

Criminal Justice

Division	Record Title	Description	Retention	Classification	Comments	Schedule #
Administration	Administrative Files - Director	These are records that document how the office is organized and how it functions, its pattern of action, its policies, procedures, organizational charts, and achievements. Management Indicators, Monthly, Quarterly and Annual Reports, Division Executive Team and Program Manager's Meeting Minutes, Continuity of Operations Plan, emergency procedures, fire safety reports and other OSHA related documents are included in this category.	Permanent. May be transferred to the County Archives.	Primary: Public Secondary: Protected UCA 63G-2-305 (51)	COOP plan employee contact information is Protected. Approved by GRAMPA 1/28/2010.	CJ-002
Division Wide	Client Program Files	Pretrial Services and Post Trial Services case management files includes jail screening, client supervision files, C-Track (client information database), Presentence Reports prepared for the courts, client progress reports prepared for the courts, Order to Show Cause documents for violation of conditions of probation, and client home address, telephone numbers, financial and health information.	5 years	Primary: Private UCA 63G-2-302(1) (b). Secondary: Public (name, criminal charge, conviction, probation status, and case manager name. 42 CFR Part 2 clients can ONLY be verified as a client.) Exempt: 42 CFR Part 2 (documents specific to Drug Court and Mental Health)	Refer to SOP 1.05 for release criteria for all documents, specifically Drug Court and Mental Health Court that comply with 42 CFR Part 2. Approved by GRAMPA 8/23/2012.	CJ-007
Division Wide	Contract Files	These files document purchasing and construction contracts. They contain the contract and correspondence. Agency copy: All contract related documentation possessed by Criminal Justice Services to which staff members may refer to for historical information and for new contract preparation.	6 years after contract expires	Primary: Public Secondary: Protected UCA 63-2-304(2)(6)	Contracts scanned, imaged file is agency record file. Approved by GRAMPA 4/27/2005.	CN-005
Division Wide	Contract Files (Agency Copy)	Agency copy: All contract related documentation possessed by Criminal Justice Services to which staff members may refer to for historical information and for new contract preparation.	6 years after contract expires	Primary: Public Secondary: Protected UCA 63-2-304(2)(6)	These documents will be maintained in storage at CJS. Approved by GRAMPA 1/28/2010.	CJ-006
Division Wide	Fiscal Files	These files document administrative functions taken by the division. Included are activities such as copies of depository statements, refund account reimbursements, mileage reimbursements, fee packets, petty cash reports, invoices, P Card statements, purchasing files, and Bus Token Tracking.	4 years	Public	Approved by GRAMPA 1/28/2010.	CJ-001
Division Wide	Grants Records	These files document federal and state grants awarded to a county agency. They include memoranda, correspondence, billing documents, and other records relating to the project proposal.	3 years after grant ends OR according to the terms of the grant.	Public	Approved by GRAMPA 1/28/2010.	AD-011
Division Wide	Personnel Files	Record copy: These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, payroll and leave history, work performance, written disciplinary and grievance documents, transcript of training classes, documented of required training, and performance evaluation forms. Some pay actions are not printed but maintained in electronic form only. Agency, supervisor, division copy: These files contain	Record Copy: 65 years from date of employment. Agency file, Supervisor file, Division file or all other duplicate files: 5 years after separation.	Primary: Private UCA 63G-2-302(1)(f) Secondary: Public: UCA 63G-2-301(1)(b)	Payroll history is maintained in an electronic database. Data that must be Public: name, gender, gross compensation, job title, job description, business address, business telephone number, number of hours worked per pay period, dates of employment, relevant education, previous employment, and similar job qualifications of the agency's former and present employees. Retention based on UCA 49-11-602 Updated and Approved by GRAMPA 06/28/2012	HR-002

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		copies of documents from the official file, as well as training certificates, letters of commendation, driver's license information, Workers Compensation, overturned disciplinary documentation, and job-related information such as authorizations to check out uniforms, equipment, etc.				
Division Wide	Training records	These files document course availability and county employee participation in training programs sponsored by the county, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items.	5 years	Public	Retention based on litigation requirements. Approved by GRAMPA 1/28/2010.	CJ-005
Treatment Unit	Client Treatment Files	Clinical assessment information, American Society of Addiction Medicine (ASAM) levels, diagnosis, treatment plans, progress notes reassessments and medication logs.	7 years	Exempt: 42 CFR Part 2 and 45 CFR 106.101(2) and 164.534	Refer to SOP 1.05 for details on releasing information. Medication logs are covered under HIPAA. Approved by GRAMPA 1/28/2010.	CJ-003