

Retention and Classification Report

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

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

Records Officer: Cindy Poulson

17289	Child abuse investigation files
26290	Civil case files
28638	Program contract and budget records

AGENCY: Attorney General's Office. Children's 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.

STATE RECORDS COMMITTEE STATUS:

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

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 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

AGENCY: Attorney General's Office. Children's Justice Division

SERIES: 17289

TITLE: Child abuse investigation files

(continued)

Center for 29 years and then destroy.

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 CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

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

AGENCY: Attorney General's Office. Children's 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2006.

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 case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy provided no pending litigation.

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.

AGENCY: Attorney General's Office. Children's Justice Division

SERIES: 26290

TITLE: Civil case files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(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. Children's Justice Division

SERIES: 28638

1

TITLE: Program contract and budget records

DATES: 1994-

ARRANGEMENT: Alphabetically by county

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to provide a comprehensive, multi-disciplinary, intergovernmental response to the abuse of children through a single entity in order to reduce trauma to abused children and expedite cases more efficiently (Utah Code 67-5b-102 (2011)). These records document the allocation and use of federal, local, and private funds appropriated for the Children's Justice Center program and include budget reports and administrative contracts for each center (Utah Code 67-5b-103 (2011)).

RETENTION:

Retain 14 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 7 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Digital image: Retain in Office for 14 years and then delete.

AGENCY: Attorney General's Office. Children's Justice Division

SERIES: 28638

TITLE: Program contract and budget records

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Public