

Offender tracking system (GRS-2279)

Utah General Retention Schedule

Description

The Offender tracking database is designed to provide consolidated information collected by the Divisions of Institutional Operations, Adult Probation and Parole, Utah Correctional Industries and other divisions which may deal with offender supervision. This database provides a complete history of each offender while under the supervision of the Department. It may include information directly related to supervision as well as demographic and personal data. This information is used to support the supervision of an offender in order to protect the community by enforcing the orders of the court and the board of pardons and guiding offenders to become law abiding citizens. It also provides a communications network that supports the entry and access of information on the respective file. The information is used in the publication of research reports, annual reports and other special documents.

Retention and Disposition

Retain for 7 years after or final action, and then destroy records.

Categories

Data Processing

Effective

09/2005

Previous Schedule Number

SG-4(229)-4