

## Retention and Classification Report

**Agency:** Department of Corrections.\$bBureau of Clinical Services (64)

P.O. Box 250  
Draper, UT 84020

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

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**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80301

3

**TITLE:** Alcohol and drug education and prevention training services reports

**DATES:** 1985-2021.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are quantitative summaries of programs that are being conducted by the office. This information is compiled and entered into the Division of Alcohol and Drugs database. This includes, program name, target group, numbers being treated, sex data, race/ethnic data, and ages. These reports are computer printouts from the database.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Alcohol and substance abuse monthly status report, GRS-2348.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80409

3

**TITLE:** Alcohol and Substance Abuse Program inmate employee records

**DATES:** 1986-2022.

**ARRANGEMENT:** Alphabetical by inmate employee's surname

**DESCRIPTION:**

Documents the employment history of the inmates while under the jurisdiction of the Department. Includes the employment application, clearance documents and correspondence. Information includes the name of the inmate, inmate number, position, rate of pay, date of hire, termination date, etc.

**RETENTION:**

Retain for 3 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate personnel records, GRS-2376.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after termination of employment and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in Office for 3 years after termination of employee and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80409

**TITLE:** Alcohol and Substance Abuse Program inmate employee records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80423

3

**TITLE:** Alcohol and Substance Abuse Treatment Program case files

**DATES:** 1970-2021.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are records of diagnosis and treatment for clients charged to the care of the Alcohol and Substance Abuse Treatment Program at the State Prison or Adult Probation and Parole. Much of this information is found in the division of Alcohol and Drugs' database of client treatment information. This includes diagnostic records, consent forms for the release of information about the client, treatment records, medical records, psychological profiles, and attendance records of treatment sessions.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Alcohol and substance abuse records, GRS-2349.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after release from program and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 76-72.

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80423

**TITLE:** Alcohol and Substance Abuse Treatment Program case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80407

3

**TITLE:** Alcohol and Substance Abuse Treatment Program's contract files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the provisions of the contract between the Substance Abuse Treatment Program and the Division of Alcohol and Drugs. It is also used as source data for the preparation of the bureau's annual budget request. A copy of this contract is also maintained at the Division of Alcohol and Drugs. This includes, a list of providers that the bureau is required to monitor, budget data, a description of treatment services provided, staff names, amendments, and job descriptions.

**RETENTION:**

Retain for 6 year(s) and 6 month(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 18 months after termination of contract and then transfer to State Records Center. Retain in State Records Center for 60 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80407

**TITLE:** Alcohol and Substance Abuse Treatment Program's contract files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80408

3

**TITLE:** Client roster files

**DATES:** i 1980-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document individuals enrolled in programs and the type of treatment they are receiving. This information is shared with the Division of Alcohol and Drugs as part of their compliance requirements. This includes, name of client, therapist's name, location and time of therapy sessions, and waiting list of clients for treatment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Alcohol and substance abuse records, GRS-2349.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after discharge of client and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Controlled CFR title 42

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 25926

3

**TITLE:** Clinical Services Dental database

**DATES:** 2000-

**ARRANGEMENT:** Numerical by offender or inmate number

**DESCRIPTION:**

This database contains information on inmate dental care input by dentists and dental assistants. The type of data includes treatment plans, treatment completed, x-ray results, medications ordered, and notes concerning all dental care provided.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon both the administrative needs expressed by the department and the legal requirements specified in 42 CFR 1003 (2004) and the Health Department licensing requirements in the Utah Administrative Code, R432-100.33(4) (2005).

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 25926

**TITLE:** Clinical Services Dental database

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80428

3

**TITLE:** Executive correspondence

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the primary mission and internal administration of the Alcohol and Substance Abuse Treatment Program. Their job is to diagnose, treat, and cure any client charged to their care. They are arranged alphabetically by subject and year. This includes memos and letters to and from providers, employees, the Division of Alcohol and Drugs regarding client care and services provided.

**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 State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80428

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 2305

3

**TITLE:** HIV testing and results files

**DATES:** 1989-2000.

**ARRANGEMENT:** Numerical by inmate number

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This is data collected from the bureau's HIV screening and testing program. These records are based on OSHA requirements for staff HIV and other bloodborn pathogens data. The information contained in this records series is now maintained with employee medical records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Human immunodeficiency virus (hiv) control program files, GRS-2351.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after inmate is released from custody and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Exempt

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80348

3

**TITLE:** Inmate inpatient/outpatient log

**DATES:** 1979-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files are used to supply chronological records of all inmate services provided by outside providers and prison infirmary admissions. They are used to prepare reports on patient case loads. This includes inmate name, diagnosis, date of service, date of admission and date of discharge, medical costs, date bill received, and date bill was paid. It also includes prison inpatient date, date of admission, date of release, and total duration.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate medical record, GRS-2352.

**AUTHORIZED:** 04-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after released from prison and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

This retention is based on administrative needs only.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80349

3

**TITLE:** Inmate medical records

**DATES:** 1953-2021.

**ARRANGEMENT:** Numerical by inmate terminal digit number.

**TOTAL VOLUME:** 30.00 cubic feet.

**DESCRIPTION:**

These records are produced from the diagnosis and treatment of inmates for illnesses and injuries. It provides a chronological medical history of any inmate who has been under the care of the medical office at the prison. Information includes physician orders, prescriptions, pharmaceutical records, progress notes, lab reports, prescription/treatment histories, intake records, consultation reports, medical histories, psychiatric notes, psychological notes, x-rays, health care request forms, medical clearance forms, memorandums, record request forms, dental examinations/treatments, optometry examinations, audiology reports, physical therapy treatments, psychiatric assessments, psychological assessments, and discharge summary.

**RETENTION:**

Retain for 10 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate medical record, GRS-2352.

**AUTHORIZED:** 04-01-2000

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 10 years and then delete.

Computer data files: Retain in Office for 10 years and then delete.



**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80349

**TITLE:** Inmate medical records

(continued)

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 1(b) (2008)

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80302

3

**TITLE:** Inmates files screening tests

**DATES:** 1985-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used to screen inmates for the Substance Abuse Treatment Program. This program is voluntary. If the inmate declines to participate the file is kept separately. The files include the inmate's name, his criminal data, his drug or alcohol problem, and his signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Alcohol and substance abuse records, GRS-2349.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after released from prison and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based on the audit requirements outlined in CFR 42: 481.10 and the state's statute of limitations in UCA 78-12-26(4). This file is maintained to monitor an inmate's progress in his treatment and for litigation support.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80351

3

**TITLE:** Lab tests log books

**DATES:** 1980-2021.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

When a lab test is needed for an inmate in order to facilitate diagnosis, a lab test is requested. This log is maintained in order to determine the status of all tests sent out for processing. It is also used to help verify medical services costs. This includes inmate's name, inmate's number, name of test(s) taken, and date test was ordered.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Lab test log books, GRS-2353.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This retention is based on the administrative needs of the office only.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80352

3

**TITLE:** Medical services cost ledgers

**DATES:** 1981-2000.

**ARRANGEMENT:** alphabetical by inmate's name

**DESCRIPTION:**

These ledgers are used to account for the cost of all medical services provided to inmates. They provide cost and statistical data which is used in the preparation of the office budget. This includes date, description of illnesses, cost of each visit, date submitted for payment, and remarks on each inmate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative accounting files, GRS-2311.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This retention is based on budget needs and audit needs.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 28137

1

**TITLE:** Organ donor registration forms

**DATES:** 2012.

**ARRANGEMENT:** Alphanumerical by name or offender number

**DESCRIPTION:**

These forms document whether offenders desire to register as an organ and tissue donor. Information includes offender name, offender identification number, date of birth, sex, offender signature, offender's desire to be or not to be an organ and tissue donor, and staff member's (witness) signature.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302; offender name, offender number, date of birth, sex, signature

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 14434

3

**TITLE:** Policies and procedures manuals

**DATES:** 1990-2022.

**ARRANGEMENT:** Numerical by policy number

**DESCRIPTION:**

These records include the official manuals as well as copies of them and are used by the office to ensure proper departmental policies and procedures are implemented. They consist of general orders, post orders, and special orders that govern the operation and administration of various programs within the organization.

**RETENTION:**

Permanent. Retain until superseded

**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 until superseded and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until superseded and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301-2(a)

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80356

3

**TITLE:** Prescription requisitions

**DATES:** 1984-2000.

**ARRANGEMENT:** Alphabetical by supplier

**DESCRIPTION:**

These records document all requisitions made by the prison pharmacy to pharmaceutical vendors. They are used for budgeting. A copy is kept in the division's Purchasing office and in the department's Bureau of Finance. This includes requester identification data, approval number, vendor number, requisition number, accounting data, quantity, item number, description or specifications, unit price, and total amount of request.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prescription issuance files, GRS-2354.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80353

3

**TITLE:** Prescriptions issue files

**DATES:** 1972-2021.

**ARRANGEMENT:** Numerical by inmate number

**DESCRIPTION:**

These files document the issuance of a prescription to a particular inmate. They are also kept to verify any refills made. It also are used in forecasting the amount of drugs to be stocked at the prison and is used to prepare pharmacy requisitions. This includes patient's name, inmate number, drug issued, dosage, date prescribed, and practitioner's signature.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prescription issuance files, GRS-2354.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This retention is based on UCA 58-17-19.

**PRIMARY DESIGNATION:**

Controlled



**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 83685

3

**TITLE:** Resource materials manual

**DATES:** 1966-1967.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

The Resource Materials Manual acts as an instructional guide for counselors who help alcoholics. It provides basic information on definitions of alcoholism, ways alcohol affects behavior, and various alcohol related anecdotes that can serve as learning aids. This manual was produced primarily as an alcohol education aid. Holdings: 1966.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80411

3

**TITLE:** Substance Abuse Section monthly status report

**DATES:** 1984-2021.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a management and reference tool. These records track the the number of inmates involved in the program, the number admitted, and the number discharged from the program. The files are also used as a source document in budget preparation. Includes the number of inmates and parolees in the program, the number admitted and discharged, the location where treatment occurs, attendance count, and the number in the aftercare program.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Alcohol and substance abuse monthly status report, GRS-2348.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

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

This is essentially needed after the first year as a source document for budget request. The retention is, therefore, based on the 1988 General Schedule 2, Item 3.

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80411

**TITLE:** Substance Abuse Section monthly status report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 2301

3

**TITLE:** Substance abuse case files

**DATES:** 1989-

**ARRANGEMENT:** None

**DESCRIPTION:**

Records of diagnosis and treatment for clients charged to the care of the Alcohol and Substance Abuse Treatment Program at the State Prison or Adult Probation and Parole. Information includes diagnostic records, consent forms for the release of information, treatment records, and attendance records of treatment sessions.

**RETENTION:**

Retain for 10 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Alcohol and substance abuse records, GRS-2349.

**AUTHORIZED:** 10-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until last contact with program and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1)(b) (2008)

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80357

3

**TITLE:** X-ray files

**DATES:** 1959-2021.

**ARRANGEMENT:** Numerical by inmate number

**DESCRIPTION:**

These records are used by the prison physicians for diagnosis of the medical conditions of the residents and for preventative healthcare. The files contain the x-ray films, date and x-ray file number.

**RETENTION:**

Retain

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule X-ray files, GRS-2356.

**AUTHORIZED:** 04-01-2000

**FORMAT MANAGEMENT:**

X-rays: Retain in Office for 3 years after release from prison and then transfer to State Records Center. Retain in State Records Center for 7 years and then return to agency for silver recovery and destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private