

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Region 2. Administration and Ogden Office (401)
2540 Washington Boulevard
Ogden, UT 84401
435-626-3703

Records Officer: _____

25706 *Day reporting center offender files
06236 *Restitution payment accounting files

AGENCY: Department of Corrections. Adult Probation and Parole. Region 2. Administration and Ogden Office

SERIES: 25706

3

TITLE: Day reporting center offender files

DATES: 1994-2014.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Documents the history of all offenders on probation or parole. Includes offender's name, history of charges, commitments, name of case worker, monthly reports to probation or parole officer, copies of court records, a history of probation or parole, incident reports, restitution data, correspondence and the probation or parole agreement.

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:

Paper: Retain in Office until jurisdiction is terminated and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(1)(b)(2014)
Protected.	Utah Code 63G-2-305(10)(2014)
Controlled.	63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 2. Administration and Ogden Office

SERIES: 6236

3

TITLE: Restitution payment accounting files

DATES: 1955-2012.

ARRANGEMENT: Alphabetical by individual's surname.

DESCRIPTION:

These records are used to keep track of monies deposited in a restitution account. Monies deposited into these accounts are used for court ordered fines, court costs and victim reparations. Information includes deposit receipts, deposit books and bookkeeping ledgers, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resident restitution accounting records, GRS-2262.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after account has been paid in full or until input into the database and then destroy.

Computer data files: Retain in Office for 3 years after the account is paid in full and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2)(b) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.