

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Region 3. Fremont
Community Correctional Center (159)
2588 West 2365 South
Salt Lake City, UT 84119

Records Officer: _____

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AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 12483

3

TITLE: Budget reports

DATES: 1991-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Records used to assist in the preparation of the budget for the Fremont Community Corrections Center. These records are used 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 fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 12478

3

TITLE: Cancelled check copies

DATES: 1982-2014.

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 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(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. Atherton Community Treatment Center

SERIES: 12477

3

TITLE: Cancelled checks

DATES: 1982-2014.

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.

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 63G-2-302(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. Atherton Community Treatment Center

SERIES: 14001

3

TITLE: Common area clean-up roster

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records monitor compliance with the center's rules regarding common area clean-up of the center. Information includes resident's name, duty assigned, staff initials, and warning/demerit for failure to complete assignment.

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 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. Atherton Community Treatment Center

SERIES: 14003

3

TITLE: Count and inspection sheets

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to account for residents' whereabouts (counts are taken 12 times per day) and to verify residents have completed satisfactory clean-up of their rooms on a daily basis. Count sheets include resident's name, status on center, room number, and location (i.e. work on center, on leave time, therapy, etc.). Inspections include resident's name, room number, any problems with clean-up, and warning/demerits issued.

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).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008) Name, room number

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008) Location, room inspection, warnings/demerits

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 6332

3

TITLE: Daily activity logs

DATES: 1983-2014.

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 were specifically approved by the State Records Committee.

APPROVED: 09/1994

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 is based on administrative need and also covers the statute of limitations for actions against an officer which is 2 years as stated in UCA 78-12-28(1) (1993) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" as cited in UCA 78-12-28 (3) (1993).

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center
SERIES: 6332
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 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 12482

1

TITLE: Executive correspondence

DATES: 1991-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document how the office is organized, its functions, its policies, procedures, and achievements. They are not duplicated elsewhere.

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).
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 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 12484

3

TITLE: Gasoline sales tickets

DATES: 1996-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Provides a record of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Gasoline sales tickets, GRS-2289.

AUTHORIZED: 08-01-1999

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 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 14002

3

TITLE: Incentive/extra duty leave time sheets

DATES: 1983-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records monitor residents' completion of extra duty hours assigned by the Offender Discipline Hearing Officer usually for some rule infraction. They also document incentive leave time hours earned by an offender who desires to work extra hours for that benefit or just to keep busy. Resident's name, hours of duty completed, work performed, and type of duty (i.e., extra duty or incentive).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

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 value(s).

PRIMARY DESIGNATION:

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. Atherton Community Treatment Center

SERIES: 12480

1

TITLE: Internal administrative correspondence

DATES: 1990-2014.

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. 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 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 14000

3

TITLE: Kitchen knife sign-out log

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is used to control the use of knives by resident cooks in order to maintain security. Information includes date and time knife/knives were taken to kitchen, identification of knife/knives signed out, resident to whom they were signed out, resident's and staff initials, date returned, and staff initials acknowledging their return.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Kitchen knife control log, GRS-2291.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public 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. Atherton Community Treatment Center

SERIES: 14005

3

TITLE: Laundry count log

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log tracks bed linen for the center and records the number of items received from the laundry. Information includes the number of sheets, pillow cases, and bed pads received, date received, and the initials of the staff member acknowledging receipt.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Laundry count sheet files, GRS-2292.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the administrative needs of the agency and are reconciled with financial records for audit.

PRIMARY DESIGNATION:

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. Atherton Community Treatment Center

SERIES: 14004

3

TITLE: Long distance phone call logs

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is used to record long distance phone calls from center phones made by the residents. Information includes date, time, caller, phone number called, to where/whom call was made, and reason for call.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1994

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records are reconciled with financial records for audit.

PRIMARY DESIGNATION:

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. Atherton Community Treatment Center

SERIES: 9926

3

TITLE: Program referral letters

DATES: 1983-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records consist of letters accepting or denying referrals to the sex offender program. Information includes offender's name, department/individual recommending placement of the offender, date of referral, whether resident was accepted or denied, tentative date of arrival if accepted, memo date, and copy of letter of acceptance or denial.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

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 value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304(1)(b) 2008 Psychological data

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 7486

3

TITLE: Receipts

DATES: 1983-2014.

ARRANGEMENT: Chronological, thereunder numerical by receipt number

DESCRIPTION:

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cash receipts, GRS-2314.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center 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 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 14008

3

TITLE: Resident account receipt listing

DATES: 1990-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are used to reconcile the offender loan account and monitor deposits made to this account. If a resident enters the center with little or no money the agency loans them money in \$50.00 increments. The residents are expected to become employed while in the program and so the balance is carefully monitored to ensure that the resident is paying back the account. Residents are required to maintain a checking account with a designated bank while a resident at the center. Information includes computer printouts of receipts entered and posted to the residents' accounts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resident account receipt listing, GRS-2259.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after resident is released or until record input into the database and then destroy.

Computer data files: Retain in Office for 3 years after the resident is released 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).

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center
SERIES: 14008
TITLE: Resident account receipt listing

(continued)

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

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 06/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 14007

3

TITLE: Resident check listing

DATES: 1990-2014.

ARRANGEMENT: Chronological, thereunder numerical by check number

DESCRIPTION:

These records are used for accounting purposes. They list checks that are issued on the residents' account. These records are initiated when a money transfer is entered on the computer after which the money transfer listing is then printed to verify the accuracy of the money transfers. Once the information is verified, the checks are printed and the computer generates the check listing. Information includes date, check number, payee, reason check was issued, amount, control number, resident's name, voided (yes or no), and number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resident check listing, GRS-2260.

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 for 3 years after reconciled and then delete.

APPRAISAL:

These records have fiscal, and/or legal 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) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 10892

3

TITLE: Resident financial files

DATES: 1992-2014.

ARRANGEMENT: Alphabetical by resident's surname

DESCRIPTION:

These records manage the residents' financial accounts. They contain money transfer requests, service fee waiver requests, transaction listings, and financial account summaries which are reconciled when resident is released/removed from 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 after the resident is released or until the record is input into database and then destroy.

Computer data files: Retain in Office for 3 years after the resident is released and then delete.

APPRAISAL:

These records have fiscal, and/or legal 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. Atherton Community Treatment Center

SERIES: 12479

1

TITLE: Staff meeting minutes

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

To record the minutes of the staff activities. Includes regional administration information, policy and procedure information, sponsor applications, contact requests, miscellaneous resident requests, resident meeting information, administration hearings on residents, staff and center issues.

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).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302
Controlled.	63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 12485

3

TITLE: Supply requisitions

DATES: 1992-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Provides documentation of purchases of supplies and inventory for the correctional center. Includes purchase requisitions, supply requisitions, etc.

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 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, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 14749

3

TITLE: Therapy billings

DATES: 1990-2014.

ARRANGEMENT: Alphabetical by resident's surname

DESCRIPTION:

These files are received from the contracting agency that provides therapy and testing of residents for the Department of Corrections. The information includes the amount due, the name of the resident and a description of the services provided. The records are created by the servicing agency and are used by the center to monitor the resident's financial account to assure they are in treatment and are paying their bill. Resident financial files, series 10892 are retained for 3 years.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Therapy billings, GRS-2264.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after creation or receipt 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).
This disposition is based on the administrative needs of the agency and is reflective of resident case file retentions.
Resident case files, series 6324 are retained for 5 years.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 12481

3

TITLE: Time sheets

DATES: 1997-2009.

ARRANGEMENT: Alphabetical

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 value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security Number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 14006

3

TITLE: Urine specimen logs

DATES: 1983-2014.

ARRANGEMENT: Chronological, thereunder alphabetical by resident's surname

DESCRIPTION:

These logs monitor the receipt of a urine specimen and the results of the test. When officers at the center suspect a resident may be using a controlled substance they can request a urine specimen for drug testing. Information includes resident's name, date request was submitted, lab form number, item(s) specimen was screened for, date results were returned, and the findings.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1994

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 is based on the administrative needs of the agency and covers the 2-year statute of limitation for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" as cited in UCA 78-12-28(3) (1993).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(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. Atherton Community Treatment Center

SERIES: 14010

3

TITLE: Visitor control logs

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs monitor all persons visiting the center on a daily basis whether on business or to visit a resident. They are used to maintain center security and could also be used in investigations. Information includes name of visitor, name of individual being visited, and reason for visit.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Visitor's files, GRS-2393.

AUTHORIZED: 04-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after resident is released or until record input into the database 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 is based on the administrative needs of the agency and also reflects the 2-year statute of limitations for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" as cited in UCA 78-12-28(3) (1993). It also corresponds with the disposition for resident case files.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) 2013

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 12283

3

TITLE: Warning logs

DATES: 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs record warnings that have been given to residents for rule infractions or noncompliance in order to monitor frequency and decide if a disciplinary report should be issued. A disciplinary report is automatically issued for being late from leave, repeated infractions, failure to comply with the program, being unaccountable (missing), quitting employment without permission from the center, and general noncompliance with center rules. The log is also used to ensure a resident is not playing center staff against one another. Information includes date, time, resident's name, warning given, and staff initials.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Warning logs, GRS-2414.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until input into the database and verified per policy and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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. Atherton Community Treatment Center

SERIES: 7493

3

TITLE: Warrant requests

DATES: 1983-2014.

ARRANGEMENT: Chronological, thereunder alphabetical by company name
DESCRIPTION:

These records contain requests written by law enforcement officers and submitted to the Parole Board (in the case of parolees) or to a court (in the case of probationers), petitioning them to issue a warrant for the arrest of an offender who has violated parole or broken the law again. These records are added to the offender criminal histories or resident case files.

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 copy: For records beginning in 1983 through 2013. Retain in Office for 1 year and then destroy.

Paper: For records beginning in 2014 and continuing to the present. Retain in Office until scanned into UDOCA and verified per policy and then destroy.

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on agency need. These records are subject to audit.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center
SERIES: 7493
TITLE: Warrant requests

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center

SERIES: 14009

3

TITLE: Weekly resident roster

DATES: 1983-2014.

ARRANGEMENT: Alphabetical by resident's surname, thereunder chronological
DESCRIPTION:

These records are used to monitor residents' participation and status in the offender program. Information includes resident's name, number of weeks in the program, program type, level, employer name, work hours, days off, probation/parole officer, counselor, date entered the program, Offender Based State Crime Information System (OBSCIS) number, status in program, and employer address and phone number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Rosters, GRS-2241.

AUTHORIZED: 10-01-2000

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, and/or legal value(s).
This disposition is based on the administrative needs of the agency. It also covers the 2-year statute of limitations for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" as cited in UCA 78-12-28(3) (1987).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) 2013

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Atherton Community Treatment Center
SERIES: 14009
TITLE: Weekly resident roster

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.