

# Retention and Classification Report

**Agency:** Attorney General's Office (Utah). Justice Division (2607)

Children's Justice Division  
5272 South College Drive #20  
Murray, UT 84107  
(801)281-1234

**Records Officer:** Lori Oliver

17289	Child abuse investigation files
28638	Children's Justice Center Program grant contract and budget
26290	Civil case files
18113	Homicide case files
18112	Misdemeanor criminal case files

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 17289

3

**TITLE:** Child abuse investigation files

**DATES:** 1994-

**ARRANGEMENT:** Alphanumerical by file category

**DESCRIPTION:**

These are investigations of child abuse by the Children's Justice Division of the Attorney General's Office. They contain video recordings of victims, sound recordings, and photographs. Information includes prosecution files, consultation files, and attorney work product.

**RETENTION:**

Retain for 30 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**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 29 years and then destroy.

Video recordings master: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

Sound recordings: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then erase.

Photographs: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 17289

**TITLE:** Child abuse investigation files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The Division of Child and Family Services keeps similar records for a minimum of 30 years (Series # 6037).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

Protected. UCA 63G-2-305(17) (2008)

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 28638

**TITLE:** Children's Justice Center Program grant contract and budget records

**DATES:** 1994-

**ARRANGEMENT:** Alphabetically by county

**DESCRIPTION:**

The Attorney General's Office administers a program that provides a comprehensive, multi-disciplinary, intergovernmental response to the abuse of children through facilities known as Children's Justice Centers, in order to reduce trauma to abused children and expedite cases more efficiently (Utah Code 67-5b-102(1) (2016)). Records document the allocation and use of federal, local, and private funds appropriated for the Children's Justice Center program, and agreements with the counties that host the program's centers. Information includes administrative contracts, budget reports, memorandums of understanding, and related records for each center (Utah Code 67-5b-103 (2016)).

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**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, and/or fiscal value(s).

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 28638

**TITLE:** Children's Justice Center Program grant contract and budget records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(27) (2014)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2016.

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 26290

3

**TITLE:** Civil case files

**DATES:** 2003-

**ARRANGEMENT:** Alphabetical by name thereunder numerical by case number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records contain civil case files created and maintained by the Children's Justice Division of the Attorney General's Office. They contain investigative reports, depositions, attorney work product, correspondence and other court documents.

**RETENTION:**

Retain for 30 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2006

**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.

Computer data files: Retain in Office until transferred to CDR and then delete.

Compact disc: Retain in Office until administrative needs end and then destroy.

**APPRAISAL:**

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

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 26290

**TITLE:** Civil case files

(continued)

**PRIMARY DESIGNATION:**

Controlled 63G-2-304(1) Medical & Psychiatric data

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302(1)(b), 63G-2-302(1)(h), 63G-2-302(2)(a)(b)

Protected. 63G-2-305(17) 63G-2-305(23) Attorney work product,  
Pending litigation, Collective bargaining strategies

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 18113

3

**TITLE:** Homicide case files

**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 for 75 year(s) after case is closed

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**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:**

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

**SERIES:** 18113

**TITLE:** Homicide case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

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

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

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 18112

3

**TITLE:** Misdemeanor criminal case files

**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 for 15 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**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.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the Criminal Division Chief, Creighton Horton, III.

**AGENCY:** Attorney General's Office (Utah). Justice Division

**SERIES:** 18112

**TITLE:** Misdemeanor criminal case files

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

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