

Retention and Classification Report

Agency: Department of Corrections. Division of Administrative Services (231)

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Records Officer: _____

27745	*Billings
59910	Budget planning files
59916	Building construction project files
59921	*Building inspection files
59917	*Building management case files
59992	*Class schedules
83422	Correctional facilities architectural plans
20312	*Course attendance rolls
80211	Data processing plans and amendments
17186	*Department member's training file
80212	*Disaster recovery plans
17193	*Employee educational stipend program files
85081	*Employee preliminary payroll records
83424	Expungement files
59989	*External student training records
85080	*FIRMS reports
24848	*Firearm training record cards
14906	*GRAMA files
17190	*Individual instructor reference files
80210	Information Committee meeting minutes
17187	*Inservice individual training record
27744	*Instructor contracts
85079	*Interdepartmental transfers
24192	*Life safety inspections
17183	*Management training instruction manuals
20311	*Megan's Law files
23298	*Nine column employee roster
26073	*Offender obligation mail log
14907	*Official employee medical records system
20313	*Outside agency members' training file

27292	Photographs
59913	Policy and procedures
20314	Pre-Service Academy session records
17185	*Pre-service Academy summary student records
59914	*Project management files
80206	*Research project background data files, planning & research
80208	*Research project final reports, planning & research
83423	Site selection files
14908	*Suitability assessment files
23716	*Supervisor employee files
59988	*Time management instructional files
23874	*Utah Correctional Industries (UCI) asbestos court case recor

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 27745

3

TITLE: Billings

DATES: 2003-2022.

ARRANGEMENT: alphabetical by name

DESCRIPTION:

Records in this series are created to invoice the Department of Corrections for items or services and to initiate payments to vendors. Included are such documents as invoices, purchase orders, and correspondence.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

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.

Paper: Retain in Office for 3 years after scanning is complete and then destroy.

Computer data files: Retain in Office until payment is final.

APPRAISAL:

These records have fiscal value(s).

These are mainly financial reports that can be destroyed after a total of 10 years.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 27745

TITLE: Billings

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59910

3

TITLE: Budget planning files

DATES: 1982-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are estimates, plans, and reports used in the preparation of the department's budget to justify budget requests presented to the governor's office. These include working papers, cost estimates, rough data accumulated in the preparation of annual budget estimates, narrative statements, reports on the status of appropriation accounts and apportionment, quarterly and annual reports regarding the effectiveness of the budget as a whole.

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 Budget planning files, GRS-2312.

AUTHORIZED: 10-01-2000

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, fiscal, and/or historical value(s). These records have historical research value since they reveal much of the director's feelings and thoughts about the divisions and programs supervised by the director. They also document the changes that occurred in the department as it was evolving from a division to an independent department.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59910

TITLE: Budget planning files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. "Schedule 6" information is private.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59916

3

TITLE: Building construction project files

DATES: 1980-2022

ARRANGEMENT: Alphabetical by building name

DESCRIPTION:

These are case files used by the facilities bureau to review building plans, to make changes in designs, and to ensure that the designs are correct and meet the specifications prepared by the Department. These records include architectural designs, specifications, correspondence, contract agreements, final building plans, and cost analysis data.

RETENTION:

Permanent. Retain for 10 year(s) after disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after completion of the project and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). A copy of the architectural building plans and design specifications are maintained by the Division of Facilities and Construction Management for the life of the building. These records should be maintained for legal actions since some of the information in these files is not duplicated at DFCM. Therefore these plans must be retained as long as the originals.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59916

TITLE: Building construction project files

(continued)

PRIMARY DESIGNATION:

Protected

Building plans of correctional facilities.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59921

3

TITLE: Building inspection files

DATES: 1985-2022.

ARRANGEMENT: Alphabetical by building name

DESCRIPTION:

These are reports used to ensure adequacy of protective and preventive measures taken against hazards of fire explosion and accidents. It also indicates if the facility is secure from potential escape or sabotage by inmates or from external sources. These include inspection worksheets, final reports, correspondence and responses to findings.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Building inspection files, GRS-2284.

AUTHORIZED: 08-01-1999

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

APPRAISAL:

These records have legal value(s).

This retention is based on the statute of limitations found in UCA 78-12-25.5.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59921

TITLE: Building inspection files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59917

3

TITLE: Building management case files

DATES: 1974-2022.

ARRANGEMENT: Alphabetical by building name, thereunder chronological
DESCRIPTION:

These files document the negotiations and the resulting agreements for leased facilities. They also have all specifications and procurement information for a building owned or leased by the department, modifications made to leased or publicly-owned buildings, and analysis done for space management. Information includes contracts, agreements, or procurements made for each building, correspondence concerning the building, and building modification work orders.

RETENTION:

Retain for 27 year(s) after expiration of contractual agreement or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after contracts expire and then transfer to State Records Center. Retain in State Records Center for 25 years or until 5 years after agency no longer occupies building, and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the statute of limitations found in UCA 78-12-25.5.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59917

TITLE: Building management case files

(continued)

PRIMARY DESIGNATION:

Exempt

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59992

3

TITLE: Class schedules

DATES: 1986-2000.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These records are chronological references used by the staff to remind them of when classes are scheduled and to ensure that no conflicts about time or use of classrooms occur. Information includes classrooms' scheduled, times scheduled and by whom.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83422

3

TITLE: Correctional facilities architectural plans

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files are used to review building plans, to make changes in design and to ensure that the designs are correct and meet the specifications prepared by the Department. May include architectural designs, specifications, correspondence, contract agreements, final building plans and cost analysis data. The original files are retained by the Division of Facilities Construction and Management.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Building construction project files, GRS-2283.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83422

TITLE: Correctional facilities architectural plans

(continued)

PRIMARY DESIGNATION:

Protected

UCA 63G-2-305 (12) (2008)

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20312

3

TITLE: Course attendance rolls

DATES: 1985-2022.

ARRANGEMENT: Chronological

DESCRIPTION:

These documents contain student attendance information for in-service classes. Attendance is tracked through class rolls or applications for training credit. Information includes: course title, date and time of course; location of training, instructor's name and social security number; student's name, student's social security number and signature. Information from the attendance rolls is entered into the individual student's training record, series 17186.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

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 legal value(s). This disposition is based on the administrative needs expressed by the agency. Training records for Blood Borne Pathogens are required to be maintained for 3 years after date of training as per 29 CFR 1910.1030.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20312

TITLE: Course attendance rolls

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80211

3

TITLE: Data processing plans and amendments

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are Annual Plans put together by the bureau which forecast the automation hardware and software needs for the agency for the coming year. These include an executive summary, an agency overview and background data, an explanation of the current data processing environment, projections for expansion of the data processing environment and the budgetary impact.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Data processing plans and amendments, GRS-2276.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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).
These records have historical value because of their evidential content.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80211

TITLE: Data processing plans and amendments

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17186

3

TITLE: Department member's training file

DATES: 1985-2022.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These records contain information for each employed member, civilian and certified. The files document the training and certification obtained by employees. Materials include: copies of applications for peace officer and/or correctional officer; copies of certificates of completion and attendance; test score cards; copies of annual training record; and related correspondence.

RETENTION:

Retain for 10 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: 09/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This retention is based on the administrative needs expressed by the agency. The statute of limitations for civil actions against peace officers is two years as per UCA 78-12-28 (1998). Training records for Blood Borne Pathogens are required to be maintained for 3 years from date of training as per 29 CFR 1910.1030.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17186

TITLE: Department member's training file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80212

3

TITLE: Disaster recovery plans

DATES: 1987-2022.

ARRANGEMENT: Chronological

DESCRIPTION:

These are contingency plans prepared by the agency for the purpose of outlining procedures to follow in the event a calamity man-made or natural should prevent or impede routine data processing operations for Corrections. These include backup plans, hardware and software replacement plans alternate operating site plans, and cost estimates for contingencies.

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 Disaster plan records, GRS-2022.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This records series has audit and historical values. 1988 General Schedule 15-1 sets this retention.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80212

TITLE: Disaster recovery plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17193

3

TITLE: Employee educational stipend program files

DATES: 1986-2022.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records document the educational assistance provided to each student for professional development. They include applications for assistance, letters of approval, memos, grades and warrant requests.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee educational assistance program files, GRS-2337.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after fiscal 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).

These records primarily have administrative value. Not all the data is available in the Division of Finance and some of this data is used by auditors.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17193

TITLE: Employee educational stipend program files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 85081

3

TITLE: Employee preliminary payroll records

DATES: 1988-2022.

ARRANGEMENT: Chronological

DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public 17 data elements identified by the State Records Committee

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 85081

TITLE: Employee preliminary payroll records

(continued)

SECONDARY DESIGNATION(S):

Private. all other information

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83424

3

TITLE: Expungement files

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are complete criminal history and offender case files which may include records of the investigation, arrest, detention, or conviction of a petitioner for expungement. Upon receipt of a valid order to expunge, pursuant to UCA 77-18-14, they are officially sealed indicating that the file has been expunged. They are maintained in the event that the court orders a file reopened.

RETENTION:

Retain for 80 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until expungement processing is completed and then transfer to State Records Center. Retain in State Records Center for 80 years and then destroy.

Computer data files: Retain in Office until expungement processing is completed and then delete.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83424

TITLE: Expungement files

(continued)

PRIMARY DESIGNATION:

Exempt UCA 77-18-15 (2008)

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59989

3

TITLE: External student training records

DATES: 1986-2000.

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are records of training an employee has received outside of the department's inservice training program. The employee's training record can then be credited for inservice training. This series includes class rolls from special training courses and completed outside training forms for the individual concerned.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

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 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 85080

3

TITLE: FIRMS reports

DATES: 1987-2022.

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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 54 months and then destroy.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 85080

TITLE: FIRMS reports

(continued)

PRIMARY DESIGNATION:

Public except for social security numbers

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 24848

3

TITLE: Firearm training record cards

DATES: ca. 1986-2022.

ARRANGEMENT: Chronological

DESCRIPTION:

These cards contain information about Department of Corrections officers qualifying to carry a firearm while on duty. Officers carrying firearms must qualify and then requalify every six months using their duty weapons. A new record is generated each time the officer requalifies. Duty weapons may be either department issued or personally owned. Information includes employee name, social security number or employee identification number, date of qualification/requalification, stress level, light level, shoot/no shoot scenario results, pass or fail, caliber of weapon, scores, officer's signature and range master's signature. Some cards also contain the officer's signature and statement indicating their understanding of UCA 76-2-404, regarding the use of deadly force.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 24848

TITLE: Firearm training record cards

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 14906

3

TITLE: GRAMA files

DATES: 1992-2022.

ARRANGEMENT: Alphabetical by subject's last name

DESCRIPTION:

These are documents relating to requests for records of the Department of Corrections pursuant to UCA 63-2-100, et seq. (GRAMA). These may contain correspondence, working papers, and records gathered as part of the processing of the response to the request. May also contain the response made and in the case of a denial, any documents relating to the appeal process pursuant to this statute, including documents prepared for Department of Correction's involvement with a State Records Committee Hearing or District Court Case.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

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.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 14906

TITLE: GRAMA files

(continued)

PRIMARY DESIGNATION:

Public Name of individual, nature of request, and nature of response.

SECONDARY DESIGNATION(S):

Private. Social security number, home address, home phone number, chronological notes, certain medical data.

Controlled. Psychological data, specified medical data and mental health records.

Protected. Names of informants on incident reports and investigative and penological records.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17190

3

TITLE: Individual instructor reference files

DATES: 1986-2022.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are reference files used by the bureau for management and administrative purposes. They include pay vouchers, instructor evaluations, identification forms, demographics, qualification certifications and the contract.

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: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after instructor terminates or contract ends and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80210

3

TITLE: Information Committee meeting minutes

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a committee devoted to resolving information sharing, data entry, and management problems within the department. Their primary concern is to improve the quality and completeness of data on the department-wide database, OBCIS (Offender Based Criminal Identification System).

RETENTION:

Permanent. Retain for 5 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 5 years after current year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value because of their evidential content.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80210

TITLE: Information Committee meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17187

3

TITLE: Inservice individual training record

DATES: 1984-2000.

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These are complete training histories for all employees currently employed by the Department of Corrections. They document the required training each employee has received in order for them to remain certified with POST, for the Public Safety retirement program and to meet State and Federal regulations. They include test scores, counseling statements and completion certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after employee terminates state employment and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Paper: Retain in Office until employee terminates and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 27744

3

TITLE: Instructor contracts

DATES: 1999-2022.

ARRANGEMENT: alphabetical by name

DESCRIPTION:

Instructors are needed to teach pre-service and in-service courses at Corrections facilities. The contract serves as a binding agreement between the Department of Corrections and the contractor. Included are such documents as contracts, claim forms, correspondence, and payment information.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years 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).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 85079

3

TITLE: Interdepartmental transfers

DATES: 1988-2022.

ARRANGEMENT: Numerical by department number

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: 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:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 24192

1

TITLE: Life safety inspections

DATES: 2002-2022.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records are used to document Life Safety deficiencies and concerns with buildings occupied by the Department of Corrections. These documents are used to help reduce the liability to the department and to give direction for the replacement and repair of the above mentioned facilities. This information may also be used to determine the needs for funding from the Legislature for life safety improvements.

RETENTION:

Retain for 1 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 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (12)(2008).

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17183

3

TITLE: Management training instruction manuals

DATES: 1985-2000.

ARRANGEMENT: Alphabetical by title

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These reference manuals are used by instructors for teaching. They are also used by the training supervisor as reference for past training and as evidence in court to document the type of training available and given to staff members. Included in the manuals are curriculum, lesson plans, and testing/evaluation documentation.

RETENTION:

Permanent. Retain for 5 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after records are outdated or course discontinued and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 1 year after outdated and then transfer to the department academy.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20311

3

TITLE: Megan's Law files

DATES: April 29, 1996-July 1, 1998.

ARRANGEMENT: Numerical by zip code

TOTAL VOLUME: 16.00 cubic feet.

DESCRIPTION:

These records document requests for information regarding the sex offender notification program established by the Department pursuant to UCA 77-27.21.5. Files may contain correspondence, working papers, and records gathered as part of the processing of the response to the request. The files may also contain the response made and, in the case of a denial, any documents relating to the appeal process pursuant to this statute. These files were created as part of the notification program under the law that was valid between April 1996 and July 1998. The Department maintains a summary of the information permanently in electronic format and migrates the data as technology changes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2006

FORMAT MANAGEMENT:

Paper: Retain in Office until date of revision of the statute (July 1, 1998) and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office until updated or revised and then delete.

APPRAISAL:

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

This disposition is based on the administrative needs of the agency to comply with UCA 77-27-21.5 et seq. as efficiently and economically as possible. Previous decision (09/1998): Computer data files: Permanent.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20311

TITLE: Megan's Law files

(continued)

PRIMARY DESIGNATION:

Public Name of individual, nature of request and nature of response

SECONDARY DESIGNATION(S):

Private. Sex offender registry data used in reply
Controlled. Sex offender registry data used in reply
Protected. Sex offender registry data used in reply

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 23298

3

TITLE: Nine column employee roster

DATES: 1995-2022.

ARRANGEMENT: chronological by printout date.

DESCRIPTION:

This roster is created as a disposable information source to be used in administrative task completion. It is retrieved from the Department of Human Resources database by the Department of Corrections human resource personnel. It is used by Corrections' human resource bureau to generate reports and carry out their day to day business, such as confirming employment and salary status to inquiring loan officers, payroll actions, terminations, etc. The rosters are also used by other members of the department to review the salary status of employees, to cross reference employee medical files and to answer Government Records Access and Management Act requests. The rosters contain the following employee data: social security number, org, last name, first name, original hire date, wage, schedule, position classification number (PCN), and job title.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 23298

TITLE: Nine column employee roster

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (10) (11) (12)

SECONDARY DESIGNATION(S):

Public. Last name, first name, job title

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 26073

3

TITLE: Offender obligation mail log

DATES: 2002-2022.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are used to manage the delivery and receipting of checks, money orders and cash received through the mail as applicable to offender obligations. The records include logs showing the instrument type, amount, offender number and date. The original money instrument and the log are sent to the offender obligation office.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

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 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

Records have fiscal value and are subject to audit.

PRIMARY DESIGNATION:

Private 63G-2-302 (2008)

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 26073

TITLE: Offender obligation mail log

(continued)

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(12)

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 14907

3

TITLE: Official employee medical records system

DATES: 1994-2022.

ARRANGEMENT: Alphabetical by employee's last name

DESCRIPTION:

These medical records may include: bloodborne pathogen information as required by OSHA Bloodborne Pathogen regulations, 29 CFR part 1910.1030, bloodborne pathogen exposure incident information, general medical, airborne pathogen information as required, Worker's Compensation related records, drug testing related records, and ADA related records. They are segregated from personnel records pursuant to the Americans with Disabilities Act (ADA).

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Americans with Disabilities Act building records, GRS-122.

AUTHORIZED: 04-22-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 14907

TITLE: Official employee medical records system

(continued)

PRIMARY DESIGNATION:

Private

Social security number, home address, home phone number, chronological notes, certain medical data.

SECONDARY DESIGNATION(S):

Controlled.

Psychological data, specified medical data.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20313

3

TITLE: Outside agency members' training file

DATES: 1985-2022.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records contain training information that pertains to the certification of officers from outside the Department of Corrections. The files include: copies of POST Certification Applications; copies of certificates of completion or attendance; pre-service academy attendance records; peer evaluations; and copy of certification curriculum.

RETENTION:

Retain for 6 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: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after graduation 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 legal value(s). This disposition is based on administrative needs of the agency. The statute of limitations for civil action against a peace officer is two years as per UCA 78-12-28 (1998). Training records for Blood Borne Pathogens are required to be retained for 3 years from date of training as per 29 CFR 1910.1030.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20313

TITLE: Outside agency members' training file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 27292

3

TITLE: Photographs

DATES: 1980-

ARRANGEMENT:

DESCRIPTION:

This series contains photographs of directors, administrative staff, and other staff members. It does not include inmate identification photographs.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value as they document individuals who have served in leadership positions in the department.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59913

3

TITLE: Policy and procedures

DATES: 1978-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are policies and procedures that govern the operation and the administration of various programs in the department. These are not all-inclusive since Corrections separated from the Department of Social Services in 1984. These include memos, sample letters and forms stating procedures to be followed by employees and the type of policy/procedure to be followed. An imaged version

RETENTION:

Permanent. Retain for 40 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 1 year after being updated and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59913

TITLE: Policy and procedures

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20314

3

TITLE: Pre-Service Academy session records

DATES: 1985-

ARRANGEMENT: Numerical by session number, thereunder alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are used to verify the training an individual employee received prior to being accepted as a correctional officer as required by Utah Administrative Code R728-406 (1998). An employee who does not graduate from the academy is considered not to have passed probation and is released from employment. The series also includes training files for correctional officers at county facilities. Information includes transcripts, test scores, attendance records, peer evaluation results, schedule for session, and copies of course completion certificates.

RETENTION:

Retain for 20 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: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the employee graduates and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency to document an employees certification.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20314

TITLE: Pre-Service Academy session records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 17185

3

TITLE: Pre-service Academy summary student records

DATES: 1986-2000.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These are administrative teaching tools used by instructors and administrators to help achieve course objectives. They reveal test scores, attendance records, test scores for physical ability, first aid and marksmanship. They are used as evidence in court to document that a student did receive the proper training as required by law and policy. These are not individual records. They are summary records of each academy course taught.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

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 14 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59914

3

TITLE: Project management files

DATES: 1977-2000.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These are files maintained by the director to assess the progress of particular staff assignments and projects. These files include memos, reports, statistical data, reference manuals, and budgetary workpapers.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of project and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80206

3

TITLE: Research project background data files, planning & research

DATES: 1984-2022.

ARRANGEMENT: Alphabetical by project

DESCRIPTION:

These records are the justification and source data for the project reports produced by this office. They include case reports and statistical data that is categorically arranged.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80208

3

TITLE: Research project final reports, planning & research

DATES: 1970-2022.

ARRANGEMENT: Alphabetical by category

DESCRIPTION:

These are the final reports produced by this office on research projects dealing with Department management issues and offender treatment. They include population projections, annual reports, and program evaluations.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

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, and/or historical value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83423

3

TITLE: Site selection files

DATES: 1987-

ARRANGEMENT: alphabetical by site

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files provide the documentation for the selection of sites for correctional facilities, particularly the Gunnison site. The files indicate the characteristics of the sites under consideration and document the final choice.

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 Site selection files, GRS-2304.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or legal value(s). This retention will allow for all questions to be resolved concerning the selection of various sites for correctional facilities.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83423

TITLE: Site selection files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 14908

3

TITLE: Suitability assessment files

DATES: 1985-2022.

ARRANGEMENT: Chronological by month thereunder alphabetical by subject's last name

DESCRIPTION:

These are medical records which contain psychological evaluations on Department of Corrections newly hired employees. They are segregated from personnel records pursuant to the Americans with Disabilities Act (ADA). They may include: reports of tests and evaluations.

RETENTION:

Retain for 7 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 months after date of hire and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Psychological professionals view these records as valid for only six months.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 14908

TITLE: Suitability assessment files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (24) 1994

SECONDARY DESIGNATION(S):

Controlled. Psychological data, specified medical data.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 23716

3

TITLE: Supervisor employee files

DATES: 1985-2022.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files are kept by a supervisor to document the performance of an employee. There may be duplications of records in the 11-2 permanent employee personnel file. May also include notes regarding evaluation of the employee and documentation to be used for personnel actions. The file is to be purged at least once a year or more often as appropriate supervisory actions are taken. It is used as a support for decision making. Information includes: notes about behavior of employee; memos & letters to, from, and about the employee; working drafts of performance plans and evaluations; transcripts of phone messages and conversations, either from memory or from recording devices.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Biennial reports for the Utah State Aeronautics Commission were published for the governor, and contain reports on the activities of the aeronautics commission, accident reports and financial reports of various kinds.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 23716

TITLE: Supervisor employee files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59988

3

TITLE: Time management instructional files

DATES: 1985-2000.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are records used by the staff as reference to determine who has received time management training and who has not. They are also used to verify billing when the invoice is sent in.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 23874

3

TITLE: Utah Correctional Industries (UCI) asbestos court case records

DATES: 1995-2001.

ARRANGEMENT: Alphabetically by topic.

TOTAL VOLUME: 17.00 cubic feet.

DESCRIPTION:

These records were gathered by the Division of Facilities Construction and Management from the Division of Correctional Industries of the Utah Department of Corrections for use in the court case of the State of Utah vs. W. R. Grace et al. Included are personnel records; memoranda; investigative material; asbestos specific records (which may carry a 30 year retention schedule); and various other records related to this case. Records are for both the Department of Corrections staff and inmates. The inmate records may be subject to expungement.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). Retention is based on 29 CFR 1910.120(f)(8)(1995).

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 23874

TITLE: Utah Correctional Industries (UCI) asbestos court case records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. birthplace, medical or dental info, physical description, race, salary information, gender, SSN, and telephone number

Controlled. may contain psychological evaluations