

Retention and Classification Report

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

Children's Justice Division
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Murray, UT 84107
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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 30 years.

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:

Administrative

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

3

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)).

RETENTION:

Retain 7 years after final action.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 70.

AUTHORIZED: 12/13/2016

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.

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

SERIES: 28638

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

(continued)

APPRAISAL:

Administrative Fiscal

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 30 years

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 closes 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:

Administrative Legal

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 75 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

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 (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 15 years.

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:

Administrative

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)