there is a judicial vacancy applicants submit an application, resume, and a listing of approximately 60 people with whom these applicants have worked judicially. These references are invited to submit recommendations regarding the applicant. These letters along with public comments are kept in the applicant's file. These files are used to give us an accurate sample from which to derive statics regarding the applicants. It also serves as a benefit to the applicants as those that are tenacious and apply numerous times are more likely to be appointed.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 4 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 43.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25157

TITLE: Recruitment files

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302 (1)(e)

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21083

3

TITLE: Residential prisoner substance abuse treatment grant records

DATES: 1996-

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These grants are provided by the Federal government to assist state and local governments in funding the development and implementation of residential substance abuse treatment programs for prisoners in state and local correctional facilities. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21083

TITLE: Residential prisoner substance abuse treatment grant records

(continued)

APPRAISAL:

Administrative

This retention is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21081

3

TITLE: Serious habitual offender community action plan grant records

DATES: 1996-

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are maintained to document and assist in the implementation of the Serious Habitual Offender Community Action Plan (SHOCAP) in the state of Utah. The files contain SHOCAP descriptive information, enabling legislation, grant award documents, and policy and procedure information.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21081

TITLE: Serious habitual offender community action plan grant records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21078

3

TITLE: State gang grant records

DATES: 1993-2011.

ARRANGEMENT: Chronological by award year, thereunder numerical by sub-grant number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are collected and used to efficiently and effectively manage the grant projects funded through the state gang grant program. The files contain grant award documents, quarterly and annual progress reports, financial status reports, and other correspondence related to grant project activities.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21078

TITLE: State gang grant records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 28161

3

TITLE: State grant program files

DATES: 2007-

ARRANGEMENT: chronological by fiscal year of grant program award

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional state and federal retention requirements, please contact the State Archives to schedule a specific retention.

RETENTION:

Retain 3 years after grant expires

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 1 year after grant expires and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 9.

CCJJ is the recipient of various federal grants. Chapter 12 of The Office of Justice Programs (OJP) Financial Guide, which deals with the retention of records, requires all grant related records to be retained "At least three years following the closure of

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 28161

TITLE: State grant program files

(continued)

their most recent audit report."

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21074

3

TITLE: State statistical analysis center justice statistics program grant records

DATES: 1996-

ARRANGEMENT: Numerical by sub-grant number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These grants are provided by the Federal government for financial and technical assistance to state government in order to encourage the development of state capabilities for collecting, analyzing, and disseminating criminal justice statistical information. This includes data on drug related crime and drug dependent offenders. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21074

TITLE: State statistical analysis center justice statistics program grant records

(continued)

APPRAISAL:

Administrative

This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23282

3

TITLE: Time and attendance records

DATES: 1987-

ARRANGEMENT: Alphabetical by employee name, thereunder chronological by fiscal year

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records consist of time and attendance reports generated each pay period by the employees. Records include time sheets and various reports generated from the input of time sheet data and received by the Commission from the Division of Finance.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 25.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23282

TITLE: Time and attendance records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private.

UCA 63G-2-302(1)(f)(2008) Social Security numbers, payroll deduction information, and employee identification numbers.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22245

3

TITLE: Utah Substance Abuse and Anti-Violence Coordinating Council annual reports

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed provided one copy has been transferred to the State Archives.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22245

TITLE: Utah Substance Abuse and Anti-Violence Coordinating Council annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21072 3
TITLE: Violent offender incarceration and truth in sentencing incentive grant records
DATES: 1996-
ARRANGEMENT: Numerical by sub-grant number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These grants are used to ensure that there is adequate conventional confinement space for violent offenders, and to ensure that violent offenders remain incarcerated for substantial periods of time through the implementation of truth-in-sentencing laws. The files contain approved grant proposals, notices of grant awards, correspondence between the grant recipient and the grant provider, program and progress reports, approved grant changes, grant monitoring reports, quarterly financial status reports, and other miscellaneous grant related documents.

RETENTION:

Retain for 8 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2000.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21072

TITLE: Violent offender incarceration and truth in sentencing incentive grant records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22557

3

TITLE: Waived extradition expense payment records

DATES: 1995-

ARRANGEMENT: Chronological by payment date

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series documents the payment of expenses incurred in returning extradited criminals back to Utah. Information includes FI-NET payment vouchers, invoices, and extradition worksheets. The records may also include letters from the Governor requesting extradition and affidavits requesting extradition restitution.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 53.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22557

TITLE: Waived extradition expense payment records

(continued)

PRIMARY CLASSIFICATION:

Public