

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Region 3. Orange Street
Community Correctional Center (163)
80 Orange Street
Salt Lake City, UT 84116
801-533-6360

Records Officer: _____

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

SERIES: 9689

3

TITLE: Daily activity logs

DATES: 1985-2014.

ARRANGEMENT: None

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 First responder activity records, GRS-2025.

AUTHORIZED: 04-03-2018

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:

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. Region 3. Orange Street Community Correctional Center

SERIES: 9689

TITLE: Daily activity logs

(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. Region 3. Orange Street Community Correctional Center

SERIES: 9691

3

TITLE: Daily count sheets

DATES: 1986-2014.

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).

PRIMARY DESIGNATION:

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

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Orange Street Community Correctional Center
SERIES: 9691
TITLE: Daily count sheets

(continued)

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. Orange Street Community Correctional Center

SERIES: 22410

3

TITLE: Disciplinary hearing tapes

DATES: 1981-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Provides documentation of offender disciplinary hearings and incident investigations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 9690

1

TITLE: Financial Information Resources System periodic reports

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

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 destroy.

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

APPRAISAL:

These records have administrative value(s).

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

SERIES: 9690

TITLE: Financial Information Resources System periodic reports

(continued)

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. Orange Street Community Correctional Center

SERIES: 9703

3

TITLE: Food service assessment files

DATES: 1986-2014.

ARRANGEMENT: undated

DESCRIPTION:

These files are maintained by the dietician for statistical study of the effectiveness of the food services program. Includes memos, diet manuals, reference publications, dietary training materials and menus. May also contain weight charts and dietary plans for inmates identified as overweight.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dietary case study files, GRS-2222.

AUTHORIZED: 11-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 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. Orange Street Community Correctional Center

SERIES: 4479

3

TITLE: Policies and procedures files

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
documents agency history and policy

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. Orange Street Community Correctional Center

SERIES: 10558

3

TITLE: Resident financial files

DATES: 1986-2014.

ARRANGEMENT: None.

DESCRIPTION:

These records are used to manage the resident's financial account. May include money transfer requests, service fee waiver requests, transaction listings, and financial account summaries which are reconciled when the resident is released from the facility.

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 administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public	Name of individual, crime committed, whether or not individual is an inmate, name of probation officer, all released as a computer print-out.
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SECONDARY DESIGNATION(S):

Private.	Social security number, home address, and home phone number, specified medical data.
Controlled.	Psychological data, specified medical data.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Orange Street Community Correctional Center
SERIES: 10558
TITLE: Resident financial files

(continued)

Protected. Names of informants on incident reports.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 9699

3

TITLE: Resident rosters

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

This series consist of various rosters which are used to monitor activities related to the residents. Examples include 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, 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 Utah Code 63G-2-201(2) 2013

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.

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

SERIES: 9708

1

TITLE: Staff meeting minutes

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Includes mentally ill offenders staff meeting minutes and supervisors minutes.

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).
minutes have research value

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 52-4-7(2) 1997

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 15319

1

TITLE: Travel logs

DATES: 1986-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

Authorization for employee to use a private vehicle for state business when that is the most economical method of travel.

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

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) 1992

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 9694

3

TITLE: Visitor logs

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

Provides documentation of inmate visitation requests. Includes the name of the person, reason for visit, name of the inmate, date and time of 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 is input into the database and then destroy.

Computer data files: Retain in Office for 2 years after resident is released and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.