

## Retention and Classification Report

**Agency:** Dept. of Adult Parole and Adult Probation (56)

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Salt Lake City, UT 84107  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 827

3

**TITLE:** Account books

**DATES:** 1955-1963.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Correspondence, reports and data relating to voucher preparations, administrative audit, and other accounting and disbursing operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records have fiscal value as they document the allocation, disbursement and allotment of funds.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 814

1

**TITLE:** Administrative records

**DATES:** 1946-1970.

**ARRANGEMENT:** Alphanumerical.

**TOTAL VOLUME:** 8.00 cubic feet.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 821

3

**TITLE:** Alcoholism and drug records

**DATES:** 1950-1960.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 83711

3

**TITLE:** Biennial reports

**DATES:** 1946-1956.

**ARRANGEMENT:** Chronological by date.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently 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, fiscal, and/or historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, fiscal matters, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 22805

1

**TITLE:** Charts

**DATES:** 1920-1960.

**ARRANGEMENT:** None.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). This series has historical value as it documents summary information about incarcerated individuals in the state as well as those on probation or parole. It also provides historical information about the agency's organization.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 823

3

**TITLE:** Crime conference transcripts

**DATES:** 1959-1972.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Conference manuals created by the Utah Peace Officer Association. Lists attendees at the quarterly conferences, subscribers, and then information and photographs of individuals wanted for various crimes or parole violations. The Utah Peace Officer Association is a private, professional organization with members from various branches of the law enforcement community.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory files, GRS-2563.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until identified and then transfer to UPOA.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the fact that the UPOA is a private professional organization and not a governmental entity.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2018.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 80463

3

**TITLE:** Diagnostic unit resident case files

**DATES:** 1978-1983.

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Before an offender is sentenced, the judge may decide to send him/her to the diagnostic unit for a diagnostic evaluation regarding which type of correctional supervision is best suited for the offender concerned. These files contain the results of the diagnostic evaluation as well as data necessary for their supervision while a resident at the unit. This evaluation period lasts 90 days. Includes commitment papers, intake data, home visit agreements, work release programs, sponsor applications, leave time, progress reports, C-Notes, educational/employment data, disciplinary/incident reports, medical data, correspondence, financial records, discharge summary, rap sheets, psychological reports, diagnostic test scores, and classification data.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months after discharge and then file with series 23714 Offender Criminal history.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on departmental policy as dictated by the department director.

**PRIMARY DESIGNATION:**

Public See policies and procedures for specific details on classifications.



**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section  
**SERIES:** 80463  
**TITLE:** Diagnostic unit resident case files

(continued)

**SECONDARY DESIGNATION(S):**

Private  
Controlled

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 828

3

**TITLE:** Extradition records

**DATES:** 1940-1963.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains extradition records for individuals who have committed crimes in Utah but are living in another state. Extradition orders are signed by Governors Blood, Maw, Lee, and Clyde. Some are also signed by other officials. Information includes correspondence, fugitive warrants, extradition waivers, court documents, autopsy reports, and other related records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This series has historical value as it documents the names of extradited individuals, officers and government officials. It also has legal value as it documents legal extradition processes.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 820

3

**TITLE:** Monthly reports

**DATES:** 1939-1965.

**ARRANGEMENT:** Chronological by date of report.

**DESCRIPTION:**

This series contains a monthly summary of the section activities. It includes statistical reports on the number of parolees received, revoked, or released from the program. It is also provides parolee names, gender, marital and veteran status, family information, and information about offenses committed. Some reports contain financial statistics and biographies for the parolee of the month. 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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). This series has fiscal value as it documents funds spent. It also has historical value as it provides statistical and biographical information about parolees served by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section  
**SERIES:** 820  
**TITLE:** Monthly reports

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 824

3

**TITLE:** Pre-sentence investigation reports

**DATES:** 1958-1962.

**ARRANGEMENT:** Alphabetically by name of defendant.

**DESCRIPTION:**

This series contains the investigation reports created to help sentencing judges and others in the criminal justice system evaluate the offender. Information includes the names of the court investigators, judges, and the defense and prosecuting attorneys. It also contains county attorneys' reports, possible plans for probation, court case numbers, and sentences. The following information is included for the defendants: names, addresses, legal residences, birth dates, statements, prior records, family information, education, religion, health and military information, habits, resources, collateral contacts, background, pleas, and other relevant information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records have legal value as they determine how the offender is classified throughout his journey through the criminal justice system. They have historical value as they document the offenders' history.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(b) and (2)(b)(d)

**SECONDARY DESIGNATION(S):**

Public  
Protected. UCA 63G-2-303(9)(d)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 825

3

**TITLE:** Sex offenders committee records

**DATES:** 1957-1968.

**ARRANGEMENT:** Chronological by date.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This series has historical value as it documents the activities of the committee.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health and Welfare. Division of Corrections. Adult Parole and Probation Section

**SERIES:** 23570

1

**TITLE:** Stays correspondence

**DATES:** 1958-1964.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 1.00 cubic foot.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Correspondence documents the actions taken by the agency in the administration of their programs.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.