

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Region 3. Bonneville
Community Correctional Center (158)
1141 South 2475 West
Salt Lake City, UT 84104
801-977-5463

Records Officer: _____

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

SERIES: 9795

1

TITLE: Administration of Correctional Agencies standards manual

DATES: 1945-2014.

ARRANGEMENT: Numerical by subject number

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

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 until updated or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 9796

1

TITLE: Administrative correspondence

DATES: 1987-2014.

ARRANGEMENT: Chronological.

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.

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

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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

SERIES: 10243

3

TITLE: Cancelled check copies

DATES: 1987-2014.

ARRANGEMENT: Chronological, thereunder numerical

DESCRIPTION:

Records of checks issued by a correctional facility from an individual resident's account. May contain cancelled checks, deposit slips, and voided checks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cancelled checks, GRS-2247.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper copy: 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, and/or fiscal value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 7724

3

TITLE: Cancelled checks

DATES: 1987-2014.

ARRANGEMENT: Chronological, thereunder numerical

DESCRIPTION:

These records consist of checks issued by the center from an individual resident's account. Deposit slips are also filed with the checks. These are used for reconciliation and maintained for audit purposes. Also includes voided checks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cancelled checks, GRS-2247.

AUTHORIZED: 06-01-1999

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, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(b),(d)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 10242

3

TITLE: Count sheets

DATES: 1987-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created by the agency for use in documenting the accountability of residents at halfway houses. Most residents of halfway houses work a job off-site and therefore need to have their whereabouts verified and monitored by the center. The form is created by the Department of Corrections for use by all Community Correctional Centers. They consist of period checks/counts on residents of the center. 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 or until input into the database and verified per policy and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition reflects the 2-year statute of limitations for an action "against a marshal, sheriff, constable, or other officer upon a liability incurred by the doing of an act in his official capacity, and in virtue of his office, or by the omission of an official duty" as stated in UCA 78-12-28(1) (1993). Previous decision, RDR 78-67: 1 year.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Bonneville Community Correctional Center
SERIES: 10242
TITLE: Count sheets

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(13) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 84936

3

TITLE: Daily activity logs

DATES: 1987-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the daily activities of the residents and events occurring within the facility. The logs are created by staff members and may be used in documenting incidents that occur involving the residents. Information includes center counts, security checks, shift change information (who is on/off-duty, briefing/debriefing), staff information (pertinent occurrences), inspections, counseling information (meetings with residents), suicide watches, medical information, contact visits on-center, kitchen information, and any drug/alcohol testing information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until input into the database and verified per policy and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition reflects the 2-year statute of limitations for an action "against a marshal, sheriff, constable, or other officer upon a liability incurred by the doing of an act in his official capacity, and in virtue of his office, or by the omission of an official duty" as stated in UCA 78-12-28(1) (1993) and for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" as referred to in UCA 78-12-28(3) (1993).

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Bonneville Community Correctional Center
SERIES: 84936
TITLE: Daily activity logs

(continued)

PRIMARY DESIGNATION:

Public	UCA 63G-2-301 (2008) Shift change information, center count, center checks, security checks, maintenance information, authorizations for residents to work late.
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SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302 (2008) Disciplinary actions, urine test results, contact visits
Controlled.	UCA 63G-2-304 (2008) Psychological information
Protected.	UCA 63G-2-305 (2008) Chronological notes on residents' progress in the program

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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

SERIES: 7725

3

TITLE: Financial reports

DATES: 1987-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are created by this office in order to assist in balancing and recording daily transactions of residents' financial accounts. Reports include monthly balancing reports, service fee reports, receipt listings, posting reports, waiver listings, and residential account listings.

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

Computer data files: Retain in Office until account is closed and checks have cleared and then delete.

Computer magnetic storage media: Retain in Office until reconciled and then transfer to administration.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on administrative needs and audit requirements.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(b),(d) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 10230

4

TITLE: Prisoners' paycheck receipts

DATES: 1987-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to verify that a resident received his paycheck from the agency. The resident receives a receipt verifying that his paycheck was deposited into his individual account. Information includes receipt number, resident's name, date, name/address of facility, resident's employer and amount of check.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Receipt books, GRS-2258.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until input into the database and verified per policy and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

This disposition reflects the 3-year statute of limitations "for taking, detaining, or injuring personal property" as stated in UCA 78-12-26(2) (1993).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(b),(d) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

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

SERIES: 7727

3

TITLE: Resident financial files

DATES: 1989-2014.

ARRANGEMENT: Alphabetical by resident's surname

DESCRIPTION:

These records are used to manage the resident's financial account. Includes money transfer requests, service fee waiver requests, transactions, and financial account summaries reconciled upon release or removal for residents at the Center.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resident financial files, GRS-2261.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until scanned into the database and then destroy.

Computer data files: Retain in Office until account is closed and checks have cleared and then delete.

APPRAISAL:

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

This disposition is based on audit requirements and also reflects the 3-year statute of limitations "for taking, detaining, or injuring personal property" as stated in UCA 78-12-26(2) (1993).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(b),(d) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 9797

1

TITLE: Resumes

DATES: 1987-2014.

ARRANGEMENT: Alphabetical by applicant's name

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 22132

3

TITLE: Sex offender treatment team files

DATES: 1990-2014.

ARRANGEMENT: Chronological, thereunder alphabetical by last name

DESCRIPTION:

These records are created by the social workers and psychologists contracted by the agency to conduct therapy sessions for the residents. The files are used to monitor the progress and activities of residents. Types of therapy sessions may include sex education, assertiveness training, skills development, etc. Information includes attendance records, fees charged, evaluation forms and notes.

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:

Digital image: Retain in Office for 10 years after resident is released and then delete.

Computer data files: Retain in Office for 10 years after resident is released and then delete.

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Bonneville Community Correctional Center
SERIES: 22132
TITLE: Sex offender treatment team files

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302 (2014)

SECONDARY DESIGNATION(S):

Controlled. Psychiatric and psychological information

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.