

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Northern Utah Region.
Parkview Community Correctional Center (164)
700 East 25th Street
Ogden, UT 84404
435-627-2510

Records Officer: _____

13863	*Accounting records
11844	*Daily logs
04375	*Maintenance logs
09979	*Resident financial files
04378	*Staff meeting minutes
04376	*Staffing minutes

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

SERIES: 13863

3

TITLE: Accounting records

DATES: 1978-1999.

ARRANGEMENT: Alphabetical by vendor's name

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies. These records are created by the agency on Department of Corrections' forms FSB-3 (Request for Payment Voucher). These are sent by this agency staff to Centers' Administration staff, who send them to Corrections Financial Services section, where their staff create a warrant request and send it to State Finance. These are copies of FSB-3. They serve the exact same purpose as a warrant request only on a department level. The Parkview Community Correctional Center has been merged with the Northern Utah Community Correctional Center.

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).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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. Northern Utah Region. Parkview Community Correctional Center

SERIES: 11844

3

TITLE: Daily logs

DATES: 1978-1999.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created by this office to document the day's events for each resident, staff member, and the facility's daily operations. These records are important for the agency to manage residents and protect the public safety. Information includes count sheets, visitor logs, house checks, daily counts, accountability checks (check-up on residents), trackers (incoming calls, things to follow up on), substance abuse testing/documentation (urine testing, etc.), searches, miscellaneous entries, General Education Development (GED) information, probation and parole file, property file, maintenance file, federal inspection, kitchen notes, job skills, medication, treatment program attendance, confidential (snitch/informant notes that should not go out to anyone), and resident entries (when they come into the facility). These records are posted in the resident's individual files, but the staff needs to see what occurred each day for review and follow-up. The Parkview Community Correctional Center has been merged into the Northern Utah Community Correctional Center.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1998

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).

This disposition is based on the administrative needs of the agency and, since these records monitor the activities of the residents, on the disposition of the residents case files which is 5 years.

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

SERIES: 11844

TITLE: Daily logs

(continued)

PRIMARY DESIGNATION:

Private 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. Parkview Community Correctional Center

SERIES: 4375

3

TITLE: Maintenance logs

DATES: 1990-1999.

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. The Parkview Community Correctional Center has been merged into the Northern Utah Community Correctional Center.

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).

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. Parkview Community Correctional Center

SERIES: 9979

3

TITLE: Resident financial files

DATES: 1985-1999.

ARRANGEMENT: Numerical by account number

DESCRIPTION:

Cancelled checks, debit/credit memoranda, deposit slips, and monthly reconciliations. The Parkview Community Correctional Center has been merged into the Northern Utah Community Correctional Center.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate account reconciliation files, GRS-2250.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal 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. Parkview Community Correctional Center

SERIES: 4378

1

TITLE: Staff meeting minutes

DATES: 1990-1999.

ARRANGEMENT: None

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken. The Parkview Community Correctional Center has been merged with the Northern Utah Community Correctional Center.

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 historical value(s).
minutes document agency history

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. Parkview Community Correctional Center

SERIES: 4376

3

TITLE: Staffing minutes

DATES: 1990-1999.

ARRANGEMENT: None.

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken. The Parkview Community Correctional Center has been merged with the Northern Utah Community Correctional Center.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting park achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.