

Retention and Classification Report

Agency: Olympic Public Safety Command (3178)
Social Hall Plaza, Ste 500
Salt Lake City, UT 84111

Records Officer

- 24410 *Accounting and budget administrative records
- 24419 *Equipment logistics records
- 24412 *Intranet licenses and agreements
- 24413 *Law enforcement volunteer personnel records
- 24418 *Overtime reimbursements
- 24414 *Paid personnel time sheets
- 24415 *Planning and procedures files
- 24416 *Preliminary venue planning work papers
- 24411 *Staff personnel records
- 24417 *Vendor payment vouchers

AGENCY: Olympic Public Safety Command

SERIES: 24410

3

TITLE: Accounting and budget administrative records

DATES: 1999-2002.

ARRANGEMENT: None

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records contain budget, grant and general financial information. Included are agency funding information, grant details and summaries, travel reimbursements, donation information, budgeting and funding for law enforcement training, budget summaries for specific agencies contributing personnel or resources, procurement information and reports on dissemination of funds.

RETENTION:

Retain Retain in office until agency is disbanded, then transfer custody to Department of Public Safety for 20 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 10/01/2002.

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 until agency is disbanded and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

AGENCY: Olympic Public Safety Command

SERIES: 24410

TITLE: Accounting and budget administrative records

(continued)

APPRAISAL:

Administrative Fiscal Historical

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24419

3

TITLE: Equipment logistics records

DATES: 1999-2002.

ARRANGEMENT: None

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the dismantling of Olympic venues and the accounting for the equipment recovered. Borrowed or rented equipment was returned to owners; equipment purchased for venues was redistributed to various offices of the Department of Public Safety and other state agencies. Equipment not redistributed was donated to schools and non-profit organizations. Includes inventories of equipment from various venue locations, borrowed equipment agreements and return of equipment documentation. Information includes names and locations of venues, names of recipient agencies and organizations, dates of redistribution and authorizing signature.

RETENTION:

Retain in office until agency is disbanded, then transfer to custody of the Department of Public Safety for 20 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 10/01/2002.

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 until agency disbands and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

AGENCY: Olympic Public Safety Command

SERIES: 24419

TITLE: Equipment logistics records

(continued)

APPRAISAL:

Administrative Fiscal Historical

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24412

3

TITLE: Intranet licenses and agreements

DATES: 1999-2002.

ARRANGEMENT: Alphabetical by agency name

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the requesting and granting of access to the agency's secure intranet website which disseminated information to participating law enforcement offices. The website was created and maintained by the Federal Bureau of Investigation (FBI) on behalf of the agency. Included are agency requests for user licenses and memorandums of agreement.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to Department of Public Safety for 20 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 10/01/2002.

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 until agency is disbanded and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

AGENCY: Olympic Public Safety Command

SERIES: 24412

TITLE: Intranet licenses and agreements

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24413

3

TITLE: Law enforcement volunteer personnel records

DATES: 1999-2002.

ARRANGEMENT: Alphabetical by last name

TOTAL VOLUME: 6.00 cubic feet.

DESCRIPTION:

These are records documenting the clearance and service of volunteer law enforcement personnel. Included are background checks, volunteer peace officer agreements, letters of approval from employing law enforcement agency, volunteer applications, resumes, personal emergency contact information, accommodation check-in agreements, check-in/check-out inventory forms, lists of equipment issued and work schedules.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to the Department of Public Safety for 20 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 10/01/2002.

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 until agency disbands and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

AGENCY: Olympic Public Safety Command

SERIES: 24413

TITLE: Law enforcement volunteer personnel records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24418

3

TITLE: Overtime reimbursements

DATES: 1999-2002.

ARRANGEMENT: Alphabetical by name of agency

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are records of funds paid to law enforcement agencies to reimburse them for overtime paid to their personnel during the 2001 Olympics. Includes invoices from agencies, copies of time sheets, proof of payment of agency to employee and agency overtime policies. Information includes agency names, employee names, and dates and times worked.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to the Department of Public Safety for 20 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 10/01/2002.

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 until agency disbands and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

AGENCY: Olympic Public Safety Command

SERIES: 24418

TITLE: Overtime reimbursements

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24414

3

TITLE: Paid personnel time sheets

DATES: 1999-2002.

ARRANGEMENT: Chronological by pay period; thereunder alphabetical by last name

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are time sheets documenting the days and hours worked in preparation for, during and after the 2001 Olympics, by paid law enforcement personnel and Olympic Security staff. Information includes name of employee, dates and times worked, work site (Olympic venue) and authorizing signature.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to the Department of Public Safety for 20 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 10/01/2002.

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 until agency disbands and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

AGENCY: Olympic Public Safety Command

SERIES: 24414

TITLE: Paid personnel time sheets

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24415

3

TITLE: Planning and procedures files

DATES: 1999-2001.

ARRANGEMENT: None

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records document the planning, and the resulting policies and procedures established for Olympic Security. Included are plans for training, public affairs, infrastructure protection, dignitary protection, private sector security, the handling of explosives and ordnance, traffic and travel to venues. Also includes legal affairs handbook.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to the Department of Public Safety for 20 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 10/01/2002.

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 until agency disbands and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

AGENCY: Olympic Public Safety Command

SERIES: 24415

TITLE: Planning and procedures files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24416

3

TITLE: Preliminary venue planning work papers

DATES: 1999-2002.

ARRANGEMENT: Alphabetical by venue name

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the planning process for providing security for Olympic venues during the 2001 games. Included are venue and area maps, venue details, cost and time estimates based on information from previous Olympics and site inspections, and recommendation reports.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to Department of Public Safety for 20 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 10/01/2002.

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 until agency is disbanded and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

AGENCY: Olympic Public Safety Command

SERIES: 24416

TITLE: Preliminary venue planning work papers

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24411

3

TITLE: Staff personnel records

DATES: 1999-2002.

ARRANGEMENT: None

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These records contain various personnel files. Included are personnel files for paid agency staff, training materials, requests and authorizations for out of state travel, copies of Worker's Compensation claims and reports, and hotel invoices for staff lodgings. Personnel files for staff may include application for employment ore resume, verification of employment eligibility (I-9 form), corrective and disciplinary actions taken against employee, performance plans, performance evaluations, position description, documentation on employee withholding, employee awards, letters of commendation, leave records and leave adjustment reports.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to the Department of Public Safety for 20 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 10/01/2002.

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 until agency disbands and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

AGENCY: Olympic Public Safety Command

SERIES: 24411

TITLE: Staff personnel records

(continued)

APPRAISAL:

Administrative Historical Legal

This disposition is based upon the historical value of records documenting the 2002 Olympics in Salt Lake City.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Olympic Public Safety Command

SERIES: 24417

3

TITLE: Vendor payment vouchers

DATES: 1999-2002.

ARRANGEMENT: Alphabetical by vendor name

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These records document payments made to vendors for office supplies, law enforcement equipment and other items needed by the agency to fulfill its responsibilities. Included are purchase requisitions, receiving documentation and invoices. Information includes vendor names, details of items ordered and purchased or services received, dates of order and receipt and authorizing signature.

RETENTION:

Retain in office until agency is disbanded, then transfer custody to the Department of Public Safety for 20 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 10/01/2002.

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 until agency disbands and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

This disposition is based upon the historic value of records documenting the 2002 Olympics in Salt Lake City.

AGENCY: Olympic Public Safety Command

SERIES: 24417

TITLE: Vendor payment vouchers

(continued)

PRIMARY CLASSIFICATION:

Protected