

Retention and Classification Report

Agency: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement (347)
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Records Officer: _____

02164	*Armory inventory system
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AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 2164

3

TITLE: Armory inventory system

DATES: 1985-1993.

ARRANGEMENT: None

DESCRIPTION:

These files are used to manage the security of weapons and the issuance of weapons to Correctional employees. Includes the inventory of weapons and the sign-out sheets.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Arms control files, GRS-2281.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Administrative need expressed by agency to document use of weapons

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 80142

3

TITLE: Daily guard logs

DATES: 1983-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are individual guard post logs and central guard office registers of occurrences during the guard's shift and are used in part as the initial evidence considered when an investigation is conducted. They are used to ensure that proper security procedures are being used. Monthly reports are created from these journals. They are also used in internal audits. Includes daily post logs, shift captain's log, vehicle logs, pass lists and communication logs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Daily guard logs, GRS-2394.

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 value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 80168

3

TITLE: Electronic security alarm system printouts

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are daily printouts of any incidents recorded on the monitoring system. Includes zone of alarm, time alarm went off, who acknowledged the alarm, and the time the alarm was cleared.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Electronic security alarm system printouts, GRS-2395.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (12) 1999

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 85187

3

TITLE: Evidence/property records

DATES: 1987-1993.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files are used by the Investigations Specialist to track the receipt of evidence or property. They show whether or not evidence/property was received and document destructions/dispositions. The files document the movement of evidence documents and are sometimes used by hearing officers. The files includes property receipts, destruction sheets, and evidence/property destructions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence/property records, GRS-2398.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after final disposition of evidence and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 80141

1

TITLE: Executive correspondence

DATES: 1985-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These correspondence files primarily document the communication between the staff and others, either internal or external, to the bureau.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

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:

Controlled UCA 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 85189

3

TITLE: Facility evidence logs

DATES: 1987-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs monitor the receipt and storage of evidence. The logs are kept on top of the safes at the various facilities where the evidence is gathered. They show the date, inmate's name, case number, description of evidence, and the officer's name.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence/property records, GRS-2398.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after final disposition of evidence or property and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 85188

3

TITLE: Facility evidence technician's logs

DATES: 1987-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

The logs are used to keep track of the removal of evidence by law enforcement officers. It shows the date removed, evidence/property description, technician's name, name of witness, case number, and inmate name. This is a check on the removal of evidence. The log is kept locked in the safe that the evidence was removed from.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Facility evidence technician's logs, GRS-2399.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy provided all litigation is resolved.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 80146

3

TITLE: Incident reports

DATES: 1983-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are initiated when an incident occurs involving an inmate or a staff member or both. In this bureau, they are used to initiate an investigation, if warranted.

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 after case is closed 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:

Controlled UCA 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 80149

3

TITLE: Investigation file logs

DATES: 1986-1990.

ARRANGEMENT: Alphabetical by subject's surname

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These logs are used to reference and locate an investigative case file. Information includes name of subject, numerical case file number, date, type of complaint, investigator to whom suspect is assigned, and date closed. This series was closed in 1990. Record series 13789, Investigative case file logs, is the current log for all investigations for the Department of Corrections and is created by the Bureau of Investigations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office until corresponding case files have been destroyed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 80153

1

TITLE: Policies and procedures files

DATES: 1983-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are developed by the administration and direction of security at the Utah State Prison. They involve external security policies and procedures only. They do not involve cell-block security procedures. These policies and procedures are under the supervision of the wardens. Includes manuals, directives, plans and reports.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State 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).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 80154

3

TITLE: Security equipment inventory control files

DATES: 1984-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the responsibility and accountability for all security equipment assigned to the enforcement bureau. Includes weapons inventory, ammunition inventory, hand receipts, inventories for radios, handcuffs, keys, chemical agents, flashlights, waist chains, badges, pagers and tactical team equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Security equipment inventory control files, GRS-2303.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after employee terminates or equipment is returned and then destroy.

APPRAISAL:

These records have fiscal value(s).

These records are necessary for audit review and to insure that employees return issued equipment before leaving the Department.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Division of Institutional Operations. Bureau of Enforcement

SERIES: 2166

3

TITLE: Terminated employees' equipment file

DATES: 1988-1993.

ARRANGEMENT: None

DESCRIPTION:

These files are used to track security equipment assigned to Department personnel. Includes weapons inventory, ammunition inventory, inventories for radios, handcuffs, keys, chemical agents, flashlights, waist chains, badges, pagers and tactical team equipment. Information includes name of employee, date assigned, type of equipment, equipment serial number, initials of employee receiving the equipment and the employee releasing the equipment and the date equipment was returned.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Security equipment inventory control files, GRS-2303.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after employee terminates or equipment is returned and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.