

Retention and Classification Report

Agency: Department of Corrections. Division of Correctional Industries (196)

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Records Officer: _____

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AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25263

3

TITLE: Accounts payable records

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements. Information includes description and price of items purchased, vendor name and contact information, organization number, authorizing signature and date. Also includes supporting documentation. Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25263

TITLE: Accounts payable records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80187

3

TITLE: Accounts receivable worksheets

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These worksheets are used to reconcile the quarterly profit and loss statements. Includes production balances, and accounts receivable totals.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Accounts receivable worksheets, GRS-2310.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months after fiscal year ends and then transfer to State Records Center. Retain in State Records Center for 18 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on audit requirements.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 15338

3

TITLE: Accounts receivable/order entry billing packets

DATES: 1987-

ARRANGEMENT: Numerical by computer assignment thereunder chronological by order entry

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

These are records of orders for State and non-state customers of UCI. They are used for billing, production schedules, services rendered, and deliveries made. For State customers, a summary of information from the order is entered into FINET. Includes the UCI customer order/requisition form, invoice, packing slip, partial packing slip, and shipping document.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Accounts receivable invoices, GRS-2309.

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 fiscal value(s).

This disposition is based on audit requirements of the agency.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 15338

TITLE: Accounts receivable/order entry billing packets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80202

3

TITLE: Administrative correspondence

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

Records not duplicated elsewhere that document how the office organized and how it functions, its pattern of actoin, its policies, procedures and achievements.

RETENTION:

Permanent. Retain for 10 year(s)

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: Retain in Office for 5 years after current year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The director's records have evidential value, but the rest only has administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25365

3

TITLE: Advisory Board minutes and correspondence

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document the interaction between the Correctional Industries Advisory Board and the agency. It advises the agency regarding new enterprises, recommends rules, reviews financial data, and provides input on other issues. The Board meets quarterly with the agency to discuss and vote upon new business, product and service ideas. Included are minutes, supporting documentation and correspondence. The Board's annual report is included in record series 23284.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

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

APPRAISAL:

These records have administrative, and/or historical value(s). This appraisal is based upon the research value of these records which document the agency's mission and function.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25365

TITLE: Advisory Board minutes and correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-304 (32) (2009)

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25285

3

TITLE: Agency written history and annual reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by UCI. Also included are photographs of inmates and staff working in various operations, as well as audio/video histories of agency operations. Annual reports of the agency and the Corrections Advisory Board, to the Governor and Legislature, are also included.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Photographs: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Audio cassettes: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25285

TITLE: Agency written history and annual reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80199

3

TITLE: Annual financial statements

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is an annual report summarizing the fiscal operations of the division.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after current year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
This disposition is based on the administrative needs of the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 12425

4

TITLE: Asbestos Abatement Project books

DATES: 1987-

ARRANGEMENT: Chronological, thereunder numerical project

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records are created by Utah Correctional Industries' (UCI) Asbestos Abatement Project crew to document the removal of asbestos from government buildings. The books include check-off sheets (work preparation index/checklist) descriptions (needs of the particular project, work required), notifications (filed with Air Quality to announce the project), work logs (supervisor's report of daily activities), memos, area sign-in sheets (to track people on the site), daily work sheets (time sheets), certifications (copies of training certifications of employees working on project), respiratory (summary of respiratory equipment used), MSDS (Material Safety Data Sheet - chemical analysis of materials used, needs, side effects, etc.), final report (at completion), UCI memos (received/written), materials (list of materials used on project), and waste disposal records (documenting disposal of asbestos).

RETENTION:

Retain for 30 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after project closes and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 12425

TITLE: Asbestos Abatement Project books

(continued)

APPRAISAL:

This disposition is based on 29 CFR 1910.120(f)(8) (1995) which states exposure records must be maintained for 30 years in order for OSHA to provide information about them and manage safety and health issues.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25273

3

TITLE: Cash receipts

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

Departmental copies of receipts given for cash payments of services rendered. Includes cash receipts, bank deposits and bank reconciliations related to the cash receipts.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25262

3

TITLE: Commissary accounting files

DATES: 2003-

ARRANGEMENT: Chronologically

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

Provides a record of sales and purchases made by the inmates. The files are used in a monthly audit of the commissary as well as for managing the commissary inventory. Includes 'bubble sheets' which are the initial orders made and signed by the inmate for withdrawal of money from inmate accounting, correspondence with inmates addressing commissary issues, credit or sales cover sheets, (sometimes referred to as export and import files for tally of credits, sales, and other items to and from inmate accounting), inmate receipts referred to as 'bills of lading' or 'invoice', COMDOWN records from inmate accounting that state the inmates name, dollar balance, and privilege level.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Commissary accounting files, GRS-2315.

AUTHORIZED: 01-01-2005

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).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25262

TITLE: Commissary accounting files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25261

3

TITLE: Commissary purchase requisitions

DATES: 2003-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 125.00 cubic feet.

DESCRIPTION:

These are authorizations completed by the UCI Commissary for goods and materials purchased for resale to the inmates. Digital records are sent to the UCI purchasing agent for approval and processing. Upon receipt of the invoice, these records feed a warrant request. These records include vendor number, name, date, cost center code, UPC code, authorizations, date wanted, estimated costs, purchase order number, receiver number, and accounting data. The UCI Purchasing office keeps the originals and this copy is stored with the other Commissary records.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Commissary purchase requisitions, GRS-2316.

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).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25261

TITLE: Commissary purchase requisitions

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25390

3

TITLE: Correctional Industries Advisory Board meeting minute tape recordings

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2010) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2009) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

RETENTION:

Retain for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Audio cassettes: Retain in Office for 3 years after approval of official minutes and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25390

TITLE: Correctional Industries Advisory Board meeting minute tape recordings

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25288

3

TITLE: Daily security logs

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are security logs consisting of count sheets, tool logs, officer-of-the-Day reports, supply checks, machine inspections and downtime reports. Includes the name of inmate, inmate number, location of inmate, date and time of check, name of officer conducting the check, agency program inmate is participating in and the facility. The tool logs are used to control the location of tools used by UCI staff and inmates. The tool logs contain the physical location of tools as well as check out/turn in logs. Tool log information includes name of staff member or inmate removing the tool from its case, a description of the tool issued and the date.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

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 and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25288

TITLE: Daily security logs

(continued)

PRIMARY DESIGNATION:

Protected

UCA 63G-2-305 (12)

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25373

3

TITLE: Employment applications

DATES: 1985-

ARRANGEMENT: Chronological by date of interview

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are copies of applications and supporting information for persons qualified to interview for a UCI position and were either hired or not selected for employment. Included are questions, responses, grading of responses by panel members and any supporting documentation from the job interview process. The applications for those hired are maintained on the department level as part of record series 660. Record copies for those not hired are maintained on the department level as part of record series 09896.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25373

TITLE: Employment applications

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(e)(2008).

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b)(2008).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80186

3

TITLE: Financial statement detail workpapers

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are the background papers used to prepare the Profit and Loss Statement.

This series includes FIRMS reports, budget work detail, workpapers, computer reports.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Accounts receivable worksheets, GRS-2310.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after fiscal 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).

These are needed for audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25289

3

TITLE: Incident reports

DATES: ca. 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Documents incidents occurring within the facilities. May include incidents such as doors ajar, etc. Information includes date, time and location of incident; name of individuals involved; names of witnesses, description of incident or security breach; and actions taken or recommended. Any incident resulting in disciplinary action would be retained in the inmate or employee personnel records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2400.

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 5 years and then destroy.

Digital Versatile Disk - Rewritable: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (12)(2003.)

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80200

3

TITLE: Intradepartment audit records

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document internal audits of agency operations and administration, often in conjunction with audits of the Utah Department of Corrections. These audits are usually conducted by the Internal Audit Bureau. Information may include statements of concepts and audit methodologies, policies and procedures, working papers, audit control recommendations, follow-up papers, supporting documents, correspondence, staff notes, etc. Records in this series are the record copy of the agency.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit work papers, GRS-1728.

AUTHORIZED: 10-24-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after audit is completed and then destroy.

APPRAISAL:

These records have administrative value(s).

These records have administrative value only to the agency.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80200

TITLE: Intradepartment audit records

(continued)

PRIMARY DESIGNATION:

Exempt

UCA 64-13-25 (2)(c)(2008). "The reports shall be classified as confidential internal working papers and access is available at the discretion of the executive director or the governor, or upon court order."

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 17442

3

TITLE: Master listing of Utah Correctional Industries material safety data sheets

DATES: 1990-

ARRANGEMENT: Alphabetical by manufacturer, thereunder alphanumerical by code, thereunder chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are kept in order to comply with the Occupational Safety and Health Administration's Hazard Communication standard 29 CFR 1910.12. It is an extensive listing of all materials safety data and substances used by the agency.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Risk management records, GRS-2345.

AUTHORIZED: 04-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years and then destroy.

APPRAISAL:

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

This disposition is based on the policy of the division and to provide information in case of audits or litigation. It is also based on 29 CFR 1910.10, OSHA regulation, which states exposure records must be kept for 30 years.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 17442

TITLE: Master listing of Utah Correctional Industries material safety data sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80204

3

TITLE: Material safety data sheets

DATES: 1984-

ARRANGEMENT: Alphabetical by material type

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are vendor produced data sheets used by the agency to advise workers of the hazards and chemicals used in each shop. This information is maintained as required by the Occupational Safety and Health Administration (OSHA). These data sheets include vendor's name and address with administrative data, ingredients of the material, exposure data, and physical data about the product.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based on 29 CFR 1960.73 (1995), which specifies that each agency shall retain records and reports for five years following the end of the fiscal year and provide reasonable access to the OSHA secretary or authorized representative.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80204

TITLE: Material safety data sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25291

3

TITLE: Motor pool operation records

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Provides a record of gas and oil consumption, dispatching and scheduling of motor vehicles and scheduled maintenance of the vehicles. Also includes a record of repairs performed as a result of accidents or misuse.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Motor pool operation records, GRS-2295.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete due to disposal of vehicle and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25325

3

TITLE: New business development files

DATES: 1954-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document the research and implementation of new business enterprises designed to utilize the agency's inmate workforce. These enterprises are frequently, but not necessarily, conducted in partnership with a private sector entity. Files include, but are not limited to, research data, background information, feasibility evaluations, correspondence, proposals, yearly reviews, contract copies, contract amendment copies and annual reports and financial statements from proposed private sector partners. Information includes names of potential business partners, partner/potential partner contact information, dates of contact, dates of contract implementation and completion, agreement details, proposal acceptance or rejection and authorizing signatures. Also includes research information about various business enterprises by agencies with similar responsibilities in other states.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract files, GRS-2216.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after relationship is terminated and then destroy.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25325

TITLE: New business development files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25307

3

TITLE: New business development public hearing records

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document public hearings conducted by the agency in compliance with UCA 64-13a-14 (2003) and 28 USC 1761(2003), as a prerequisite to developing a private sector partner business and when the agency is starting a traditional program with potential of grossing an excess of \$100,000 annually. Hearings are conducted to minimize or eliminate competition with local businesses who create similar products or provide services similar to those proposed or planned by the agency, and to generally determine that a possible new business venture would not create a hardship for any local private sector business. The hearings provide a public forum for the agency to present proposed business enterprises designed to use an inmate workforce and receive feedback from the community. Included are meeting minutes, agendas and hearing announcements.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25307

TITLE: New business development public hearing records

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25290

3

TITLE: Personnel training files

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Documents the training exercises conducted by the Division for staff personnel, including sign up sheets for each class. The exercises are created to simulate incidents and are used to train staff to respond to those incidents. Training of personal benefit to the employee, such as employee benefits, retirement, Human Resource Management (HRM) issues, etc., are also covered by this record series. May also include training video tapes. The material is updated frequently to reflect new techniques and incidents. The individual's personnel file would also include a record of any training course completed. Most training is received during the yearly training of forty hours required for POST certified staff, and forty or less hours required for non-certified staff.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Training files, GRS-2411.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after end of fiscal year in which training was received and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25388

1

TITLE: Policy and program audio tapes

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes and used to produce a hard copy which is then maintained in organized files.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Audio cassettes: Retain in Office until transcribed and administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25371

3

TITLE: Policy and program correspondence

DATES: 1985-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80194

3

TITLE: Production management records

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are management records used to control the workload and quantity of work performed at Utah Correctional Industries (UCI). This series includes production schedules, monitoring reports, production quantities, and cost accounting reports.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Production management records, GRS-2236.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on the needs of the agency for audit and reference purposes.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80197

3

TITLE: Profit and loss financial statements

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are quarterly reports of the fiscal activity of Utah Correctional Industries (UCI). It is used by management to determine trends and as a indication if any area is having problems. These reports include agriculture and summary statements, quarterly totals by shop, and by manufacturing area.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on the administrative needs of the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25395

3

TITLE: Program participant inmate training records

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

Correspondence, reports and other records relating to the availability and employee participation in training programs sponsored by the agency or other government and non-government agencies, through UCI. Examples include records documenting safety training ,computer training, and job skill training. Also includes manuals, tests, attendance records and copies of certifications earned. Original records, including certificates, will be incorporated into record series, 80175, Inmate personnel records. See record series 12425, Asbestos abatement project books for abestos abatement training records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until completed and then originals are filed as part of personnel file.

Paper copy: Retain in Office for 2 years or until administrative need ends, whichever is longer and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25395

TITLE: Program participant inmate training records

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80175

3

TITLE: Program participant's inmate personnel records

DATES: 1983-

ARRANGEMENT: Numerical by inmate number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are the work and personnel histories of all inmate participants at UCI. This series includes applications, performance records, and memos to the inmate.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after participant is terminated from a UCI program and then destroy.

APPRAISAL:

This disposition is based on the administrative needs of the agency.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(a) 1995

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80196

3

TITLE: Program participant's time cards

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are used to record the times and dates each employee works. Information includes the original record, and a copy of the computer printout.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate time sheet files, GRS-2382.

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 2 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).
This disposition is based on agency administrative needs.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80196

TITLE: Program participant's time cards

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 23917

3

TITLE: Program participants' job applications

DATES: 1985-

ARRANGEMENT: Numerical by recruitment number, thereunder alphabetical by name.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Job applications used to fill each specific job as they open in the different shops. Contains work skills, education information, inmate mapping criteria, and job posting flier.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80193

3

TITLE: Project management records

DATES: 1984-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records aid in job management and credit control for collection. This series includes memos to generate actions and research notes.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after project is completed and then destroy.

APPRAISAL:

This disposition is based on the administrative needs of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80180

1

TITLE: Purchase requisitions

DATES: 1984-

ARRANGEMENT: Numerical by purchase order number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are authorizations completed by the requester for materials and sent to the purchasing agent for approval and processing. These records then feed a warrant request upon receipt of the invoice. A copy is sent to the warehouse, the purchasing agent, and accounting. This includes vendor number, name, date, cost center code, authorizations, date wanted, estimated costs, purchase order number, receiver number, and accounting data.

RETENTION:

Retain for 4 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 2 years after current 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).
This disposition is based on administrative needs of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25286

3

TITLE: Records disposition files

DATES: 2003-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Records which document the destruction of a governmental agency's records, such as destruction letters or destruction logs. May also contain documentation of records maintained and destroyed by the State Records Center.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25287

3

TITLE: Records transfer sheets

DATES: 2003-

ARRANGEMENT: Numerical by record series number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer name and signature, record series title, inclusive dates, description of box contents, and records center box location.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until records are destroyed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80203

3

TITLE: Space management records

DATES: 1984-

ARRANGEMENT: Alphabetical by area

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are records used to manage space allocation as efficiently as possible. They include shop, electrical, and office layouts; building plans; and schematics.

RETENTION:

Retain for 6 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after outdated or superceded 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 legal value(s). This retention is based on 29 CFR 1960.73, (1995) which states that each agency shall retain records and reports for five years following the end of the fiscal year and provide reasonable access to the OSHA secretary or authorized representative.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80203

TITLE: Space management records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25364

3

TITLE: Staff time and attendance reports

DATES: 1985-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

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:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25368

1

TITLE: Transitory records

DATES: 1954-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Papers of short-term interest which have no documentary or evidential value. Includes quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

RETENTION:

Retain for 3 month(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 3 months or until administrative need ends, which ever is longer and then destroy.

Audio cassettes: Retain in Office for 3 months or until administrative need ends, which ever is longer and then destroy.

Photographs: Retain in Office for 3 months or until administrative need ends, which ever is longer and then destroy.

Video recordings duplicate: Retain in Office for 3 months or until administrative need ends, which ever is longer and then destroy.

Computer data files: Retain in Office for 3 months or until administrative need ends, which ever is longer and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25368

TITLE: Transitory records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Controlled

Protected

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80195

3

TITLE: Treasurer deposits

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 after fiscal year ends 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).
This disposition is based on audit needs of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25477

3

TITLE: Visitor clearance records

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Approved or Denied visitor applications and authorizations to enter the agency's secure perimeters. Each visitor submits personal information to facilitate a background check through Bureau of Criminal Identification (BCI) database to determine if the visitor has a criminal background. Examples of those seeking entry into the agency's secure perimeters include but are not limited to agency business contacts, equipment/machinery repair persons, attorneys, volunteers or inmate visitors . Information collected includes personal identifiers required to generate a BCI report, such as name, date of birth, social security number and driver license number. The BCI report is only viewed via computer and not printed.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Secure area access logs, GRS-2020.

AUTHORIZED: 09-03-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 25477

TITLE: Visitor clearance records

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302 (2008).

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80184

3

TITLE: Warehouse requisitions

DATES: 1986-

ARRANGEMENT: Chronological, thereunder numerical

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are requisitions for supplies from UCI's warehouse. They also give permission for inmates to carry materials from one area to another. They include quantity, product number, and a description.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Supply management files, GRS-1987.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs of the agency.

AGENCY: Department of Corrections. Division of Correctional Industries

SERIES: 80184

TITLE: Warehouse requisitions

(continued)

PRIMARY DESIGNATION:

Public