

## Retention and Classification Report

**Agency:** Department of Corrections. Adult Probation and Parole. Region 1 (400)

2540 Washington Blvd  
Ogden, UT 84401  
801-626-3700

**Records Officer:** \_\_\_\_\_

22977	Accounts payable
13377	Brigham City offender criminal histories
04633	Logan offender criminal histories
28874	Northern Utah Community Correctional Center control logs
06313	Northern Utah community correctional center resident case fi
04141	Ogden offender criminal histories

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 22977

3

**TITLE:** Accounts payable

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Provides documentation of accounts payable that document the expenditure of cash by the agency. Information may include payment invoices, purchasing records and supporting documentation. The official accounts payable records are maintained by the Department of Corrections, Finance Office.

**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 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 13377

3

**TITLE:** Brigham City offender criminal histories

**DATES:** 1986-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname

**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Offender criminal histories, GRS-2385.

**AUTHORIZED:** 08-01-2004

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 13377

**TITLE:** Brigham City offender criminal histories

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY DESIGNATION:**

Public	Name of individual, status (whether on probation or parole), crime committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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**SECONDARY DESIGNATION(S):**

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 4633

3

**TITLE:** Logan offender criminal histories

**DATES:** 1968-

**ARRANGEMENT:** Chronological, thereunder Alphabetical by offender's surname

**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain for 10 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Offender criminal histories, GRS-2385.

**AUTHORIZED:** 08-01-2004

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 4633

**TITLE:** Logan offender criminal histories

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY DESIGNATION:**

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not the individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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**SECONDARY DESIGNATION(S):**

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(1)(g) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 28874

3

**TITLE:** Northern Utah Community Correctional Center control logs

**DATES:** 1970-

**ARRANGEMENT:** Chronologically

**DESCRIPTION:**

These records support the agency's function to help offender's transition from incarceration to release (Utah Code 64-13-10.6(a)(2015)). Logs document the locations of residents at the Northern Utah Community Correctional Center, a halfway house designed to help those on probation or parole, and include the resident number. Tracks the location of inmates or residents. Includes the name of the inmate, inmate number, inmate classification level, cell number and location of inmate.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 28874

**TITLE:** Northern Utah Community Correctional Center control logs

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.



**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 6313

3

**TITLE:** Northern Utah community correctional center resident case files

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These records document the history of each resident of a community correctional center. Some of the documents are produced by other agencies prior to the resident's arrival, such as pre-sentence investigations and psychological reports. The records are used to manage and administer the resident's program. Information includes face sheet, judgment and commitment order, pre-sentence investigations, chronological notes, progress reports, employment verification/worksheets, leave-time forms, sponsor application, program agreement/contract, case plan, checking account/financial information, release of information forms, discharge summary, disciplinary/incident reports, classification/risk assessment, and psychological evaluations.

**RETENTION:**

Retain for 10 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04-01-2003

**FORMAT MANAGEMENT:**

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 6313

**TITLE:** Northern Utah community correctional center resident case files

(continued)

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public	Name of individual, crime committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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**SECONDARY DESIGNATION(S):**

Private.	Social security number, home address, and home phone number, specified medical data. Utah Code 63G-2-302(2)(d) 2014
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Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
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Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014 and Utah Code 63G-2-305(13) 2014
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**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 4141

3

**TITLE:** Ogden offender criminal histories

**DATES:** 1958-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname

**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain for 10 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Offender criminal histories, GRS-2385.

**AUTHORIZED:** 08-01-2004

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 1

**SERIES:** 4141

**TITLE:** Ogden offender criminal histories

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-201(2) 2013

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(2)(d) 2014  
Controlled.                      Utah Code 63G-2-304(1)(b) 2008  
Protected.                      Utah Code 63G-2-305(13) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.