

Retention and Classification Report

Agency: Department of Corrections. Bureau of Technical Services (271)

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Salt Lake City, UT 84107
801-265-5528

Records Officer: _____

80112	*Executive correspondence
80230	*Offender base criminal identification system
80232	*Offender master file
80249	*Offender psychological file
80251	*Systems guide

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80112

1

TITLE: Executive correspondence

DATES: undated.

ARRANGEMENT: Numerical

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These correspondence files primarily document the communication between the Board of Pardons' staff, outside parties, and other state agencies and the inmates regarding parole status and questions about inmates. Includes inter-office memorandums, letters and notes from inmates, and incoming and outgoing letters.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

These director's and board members' records are one of the few kept by this office that document the primary activities of this office. Therefore, they should be kept for evidentiary reasons.

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80112

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80230

3

TITLE: Offender base criminal identification system

DATES: 1981-2006.

ARRANGEMENT: None

DESCRIPTION:

The OBCIS database is designed to provide consolidated information collected and stored by the separate divisions within the Department of Corrections. The system provides a communications network that supports the entry and access of information on the respective file. All data entry is through direct on-line access. The system is designed to protect the confidentiality of inmate data in compliance with privacy and access regulations and statutes. The data in the system is used to obtain a wide range of statistical information. It is used in the publication of research reports, annual reports, and other special documents. These assist management in assessing potential impact of proposed legislation or making budget and personnel decisions. The system also provides a complete history of an offender while under supervision of the Department of Corrections.

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 Offender base criminal identification system, GRS-2278.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
See individual files or records series contained within this particular records series for retention and scheduling information.

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80230

TITLE: Offender base criminal identification system

(continued)

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80232

3

TITLE: Offender master file

DATES: 1987-2006.

ARRANGEMENT: None.

DESCRIPTION:

The file is designed to provide all identifying information on offenders and to describe their current status within the correctional system. Data is regularly updated by online transactions.

RETENTION:

Retain permanently

DISPOSITION:

May 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:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Protected 63G-2-305(2008)

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80232

TITLE: Offender master file

(continued)

SECONDARY DESIGNATION(S):

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

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80249

3

TITLE: Offender psychological file

DATES: 1987-2000.

ARRANGEMENT: None

DESCRIPTION:

This file is used by the prison psychology office to record the psychological evaluation data on offenders. This information is updated as new data become available.

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:

Computer data files: Retain in Office for 2 years after offender has been released and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Bureau of Technical Services

SERIES: 80251

3

TITLE: Systems guide

DATES: 1983-2006.

ARRANGEMENT: None

DESCRIPTION:

This manual is used by programmers and information analysts to reprogram the computer and to ascertain whether the system is operating according to design.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Systems guide, GRS-2280.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This system guide has to be kept for the same length of time as the OBCIS files so that the data in the guide can be used to reference the tapes made from the on line files.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (11) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.