

## Retention and Classification Report

**Agency:** Department of Public Safety. Bureau of Forensic Services (1819)

4451 South 2700 West  
Salt Lake City, UT 84129  
801-965-4487

**Records Officer:** \_\_\_\_\_

19927	Combined DNA Information System (CODIS) case files
19929	Criminalist proficiency test records
19930	Criminalist training files
11758	Laboratory procedures
19926	National Integrated Ballistic Information Network (NIBIN) ca
10539	Scientific analyses requests

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19927

3

**TITLE:** Combined DNA Information System (CODIS) case files

**DATES:** 1997-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records document data gleaned from blood samples of convicted offenders. They are used to match an individual to evidence gathered at a crime scene. Information includes instrument printouts of genetic profiles, and records (with signatures) documenting the chain of custody of the blood sample. This information is entered into a data base, which is then shared with the law enforcement community at large.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 47 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then erase.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This retention is based on the legal value this information holds while adjudicating serious crimes, and as a reference for solving future crimes. This data is a record of the work of the division.

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19927

**TITLE:** Combined DNA Information System (CODIS) case files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 53-10-406 (3)(2008).

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19929

3

**TITLE:** Criminalist proficiency test records

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document the results of tests the criminalists at the Crime Lab take every one to four years to maintain their accreditation from the American Society of Crime Lab Directors--Laboratory Accreditation Board. The tests measure the employee's ability to obtain correct results when testing evidence. Different tests are given for different areas, including drugs, serology, DNA, glass, hair, fibers, paint, firearms, tool marks, arson, fingerprints, blood spatter, and head lamp and filament specialties. Criminalists typically specialize in only a handful, not all, of the above areas.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based on the legal value the records hold during litigation when the criminalist's training and expertise influence the outcome of the case.

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19929

**TITLE:** Criminalist proficiency test records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19930

3

**TITLE:** Criminalist training files

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records provide proof of training received each year by employees at the Crime Lab. They must receive at least forty hours of training per year. These records, in conjunction with the Criminalist proficiency test records, series 19929, make up the quality assurance documentation needed for accreditation. Information includes certificates of completion and similar data.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based on the legal value the records hold during litigation when the criminalist's training and expertise influence the outcome of the case.

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19930

**TITLE:** Criminalist training files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 11758

3

**TITLE:** Laboratory procedures

**DATES:** 1993-

**ARRANGEMENT:** None

**DESCRIPTION:**

These manuals document policies and procedures. They contain directives used by laboratory personnel as criteria for performing scientific analyses regarding crimes while providing the detailed technical procedures for performing the analyses.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after superseded and then transfer to State Records Center. Retain in State Records Center for 22 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These manuals document policies and procedure changes within the agency.



**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 11758

**TITLE:** Laboratory procedures

(continued)

**PRIMARY DESIGNATION:**

Public

Changed from protected to public at the request of the agency 2/21/2007.

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19926

3

**TITLE:** National Integrated Ballistic Information Network (NIBIN) case records

**DATES:** 1997-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document the testing of guns used in crimes, most often drug related or involving drive-by shootings. The results may match a particular gun to crime scene evidence. Information includes shell casings, projectiles, police records, and data regarding the unique markings each weapon leaves. This information from the test firing done by the Crime Lab is included in a data base, which is then shared with the law enforcement community at large. Weapons used in crimes are subsequently destroyed or otherwise taken out of circulation.

**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:** 07/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 years and then destroy.

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based on the legal value this information holds while adjudicating serious crimes.

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 19926

**TITLE:** National Integrated Ballistic Information Network (NIBIN) case records

(continued)

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 10539

3

**TITLE:** Scientific analyses requests

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by case number

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These records were created by the Crime Laboratory to report results of scientific analyses performed on physical evidence of all crimes. The records are used in court to assist the analyst in giving testimony. Information includes suspect's name, date of birth, laboratory case number, police agency submitting evidence, officer name, agency case number, type of report, victim name, date of occurrence, date evidence is submitted to the laboratory, and results of the analyses. Some physical evidence may also be included with the records.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

Computer data files: Retain in Office for 100 years and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based on the legal value the records hold during initial litigation and the appeals process.

**AGENCY:** Department of Public Safety. Bureau of Forensic Services

**SERIES:** 10539

**TITLE:** Scientific analyses requests

(continued)

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.