

## Retention and Classification Report

**Agency:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center (156)  
6100 So. 300 E.  
Murray, UT 84107  
801-265-5513

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

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**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81770 3

**TITLE:** Accounts receivable

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Invoices billing non-state agencies or institutions for supplies, services or repairs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Accounts receivable invoices, GRS-2309.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on 1988 General Schedule 6-2.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81771

3

**TITLE:** Administrative accounting files

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

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

**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:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81772

1

**TITLE:** Administrative correspondence

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Records of a general nature which would be created in the course of administering agency programs. Information could include office organization, staffing, procedures, and internal communications. Includes electronic mail that communicates the above.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81773

3

**TITLE:** Annual leave card

**DATES:** 1978-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until made part of official agency personnel file.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on Utah General Schedule 2-9b.

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81774

1

**TITLE:** Applications not hired

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 1-15.

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80008

3

**TITLE:** Arms control files

**DATES:** 1980-2014.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These files are used to manage the security of weapons and the issuance of weapons to Correctional employees. Includes the inventory of weapons and the sign-out sheets.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Arms control files, GRS-2281.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This retention is based on the audit requirements of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81775

3

**TITLE:** Budget requests

**DATES:** 1990-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records used to assist in the preparation of the Department's budget and to justify budget requests presented to the Governor's Office. Includes working papers, cost estimates, rough data accumulated in the preparation of annual budget estimates, narrative statements, reports on the status of appropriation accounts and apportionment, quarterly and annual reports regarding the effectiveness of the budget as a whole.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget planning files, GRS-2312.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based on Utah General Schedule 5-2.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center  
**SERIES:** 81775  
**TITLE:** Budget requests

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81776

3

**TITLE:** Budget work papers

**DATES:** 1990-2014.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Records used to assist in the preparation of the divisional budgets and to justify budget requests to the Department director.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-2313.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on Utah General Schedule 5-4.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81777

3

**TITLE:** Building maintenance requests

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Provides a record of requests for maintenance and repairs at the Correctional facilities. Includes the date, name of requestor, and a description of the problem.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Building maintenance requests, GRS-2285.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on 1988 General Schedule 5-11.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81778

3

**TITLE:** Certified mail receipts

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Records of receipts and routing of incoming and outgoing mail handled by private delivery companies such as United Parcel Service. Information may include fees paid for private deliveries (special delivery, registered, certified), date mailed, address, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Certified mail receipts, GRS-2265.

**AUTHORIZED:** 06-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on Utah General Schedule 12-5a.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80165

3

**TITLE:** Community Correctional Center case files

**DATES:** 1988-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are supervisory case files created while an offender is in a halfway house. They are used for the treatment of residents and to analyze the behavior and improvement a resident is making while placed in the correctional center. Includes commitment papers, intake data, contracts, sponsor applications, leave time, progress reports, educational/employment data, disciplinary/incident reports, medical data, Board of Pardons results, correspondence, financial records, discharge summary, rap sheets, psychological reports and classification data.

**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 1 year after discharge and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected  
Controlled

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80092

3

**TITLE:** Community correctional center daily logs

**DATES:** 1988-2014.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

These are individual records that document the daily events and activities within the correctional center. It is an all-purpose document used for administrative and legal documentation back-up to justify and account for what was done on any given day. This log can initiate an investigation case file. Includes date, page number, time, subject, and a comments section.

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80093

3

**TITLE:** Community service activity logs

**DATES:** 1999-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These lists are used to track which inmates register for various activities such as facility sporting events, barber/beauty salon visits, etc. Includes the name of the inmate, inmate number, type of activity and date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Activity sign-up lists, GRS-2357.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81779

3

**TITLE:** Contract files

**DATES:** 1980-2014.

**ARRANGEMENT:** Alphabetical by contractor name

**DESCRIPTION:**

These records are used to monitor and track the approval process for awarding contracts and document the contractor's performance. Includes the request for proposal, the proposal, the contract, amendments, correspondence, and review documents.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract files, GRS-2216.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after contract ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80094

3

**TITLE:** Correctional center resident employer contact logs

**DATES:** 1988-2014.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

These are records of random checks made at the halfway house on residents to see if they are working and the status of their performance. Includes name, date, employer and comments on the residents' status.

**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 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80102

3

**TITLE:** Correctional center resident lesson plans

**DATES:** 1988-2014.

**ARRANGEMENT:** Alphabetical by title

**DESCRIPTION:**

These are outlines used by instructors as a guide for their intended curriculum for residents who are students. Includes title of class, outline of instruction, audiovisual needs, length of class, abstract of instruction and references.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80095

3

**TITLE:** Correctional center resident telephone logs

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

Log of incoming calls from residents. The log is used to record the content of all messages for security and accountability reasons. Includes name of staff receiving message, name of resident placing the call, date and summary of the message.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident telephone logs, GRS-2275.

**AUTHORIZED:** 06-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the statute of limitations in UCA 78-12-28.

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80103

3

**TITLE:** Correctional center training attendance rolls

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These lists are used to track which inmates register for various activities such as facility sporting events, barber/beauty salon visits, etc. Includes the name of the inmate, inmate number, type of activity and date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Activity sign-up lists, GRS-2357.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 84332

3

**TITLE:** Daily guard logs-Bonneville

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents guard assignments within the facilities. Includes daily post logs, shift captain's log, vehicle logs, pass lists and communication logs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Daily guard logs, GRS-2394.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (12)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80097

3

**TITLE:** Daily sign-in and sign-out files

**DATES:** 1996-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Tracks the location of inmates or residents. Includes the name of the inmate, inmate number, inmate classification level, cell number and location of inmate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Control logs, GRS-2365.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80101

3

**TITLE:** Dietary service records

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

These files are used to control the administration of food service activities at the facilities. Includes meal counts, menus, health inspections, food inventories, purchase records, and accounting records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Dietary services records, GRS-2223.

**AUTHORIZED:** 02-01-2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81780

3

**TITLE:** Expenditure accounting files

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after end of the fiscal year in which created and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80100

3

**TITLE:** External daily count reports

**DATES:** 1990-2000.

**ARRANGEMENT:** Numerical.

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports forwarded to the regional administrative offices, the department and the prison. They are used to manage the placement of offenders in a halfway house, monitor the population count of all correctional centers, track the movement and location of offenders and ensure that workloads are properly distributed. Includes name of center, number of residents, number of vacancies, list of residents by status, date and residents released or admitted.

**RETENTION:**

Permanent. Retain for 4 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:** 03/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center  
**SERIES:** 80100  
**TITLE:** External daily count reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81781

1

**TITLE:** Fixed asset inventory list

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on Utah General Schedule 3-10a.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80104

3

**TITLE:** Health Department inspection files

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Documents the quarterly health inspections conducted by the county health departments of all facility kitchens. The inspections are conducted to insure compliance with all state and county health regulations. Information includes date of inspection, condition of the kitchen area, narrative comments and any violations or necessary corrective action.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Health department inspection files, GRS-2290.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on 1988 General Schedule 16-24.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81783

1

**TITLE:** Interdepartmental transfers

**DATES:** 1980-2000.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81784

3

**TITLE:** Leave applications

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Applications for leave and supporting papers relating to request for and approval of employee leave.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Leave applications, GRS-2340.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 2-8.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81785

3

**TITLE:** Motor pool operation records

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Provides a record of gas and oil consumption, dispatching and scheduling of motor vehicles.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Motor pool operation records, GRS-2295.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until obsolete and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 10-2a.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81786

3

**TITLE:** Personnel files

**DATES:** 1980-2014.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

Complete work history for employees within the Department of Corrections. Information may include current performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification, job swap agreement, overtime agreement, application for employment, employee's social security card (copy), notice of personnel action, termination form, employment eligibility verification form, exit interview form, new employee orientation self-guide and retirement/deferred compensation plan notification. In addition files may contain completion of course certificates, letters of commendation, performance plans and evaluations and leave adjustment reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Personnel files, GRS-2343.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years after retirement or separation from employment and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on 1988 General Schedule 12-1.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center  
**SERIES:** 81786  
**TITLE:** Personnel files

(continued)

**SECONDARY DESIGNATION(S):**

Private. except for information listed in IRM policy I-502 which is public.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81787

1

**TITLE:** Policy and procedures files

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Policies and procedures that govern the operation and administration of various programs within the Department of Corrections. Topics may include offender treatment, prison security, employee training, etc. The series may contain post orders, special orders, directives, plans, reports, memorandum, forms, etc.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Policy and procedures are historical because they document the functions of the agency

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81788

3

**TITLE:** Purchase requisitions

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Requisitions for supplies and equipment purchased by the Department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Supply requisitions, GRS-2328.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81790

1

**TITLE:** Records transfer sheets

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer name and signature, record series title, inclusive dates, description of box contents, and records center box location.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after final disposition of records and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on 1988 General Schedule 1-16..

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80107

3

**TITLE:** Resident and premises inspection records

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Documents random or routine searches of inmates or residents and their rooms or cells. Includes the name of the inmate or resident, inmate/resident number, location of search, date and time of search, name of officer conducting the search and a description of any contraband found.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident and premises inspection records, GRS-2407.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy provided all grievance hearings or litigation have been resolved.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 2952

3

**TITLE:** Resident case files

**DATES:** 1982-2014.

**ARRANGEMENT:** Chronological thereunder, alphabetical by resident's name

**DESCRIPTION:**

Documents the history of all residents of a community correctional center. Includes face sheet, judgment and commitment order, pre-sentence investigations, progress reports, employment information, program agreement, case plan, financial information, disciplinary/incident reports and discharge summary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident case files, GRS-2391.

**AUTHORIZED:** 04-01-2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until resident is released and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based on the administrative needs of the agency. Previous decision RDR 82-05: 2 years after release.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.	Utah Code 63G-2-302(2015)
Controlled.	Utah Code 63G-2-304(2008)
Protected.	Utah Code 63G-2-305(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80106

3

**TITLE:** Resident security cell logs

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Documents all events that occur in a security cell. The security cell is used as a temporary holding cell for problem inmates/residents or inmates/residents that require temporary protection from other inmates/residents. Includes the name of the inmate/resident, date and time of arrival and release, name of person authorizing the placement and release, physical description, violations or charges, special instructions, inmate/resident property inventories and initial of staff members. A copy of the log is retained in the inmate/resident file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Security cell logs, GRS-2408.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on UCA 78-12-28.

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(13)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80108

3

**TITLE:** Resident work assignment records

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Documents the work assignments made by the staff to residents to perform standard cleaning routines in and around the facilities. Includes daily welfare inspection worksheets, room cleaning assignments, kitchen cleaning schedules, general facility cleanup assignments and living area cleanup schedules.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident work assignment records, GRS-2242.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80096

3

**TITLE:** Residential facility internal count worksheet

**DATES:** 1998-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series documents that an inmate was accounted for and the location of the inmate or resident during each inmate check. Includes the name of inmate, inmate number, location of inmate, date and time of check, name of officer conducting the check, and cell, block and facility totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate count sheets, GRS-2370.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12)(2015).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80110

3

**TITLE:** Safety inspection files

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

Documents random or routine searches of inmates or residents and their rooms or cells. Includes the name of the inmate or resident, inmate/resident number, location of search, date and time of search, name of officer conducting the search and a description of any contraband found.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident and premises inspection records, GRS-2407.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after resolution of problem and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on policy issued by the department director and 1988 General Schedule 16-24.

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81791

1

**TITLE:** Staff minutes

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the minutes of various committees and staff meetings held within the Department. Examples include staff meetings, Supervisor's meetings, Parole Staff, Director's meetings, Correctional Advisory Council and the Information Committee. The minutes may include the date and time of the meeting, the agenda, names of attendees, a summary of all matters proposed, discussed or decided and a record of any votes taken during the meeting. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7 (2) (1997).

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based on Utah General Schedule 23-2a.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80105

3

**TITLE:** Staff property issue accountability and inventory files

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These records are used to maintain control and accountability of state owned property issued to correctional staff. Includes inventory logs for keys, badges, identification cards, manuals, equipment and worksheets indicating person assigned the property, date property was issued and date returned.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff property and inventory files, GRS-2306.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the recommendations of the agency staff.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 80111

3

**TITLE:** Staff schedules

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These files document the work schedules for correctional personnel within each section. The schedules are prepared monthly and weekly and are used to verify time sheets. Information includes date, shift leader's name, staff on duty during the respective shift, and the position assigned to each employee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff schedules, GRS-2346.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on administrative needs, UCA 78-12-2, and FSLA requirements.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81792

3

**TITLE:** Surplus property disposal files

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Provides a record of the sales of surplus personal property (including those transactions deviating from standard procedures), comprised of invitations, bid acceptance, lists of materials, evidence of sales, and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surplus property records, GRS-2307.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
Although the retention in Utah General Schedule 4-6 states 6 years after transaction, this is unnecessary since the Surplus Property Division maintains the record copy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81793

3

**TITLE:** Time sheets

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Provides a record of employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime schedules.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Time sheets, GRS-2347.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based on Fair Labor Standards Act.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81794

3

**TITLE:** Travel requests

**DATES:** 1980-2000.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 9-3b.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81795

3

**TITLE:** Travel vouchers

**DATES:** 1980-2000.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 3. Community Correctional Center

**SERIES:** 81796

3

**TITLE:** Warrant requests

**DATES:** 1980-2014.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

Requests to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the Department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Warrant requests, GRS-2332.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on Utah General Schedule 6-1.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.