

Retention and Classification Report

Agency: Governor. Commission on Criminal and Juvenile Justice (1211)

101 State Capitol
Salt Lake City, UT 84114
801-538-1031

Records Officer: Norma Hernandez

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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 for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

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:

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

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23281

TITLE: Accounting records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(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.

DESCRIPTION:

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

RETENTION:

Retain until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Annual reports document agency functions and are useful to researchers.

PRIMARY DESIGNATION:

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 for 13 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22043

TITLE: Anti-violence coordinator management files

(continued)

PRIMARY DESIGNATION:

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s).
This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 29570

3

TITLE: Commission on Criminal and Juvenile Justice meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to coordinate the objectives, strategies, policies, programs, studies and assessments of the criminal and juvenile justice system in Utah (Utah Code 63M-7-201 and 204 (2017)). Records document meetings of the Commission wherein its efforts are discussed, decisions made, and directions given. Information includes minutes, agendas, notices, and any public materials distributed at the meeting.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 29570

TITLE: Commission on Criminal and Juvenile Justice meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25349

3

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 for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2016

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25349

TITLE: Criminal justice surveys

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 29630

3

TITLE: Executive correspondence

DATES: 1983-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records support the agency's function to coordinate the functions of all levels of criminal and juvenile justice systems and efforts to reduce crime and victimization statewide (Utah Code 63M-7-201 (2008)). Records document the executive decision-making and directives of the director and other executives within the agency, and include correspondence and related materials.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-1758.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation 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 as they provide information about public service and the course of the agency through time.

PRIMARY DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 29630

TITLE: Executive correspondence

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 25350

1

TITLE: Gang reduction grant program files

DATES: 1999-2011.

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

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."

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final action and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

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 support the agency's function to provide analysis, accountability, and supervision for state and federal criminal justice grant money (Utah Code 63M-7-204(8) (2015)). 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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s).
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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

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 for 10 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22249

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

(continued)

PRIMARY DESIGNATION:

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 for 2 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1998

FORMAT MANAGEMENT:

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:

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

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 DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 6295

3

TITLE: Inmate jail reimbursement billings

DATES: 2009-

ARRANGEMENT: Alphabetical by county

DESCRIPTION:

These records document housing and medical costs for inmates housed by county correctional facilities. Information includes inmate's surname, housing and medical costs, dates of residency, and signature of authorized agent allowing reimbursement. A warrant request is attached to each billing for payment by the state.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

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:

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

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 6295

TITLE: Inmate jail reimbursement billings

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

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 for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 27916

TITLE: Judicial Nominating Commission judicial applications

(continued)

PRIMARY DESIGNATION:

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 for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).
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 DESIGNATION:

Public

SECONDARY DESIGNATION(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 for 10 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

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 for 3 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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:

These records have historical value(s).

PRIMARY DESIGNATION:

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 for 10 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22247

TITLE: Juvenile Justice Board newsletter

(continued)

PRIMARY DESIGNATION:

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s).
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: 21080

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

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21079 3

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

DATES: 1995-1999.

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

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s).
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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s).
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 DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21075

3

TITLE: Local law enforcement block grant records

DATES: 1996-2000.

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

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s). 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: 21075

TITLE: Local law enforcement block grant records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21073

1

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 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final action and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21073

TITLE: Miscellaneous federal grant program

(continued)

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

APPRAISAL:

These records have administrative value(s).
This disposition is based on the federal grant retention requirements in 28 CFR parts 66 and 70.53 (1995).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

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 for 2 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1998

FORMAT MANAGEMENT:

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:

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

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 DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23024

3

TITLE: Publications

DATES: 1991-

ARRANGEMENT: Chronological.

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 until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

PRIMARY DESIGNATION:

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
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s).
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: 21083

TITLE: Residential prisoner substance abuse treatment grant records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21081

3

TITLE: Serious habitual offender community action plan grant records

DATES: 1996-2000.

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

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s). 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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

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

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s). 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 DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 28161

1

TITLE: State grant program files

DATES: 2007-

ARRANGEMENT: chronological by fiscal year of grant program award

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records support the agency's function to provide analysis, accountability, and supervision for state criminal justice grant money (Utah Code 63M-7-204(8) (2015)). Records may include accepted grant 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.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after final action and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).
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 their most recent audit report."

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 28161

TITLE: State grant program files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-305(10)(d) (2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

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 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

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:

These records have administrative value(s).
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: 21074

TITLE: State statistical analysis center justice statistics program grant records

(continued)

PRIMARY DESIGNATION:

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 23282

TITLE: Time and attendance records

(continued)

SECONDARY DESIGNATION(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 for 10 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 21072 3
TITLE: Violent offender incarceration and truth in sentencing incentive grant records
DATES: 1996-2004.

ARRANGEMENT: Numerical by sub-grant number

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 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after disposition of asset and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).
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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Governor. Commission on Criminal and Juvenile Justice

SERIES: 22557

1

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 for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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:

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

PRIMARY DESIGNATION:

Public