

Retention and Classification Report



Agency: Attorney General's Office. Criminal Prosecution Division (2269)

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Salt Lake City,, UT 84114

Records Officer: Jill Ewing
Analyst: Susan Mumford

10889 Criminal investigative case files/no court action
04231 Felony criminal case files
20847 Financial crimes prosecution unit case files
18113 Homicide case files
09815 Investigation division miscellaneous files
18112 Misdemeanor criminal case files
10547 State Assistance to Narcotics Enforcement (S.A.N.E) case fil

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10889

3

TITLE: Criminal investigative case files/no court action

DATES: 1992-

ARRANGEMENT: Alphabetical by case name, thereunder chronological by year

ANNUAL ACCUMULATION: 40.00 cubic feet.

DESCRIPTION:

These files document information gathered for investigative cases that do not result in the filing of criminal charges. This information is collected to determine whether criminal charges are warranted. These records may assist the Attorney General's Office in later investigations. Information includes police reports, witnesses lists, business documents, physical evidence, criminal history, memoranda of interviews, victim and witness statements, computer records, bank records, investigative notes and other documents that may be used to support criminal investigations and prosecutions.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after final action is taken and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need expressed by the agency.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10889

TITLE: Criminal investigative case files/no court action

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)(d)(2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 4231

3

TITLE: Felony criminal case files

VARIANT Litigation files
Miscellaneous investigation files
Investigation files

DATES: 1911-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These files document felony criminal investigations and prosecutions by staff attorneys. Staff attorneys are responsible for investigating criminal complaints filed with the Attorney General's office. Information includes police reports, memoranda, correspondence, depositions, interviews, court documents, attorney's research notes, and evidentiary documentation. In addition, there are some felony case files that may have historical value and kept permanently.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy provided no pending action or litigation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Criminal Division Chief, Creighton Horton, II.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 4231

TITLE: Felony criminal case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2008

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) (2008)

Public. Documents from a public hearing

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 20847

3

TITLE: Financial crimes prosecution unit case files

DATES: 1998-

ARRANGEMENT: Alphabetical by case name, thereunder chronological by year

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files document the investigation and prosecution of criminal conduct regarding violations of state money laundering, racketeering, and other criminal violations involving financial crimes. Information includes documents created for investigation and prosecutions of criminal conduct and are created by investigators and Assistant Attorneys General. Also, investigative reports, pleadings, court documents, correspondence, attorney notes, legal research, documentary evidence, financial documents, victim and witness files, and bank records are included in this series.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1999.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency and UCA 76-10-1601 (1996) of the criminal code which outlines racketeering enterprises and the Attorney General's responsibility in prosecuting this criminal activity.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 20847

TITLE: Financial crimes prosecution unit case files

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18113

3

TITLE: Homicide case files

VARIANT: Homicide investigations

DATES: 1990-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

These files document homicide investigations and prosecutions by staff attorneys. Staff attorneys are responsible for investigating homicide complaints filed with the Attorney General's Office for possible prosecution. Information includes police reports, memoranda, correspondence, depositions, interviews, court documents, case research information, and evidentiary documentation.

RETENTION:

Retain 75 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 06/01/1997.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 74 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the needs expressed by the Criminal Division Chief, Creighton Horton, II. This information may be needed for the appellate process and the possibility of subsequent trials that are ordered by the courts.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18113

TITLE: Homicide case files

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(d) (2008)

Controlled. UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 9815

3

TITLE: Investigation division miscellaneous files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name or designation

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document miscellaneous investigations undertaken by the Investigation Section of the Criminal Prosecution Division. These cases may or may not end up in litigation brought about by the Attorney General's Office. Information includes correspondence, notes, and attorney work product.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy provided no pending action or litigation

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 33.
This disposition is based on

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)(a), and UCA 63G-2-305(17)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 9815

TITLE: Investigation division miscellaneous files

(continued)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d)(2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18112

3

TITLE: Misdemeanor criminal case files

VARIANT: Misdemeanor investigations

DATES: 1983-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files document misdemeanor criminal investigations and prosecutions by staff attorneys. Staff attorneys are responsible for investigating misdemeanor complaints filed with the Attorney General's Office for possible prosecution. Information includes police reports, memoranda, correspondence, depositions, interviews, court documents, case research information, and evidentiary documentation.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy provided no pending action or litigation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Criminal Division Chief, Creighton Horton, III.

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 18112

TITLE: Misdemeanor criminal case files

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(d) (2008)

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10547

1

TITLE: State Assistance to Narcotics Enforcement (S.A.N.E) case files

VARIANT Legal case files
Drug case files

DATES: 1988-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document actions of the State Assistance to Narcotics Enforcement (S.A.N.E.) division of the Attorney General's Office. This unit is involved in training and teaching, suggesting and promoting amendments to Utah's drug laws, and other activities not related to case investigations or prosecutions.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on

PRIMARY CLASSIFICATION:

Protected