

Retention and Classification Report

Agency: Comm. Corr. Center (women's) (165)

322 East 300 South
Salt Lake City, UT 84111
801-364-1658

Records Officer: _____

07972	*American Corrections Association standards files
08045	*Banking files
08043	*Disciplinary hearing audio tapes
84277	*Resident case files
84294	*Resident financial files
11890	*Resident sign in/out sheets
11889	*Staff meeting minutes
84292	*Women's Center daily logs

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Women's Community Correctional Center

SERIES: 7972

1

TITLE: American Corrections Association standards files

DATES: 1985-1986.

ARRANGEMENT: None

DESCRIPTION:

Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.

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

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on the Utah General Retention Schedule (1990 11:47).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Women's Community Correctional Center

SERIES: 8045

3

TITLE: Banking files

DATES: 1978-2014.

ARRANGEMENT: None

DESCRIPTION:

Financial records resulting from bank transactions. The files are used to reconcile any errors in transactions within the computer file and with the bank. Information includes bank statements, bank copy of deposit slips, register of checks written, returned checks, stop payment notifications and check listings.

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 fiscal 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. Women's Community Correctional Center

SERIES: 8043

3

TITLE: Disciplinary hearing audio tapes

DATES: 1978-2014.

ARRANGEMENT: None

DESCRIPTION:

Provides an audio tape recording of an employee's disciplinary hearing. The recordings may be transcribed and retained for 5 years.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disciplinary hearing audio tapes, GRS-2335.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3. Women's Community Correctional Center

SERIES: 84277

3

TITLE: Resident case files

DATES: 1973-2014.

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

DESCRIPTION:

Documents the history of all residents of a community correctional center. Includes face sheet, judgment and commitment order, pre-sentence investigations, progress reports, employment information, program agreement, case plan, financial information, disciplinary/incident reports and discharge summary.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resident case files, GRS-2391.

AUTHORIZED: 04-01-2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after released and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 82-05: 2 years after release.

PRIMARY DESIGNATION:

Public	Name of individual, crime committed, whether or not individual is an inmate, and name of probation officer.
--------	---

SECONDARY DESIGNATION(S):

Private.	Social security number, home address, and home phone number, specified medical data.
Controlled.	Psychological data, specified medical data.
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. Women's Community Correctional Center

SERIES: 84294

3

TITLE: Resident financial files

DATES: 1978-2014.

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 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 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. Region 3. Women's Community Correctional Center

SERIES: 11890

3

TITLE: Resident sign in/out sheets

DATES: 1987-1988.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Tracks the location of inmates or residents. Includes the name of the inmate, inmate number, inmate classification level, cell number and location of inmate.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Control logs, GRS-2365.

AUTHORIZED: 07-01-2000

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 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. Women's Community Correctional Center

SERIES: 11889

1

TITLE: Staff meeting minutes

DATES: 1987-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the minutes of various committees and staff meetings held within the Department. Examples include staff meetings, Supervisor's meetings, Parole Staff, Director's meetings, Correctional Advisory Council and the Information Committee. The minutes may include the date and time of the meeting, the agenda, names of attendees, a summary of all matters proposed, discussed or decided and a record of any votes taken during the meeting. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7 (2) (1997).

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).

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. Women's Community Correctional Center

SERIES: 84292

1

TITLE: Women's Center daily logs

DATES: 1986-2014.

ARRANGEMENT: chronological

DESCRIPTION:

Individual guard post logs of occurrences.

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 2 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.