

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Northern Utah Region.
Northern Utah Community Correctional Center (162)
2445 South Water Tower Way
Ogden, UT 84401
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Records Officer: _____

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AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 9685

3

TITLE: Activity logs

DATES: 1997-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs document inmate activity within the Center. Activities include resident movement, transportation, telephone calls received and placed, etc. Information may include name of resident, resident number, date and type of activity.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Logs, GRS-2231.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy provided no litigation is pending.

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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12057

1

TITLE: 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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 9687

3

TITLE: Bank statements

DATES: undated.

ARRANGEMENT: chronological.

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 23165

3

TITLE: Cash receipts

DATES: 1996-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These receipts serve as source documents for data entry into the Inmate Accounting System and record money collected from outside sources for deposit into each inmate's account. Includes the date, name of person making the transaction, amount, file number, receipt number and name of inmate.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

AUTHORIZED: 07-01-1990

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:

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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12061

3

TITLE: Check in/check out logs

DATES: 1996-2014.

ARRANGEMENT: Chronological by month.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These logs document the activities of offenders housed at the Northern Utah Community Correctional Center. The series is used to track the movement of the offenders. Information includes the offender's name, location, the time the offender left the center and the expected return time.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until input into the database and verified per policy and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12062

3

TITLE: Count sheets

DATES: 1998-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created by the agency for use in monitoring the whereabouts of the residents housed at the Center. Information includes the resident's name, status at Center, room number, and location (i.e., work, on leave time, therapy, etc.).

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

SECONDARY DESIGNATION(S):

Private. 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12071

3

TITLE: Daily activity log

DATES: 1994-2014.

ARRANGEMENT: Chronological by month

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: 11/1999

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

Utah Code 63G-2-201(2) 2013 Shift change information, center count, center checks, security checks, maintenance information, authorizations for residents to work late.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12071

TITLE: Daily activity log

(continued)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(d) 2014 Disciplinary actions, urine test results, contact visits
Controlled.	Utah Code 63G-2-304(1)(b) 2008 Psychological information
Protected.	Utah Code 63G-2-305(13) 2014 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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12060

3

TITLE: Daily rosters

DATES: 1993-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series consist of various rosters which are used to monitor activities related to the residents. Examples of the rosters are the Weekly resident roster, clean-up rosters, Daily rosters, and Alphabetical offender listing. Information may include resident's name, name and type of program enrolled in, work schedule, employer information, date of birth, type of supervision, name of parole officer, duty assigned, warnings/demerits received, etc.

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 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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 9686

1

TITLE: Executive calendars

DATES: 1980-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Records containing substantive information relating to the official activities of high-level officials which are not incorporated into memoranda, reports, correspondence, or other records included in the official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the employees. See Daily Activity Schedules.

UCA 63-2-103 (18)(b) (1992) indicates that these types of materials are not considered by the Government Records Access and Management Act (GRAMA) to be records.

RETENTION:

Permanent. Retain for 1 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 State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 9686

TITLE: Executive calendars

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. If used as part of attorney work product

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12055

3

TITLE: Leave applications

DATES: 1999-2014.

ARRANGEMENT: Alphabetical

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 or until input into the database and verified per policy and then destroy.

Computer data files: Retain in Office for 6 months and then delete.

APPRAISAL:

These records have administrative value(s).

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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 23162

3

TITLE: Money transfer authorizations

DATES: 1996-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are authorizations signed by the inmate allowing the Business Office to transfer money from an individual account to the Inmate Fund and transfer checks written on that account to pay a vendor. This is a source document for the check file and transaction file maintained on the computer system. Information includes date, signature of inmate, staff and witnesses, the amount and payee.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Money transfer authorizations, GRS-2257.

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 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12058

1

TITLE: Policies and procedures files

DATES: 1991-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the policies and procedures that govern the administration of the various programs at the Ogden Community Correctional Facility.

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).
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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12066

3

TITLE: Prescription issuance files

DATES: 1990-2014.

ARRANGEMENT:

DESCRIPTION:

These files document the issuance of prescriptions to residents. The information is also used to prepare pharmacy requisitions. Information includes resident's name, number, drug issued, dosage, instructions, date prescribed, and practitioner's signature.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12068

1

TITLE: Purchase requisition files

DATES: 1996-2014.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

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 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 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12070

3

TITLE: Residents' menus

DATES: 1990-2014.

ARRANGEMENT: Alphabetical

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 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12064

3

TITLE: Room inspection sheets

DATES: undated.

ARRANGEMENT:

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.

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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 12056

1

TITLE: Staff minutes

DATES: 1996-1998.

ARRANGEMENT: Chronological.

DESCRIPTION:

Provides documentation of staff meetings for the Center.
Information may relate to inmate issues or employee concerns.
Includes the date, summary of issues, name of employee or inmate,
etc. May also include medical and psychiatric information.

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 4 years and
then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the proceedings in formal meetings within
the creating agency.

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 9684

3

TITLE: Time sheets

DATES: undated.

ARRANGEMENT: Chronological

DESCRIPTION:

State 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 systems.

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 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. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 9688

3

TITLE: Warrant requests

DATES: undated.

ARRANGEMENT: None

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 Offender criminal histories, GRS-2385.

AUTHORIZED: 08-01-2004

FORMAT MANAGEMENT:

Paper: For records prior to and including 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 terminates and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Northern Utah Community Correctional Center

SERIES: 9688

TITLE: Warrant requests

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(h)(i)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.