

District Attorney

Section	Record Title	Description	Retention	Classification	Schedule #
	Mental Health Court Screening Records	These records are records provided by the Salt Lake Defender Association on behalf of their clients to the DA's office for the purpose of determining their eligibility for Mental Health Court.	Retain no longer than 15 days after decision of acceptance or denial of defendant into Mental Health Court.	Primary: Controlled: UCA 63G-2-304 Secondary: Public UCA 302 & 304 Approved by GRAMPA Committee, Sept 24, 2015	DA-037
Civil	Administration, Elected Officials and department head files.	These files would include notes, correspondence, how the office is organized and how it functions, policies, procedures, and organizational charts.	2 years after position is no longer held by said party.	Public	DA-032
Civil	Civil Files	These files document the activities of the District Attorney's Office. They are research and working files for the current issues and cases handled by the office. They are maintained to provide background and information on county issues requiring legal interpretation or representation. The types of files are bankruptcy, legislative and fiscal impact files, county agreements and contracts, property or board of equalization files, grievance or hearing files, policy or ordinance files, bond files and supporting correspondence and memorandum. They also include civil case files which include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict or court orders,. The files include correspondence, memorandum and various pleadings, copies of court records and financial records.	10 years after case is closed-exception's personal injury 5 years after closure, tort case 3 years after closure, employee files 7 years after closure, employee grievances 10 years after closure and final settlement or judgment 5 years after closure.	Primary: Protected. UCA 63G-2-305 (16), (17), (21), (32)	DA-007
Civil	Civil Litigation	Collection files include request for debt collection, basis of the debt and financial records related to collection or correspondence.	Files are returned to originating agency upon payment or dismissal.	Primary: Public. Secondary: Protected. UCA 63G-2-304(9) & Private UCAA 63G-2-302 (2)(d)	DA-033
Civil	Forfeiture Files	These case files document the "prosecute[ion of] all actions for the recovery of debts, fines, penalties, and forfeitures accruing to the county" (UCA 17-18-(7)(b) (2002)). They include various court filings, attorney's notes, and final judgment.	5 years after case is closed.	Primary Classification Protected. UCA 63G-2-305 (9) (a) & (c)	DA-020
Civil	Opinion Files	These are the formal legal opinions written by county attorneys and deputy district attorneys in response to requests received from the County on matters relating to the duties of their respective offices (UCA 17-18-1) They show date of opinion, advice or opinion, and name of requesting office or department.	Permanent.	Public	DA-008
Civil	Real Estate and Bonds	These files document the activities of the District Attorney's office relating to real estate transactions or bonding. They include research, back ground information on county real estate issues, bonding activities, easements, quieting title, partitions, eminent domain, adverse possession, boundary issues, and other property issues. They may also include correspondence, memorandum, copies of court filings and financial data.	10 years after case closure	Primary: Public. Secondary: Protected. UCA 63G-2-305 (3), (7) & (8)	DA-009
Counseling Unit	Closed Victim Files	The record series contains confidential victim information and psychological data, as well as case information, used by social workers as they assist victims of crime through the criminal justice system.	10 years after closure date.	Primary Classification: Protected	DA-001
Criminal	DUI cases	These are DUI case files. They contain the case number, defendant's name, charge, arraignment, plea, bond amount, trial date, verdict, and sentence information. Investigative files and attorney notes are Protected.	20 years after closure.	Primary Classification: Public Secondary: Protected UCA 63G-2-305 (9) (a) & c	DA-035
Criminal	Felony Case Files	These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI	Record copy: Retain for 10 years after case closed and then destroy. Duplicate copies: Retain for 1 year after case closed and then destroy.	Primary Classification Protected.	DA-014

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		reports, photographs, and attorneys' notes. Some of this information may be duplicated in case files and could be weeded after the case is closed and all appeals heard. These case files may also contain attorney work product which should be segregated from the rest of the file contents and may be categorized for GRAMA purposes differently.			
Criminal	Homicide and Other Major Criminal Case Files	These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.	Record copy: Permanent. Duplicate copies: Retain for 10 years after case closed and then destroy.	Primary Classification Protected.	DA-015
Criminal	Legal Case Index	This is an index to civil case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.	Permanent.	Primary Classification Protected.	DA-006
Criminal	Misdemeanor Case Files	These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.	Record copy: Retain for 7 years after case closed and then destroy. Duplicate copies: Retain for 1 year after case closed and then destroy.	Primary Classification Protected.	DA-036
Investigations	Homicide and Other Major Criminal Case Files	These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.	Record copy: Permanent. Duplicate copies: Retain for 10 years after case closed and then destroy.	Primary Classification Protected.	DA-021
Investigations	Polygraph Test Records	These records document polygraph tests given to individuals involved or a suspect in potential criminal cases. Test are given to persons accused of first, second, and third degree felonies or multiple misdemeanors. Polygraphs for homicides or other major criminal cases are placed in the individual case files. They include polygraph tests, questions asked and responses made and case summary.	10 years	Primary Classification Protected. UCA 63G-2-305 (9) (a) & (c)	DA-022
Risk Management	Disaster Planning Files	These files are used to prepare countywide plans for action to address emergency conditions (e.g., fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the county and the completed disaster plan.	Permanent. Duplicates: Maintain until superseded	Primary: Public Secondary: Protected: UCA 63-3-304 (10) (1995)	DA-003
Risk Management	Incident Reports	These reports document the potential for claims and are used for claim management	5 years –exception for incidents involving minors; maintain until 18 years of age plus 2 years.	Primary: Protected while claim is open UCA 63G-2-305 (16)(23)(32) & (37); Secondary: Public when claim is closed	DA-005
Risk Management	Insurance Policy Files	These are insurance policy contracts between the county and private insurers.	Retain for 50 years after expiration	Public	DA-004
Risk Management	Liability Risk Management Files	These case files document the reporting, investigation and settlement of liability claims filed against the county. They may include claim documentation, medical records, and adjuster notes.	20 years after case closure	Primary: Protected while claim is open UCA 63G-2-305 (16)(23)(32) & (37); Secondary: Public when claim is closed	DA-010

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Risk Management	Loss Control Inspection Reports	Each year a county agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds.	10 years	Primary: Public. Secondary: Protected UCA 63G-2-305-(16) & (23)	DA-011
Risk Management	Risk Database	These are electronic summaries of claim files used to manage and track claims to risk management.	Information on liability and subrogation claims should be maintained for 5 years after closure.	Protected	DA-034
Risk Management	Self-Insured Records	These files would include Applications, Correspondence, Certificate of Self Insurance, EMOD and Tax	5 years after closure	Primary: Public Secondary: Private UCA 63G-2-302(1) (a) & (b)	DA-017
Risk Management	Subrogation Files	These case files document the reporting, investigation and settlement of subrogation claims filed against the county. They may include claim documentation, medical records, and adjuster notes	5 years after case closure	Primary: Protected while claim is open UCA 63G-2-305 (16)(23)(32) & (37); Secondary: Public when claim is closed	DA-018
Risk Management	Workers Compensation Files	These files document claims filed by County employees or the employees of contracted governmental entities. The record includes First Reports of Injury, Medical records, adjuster notes, invoices and pleadings and correspondence from the claim.	50 years after closure	Primary: Public. Secondary: Private UCA 63-3-302(1)(a)	DA-013