

Retention and Classification Report

Agency: Department of Public Safety. Peace Officers Standards & Training (POST) (793)

410 West 9800 South
Sandy, UT 84070
801-256-2324

Records Officer: _____

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AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83530

3

TITLE: Administrative investigation case files

DATES: 1983-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document investigations on peace officers regarding certification. This includes investigations of misconduct or allegations of misconduct of licensed peace officers or persons alleging to be peace officers. These files may include psychological tests, the personnel complaint form, investigative reports, documentary evidence, administrative complaint, subpoena, administrative orders, Administrative Law Judge (ALJ) and Council recommendations, and the final written order. Also included are reports dealing with denial, suspension, or revocation of a police officer's certification.

RETENTION:

Permanent. Retain for 20 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

RETENTION JUSTIFICATION:

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83530

TITLE: Administrative investigation case files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(d)(2008)

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 23274

3

TITLE: Annual inservice and regional training catalogs

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Publications document agency history and functions and are useful to researchers.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 23274

TITLE: Annual inservice and regional training catalogs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83532

3

TITLE: Applications for basic training

DATES: 1988-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

These are applications submitted for entrance into the POST basic training program. Applicants are required to meet statutory requirements but can now be self sponsored and/or a public employee. This application file could include the application for training, background information and investigation, a copy of the waiver of liability, photographs, finger prints, administrative order, psychological and medical information, high school diploma, and a birth certificate or proof of citizenship.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 9 years.

APPRAISAL:

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

Utah Code 67-15-6 states the requirements for documentation, retention is based on agency need.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83532

TITLE: Applications for basic training

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10701

3

TITLE: Basic curriculum files

DATES: 1991-

ARRANGEMENT: Chronological by training date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series documents the basic curriculum program which all new officers are required to attend. Candidates are required to pass written and practical tests in order to be certified as a peace officer. Information may include curriculum outline, handouts, copies of the written tests, description of practical tests, class rosters, etc. The curriculum is annually updated and approved by a council appointed by the governor. The series is used to document the type of basic training an officer received.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. These files are needed for the duration of an individual's working career to document the type of basic training each officer received.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10701

TITLE: Basic curriculum files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 7050

3

TITLE: Certification files

DATES: 1968-

ARRANGEMENT: Alphanumerical by name and number

ANNUAL ACCUMULATION: 4.40 cubic feet.

DESCRIPTION:

Correspondence, memoranda, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Microfiche master: Retain in Archives for 50 years and then destroy.

Microfiche duplicate: Retain in Office for 50 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 7050

TITLE: Certification files

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).
UCA 77-1a-1 et. seq. refers to employment and/or training for peace officers and requires the collection of the information.
The agency has requested the retention of the paper as per their needs and the need for the attached photographs.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Information identified as Public by UCA 63G-2-301.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2296

3

TITLE: Correspondence

DATES: 1968-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Policy and program correspondence documents decision making and has historic research value.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2296

TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Information identified as Private by UCA 63G-2-302.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 27847

3

TITLE: Graduating class photos

DATES: 1968-

ARRANGEMENT: Chronological by year, thereunder numerical by photo number.

ANNUAL ACCUMULATION: 6.00 files.

DESCRIPTION:

The Division of Peace Officer Standards and Training (POST) provides professional standards and training, leadership, and certification for peace officers and dispatchers. This series contains photographs that document every graduating class that has finished POST training. Currently six photos are taken of each graduating class per year.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Photographs: Retain in Office permanently.

Digital image: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic value of these photographs in providing a visual record of law enforcement personnel in the state of Utah.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 27847

TITLE: Graduating class photos

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 9662

3

TITLE: In-service training records

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Utah peace officers are required to complete 40 hours of in-service training each fiscal year. These records document that participation. Included are class rosters, agenda, and information about the classes. The information contains date, name of course, location, and private information about peace officers taking the course. These records are similar to the regional training records, series 83535, but are maintained separately.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

Computer data files: Retain in Office for 25 years.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need of the agency. These records may be referred to for the length of the peace officer's career.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 9662

TITLE: In-service training records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10596

3

TITLE: Individual student files

DATES: 1988-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

These records are taken from the Application for basic training files, series 83532, and are added upon as a student is accepted into the Peace Officer Standards and Training program. The records document each student being trained. They include the basic application (with notarized signature and photograph), official copy of their driving record, verification of physical exam, waiver or liability, application for certification (department-sponsored), military form DD 214, high school diploma, fingerprint cards, training verified on application for certification, high-low risk practicals, final evaluation (special function), final evaluation (peace officer), basic training certificate, specific notes and paperwork pertaining to the student, medical reports, accident reports, and disciplinary paperwork, if any.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Computer data files: Retain in Office for 20 years.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10596

TITLE: Individual student files

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. The records are required under UCA 77-1a-1 (1991) et seq. to be collected and maintained for an unspecified amount of time. The photographs in these records are particularly useful to the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10702

3

TITLE: Inservice budget files

DATES: 1990-

ARRANGEMENT: Numerical by sequence number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document the funds expended by peace officers receiving in-service training. Information includes dates of instruction, instructor names, location of classes, payments made, and a monthly summary.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the general audit requirements of budget records.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10702

TITLE: Inservice budget files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83531

3

TITLE: Instructor certification records

DATES: 1984-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This is used to maintain an accurate list of Certified POST Instructors. It includes the names, instruction applications, overview with lesson plans, dates and areas of certification, and level of certification for each instructor.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until input into automated data system and then destroy.

Computer data files: Retain in Office for 3 years or until updated and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10704

3

TITLE: Invoice files

DATES: 1987-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10700

TITLE: Minutes

DATES: 1960-1982, 1987-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10700

TITLE: Minutes

(continued)

documentation.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. When in executive session

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10706

3

TITLE: Performance objective revision files

DATES: 1990-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document the training objectives that should be reached by officers going through the POST program. The teachers must teach these principles and the officers are accountable to these standards throughout their careers. The performance objectives, as well as the more detailed basic curriculum data included, change over time as necessary. These records show when performance objectives were changed and in what way.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the evidential value these records have which document the changing nature of peace officer training. These records are also used in litigation.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10706

TITLE: Performance objective revision files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83536

3

TITLE: Physical training session files

DATES: 1986-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document the physical training scores of the recruits. Information includes recruit's name, agency, sex, age, weight, and height; number of situps and push ups; flexibility score; 1.5 mile run; total score; class average; body fat score; and social security number.

RETENTION:

Retain for 1 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after certification and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83536

TITLE: Physical training session files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security number

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83535

3

TITLE: Regional training files

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by class title

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the regional training records which document the training afforded to peace officers in the State of Utah. This information documents that classes were held and the name of the instructor. Each peace officer in the State of Utah is required to complete the basic courses at a certified peace officer training academy or pass a certification examination and be certified. In addition, peace officers shall satisfactorily complete annual certified training of at least 40 hours per year to maintain their certification. Not all of the training is accomplished at the POST Academy but can be given in other locations throughout the State. These include the instructor names, curriculum, attendees' names, and location or region of class.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
Utah Code 77-1a reflects the documentation required, the retention is based on the agency need.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 83535

TITLE: Regional training files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10703

3

TITLE: Service dog individual files

DATES: 1990-

ARRANGEMENT: Alphabetical by handler surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document dogs and their handlers who receive peace officer training. Handlers who come back in subsequent years with other dogs rely on these records to show their skill level. Information includes test scores of dog and handler, psychological evaluation on dog, copies of certificates, instructor's notes and evaluations on dog and handler, Social Security number, and officer's department.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. These records are needed for the working career of the handler.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10703

TITLE: Service dog individual files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10699

3

TITLE: Service dog session files

DATES: 1990-

ARRANGEMENT: Chronological by session number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Includes rosters, billing information, copies of certificates, waiver of liability forms, notes, and evaluations on dog and handler. Most of this information is also documented in the Service dog individual files (10703), which are kept long-term.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10699

TITLE: Service dog session files

(continued)

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10597

1

TITLE: Three-year renewal training files

DATES: 1984-

ARRANGEMENT: Numerical by Post identification number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series contains officer competency results for the specialized 3-year certification programs such as the radar/lidar and intoxilyzer equipment certifications. Officers are required to recertify every 3 years with a grace period of 1 year. Completed certifications authorize officers to operate the specified equipment. Information includes, names, Social Security numbers, Post identification numbers, test scores, training methods, class or training dates, instructor names, and names of training supervisors.

RETENTION:

Retain for 60 year(s)

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 60 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. Records are needed for the working career of the officers.

Records have legal value as they are required by UCA 53-6 and UAC R28-500.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 10597

TITLE: Three-year renewal training files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security number, test scores

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2295

3

TITLE: Training and certification examination files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are copies of the examinations given to the classes at the academy on materials presented during each course. This file includes a copy of each test.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2302

3

TITLE: Training session files

DATES: 1968-

ARRANGEMENT: Chronological, thereunder by session number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document that an officer has attended and completed required courses and describes the training information that was received by an individual class. In case of law suit the files provide information on who attended and who taught, and document that officers legally completed the initial basic training course. Can include performance evaluations on students, supervisor comments, curriculums, instructor names, peer evaluations, and attendance records. Could also include information on the individual, name, agency, sex, age, weight, height, total score in a particular class, class average, and social security number. Can be a useful tool if documentation of instruction received is required.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Utah Code 67-15-6 addresses the documentation required but retention is based on agency need.

AGENCY: Department of Public Safety. Peace Officers Standards & Training (POST)

SERIES: 2302

TITLE: Training session files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. As allowed by UCA 63G-2-301 (1991)