

## Retention and Classification Report

**Agency:** Department of Corrections. Division of Institutional Operations. Bureau of Support Services (751)  
14717 South Minuteman Drive  
Draper, UT 84020  
801-571-2300

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

65529	*Administrative correspondence
80402	*Audit reports for institutional support services activities
80429	*Budget and planning files
80304	*Building construction management files
08573	*Commissary receipts
80341	*Employee paycheck control logs
80339	*Employee work assignment logs
80317	*Employee work schedule
13507	*Execution preparation files
80340	*Inmate time sheets
80425	*Library card catalog
80431	*Policies and procedures
80427	*Prison library shelf list
80432	*Records transfer sheets
80321	*Salt Lake City Board of Health reports
80421	*Service delivery management analysis files
80303	*Staff meeting minutes
80433	*Time and leave records
80435	*Warrant requests

**AGENCY:** Department of Corrections. Division of Institutional Operations. Bureau of Support Services

**SERIES:** 65529

1

**TITLE:** Administrative correspondence

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created in the course of administering agency programs.  
Information includes office organization, staffing, procedures,  
and internal communications.

**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 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 Support Services

**SERIES:** 80402

1

**TITLE:** Audit reports for institutional support services activities

**DATES:** 1986-2014.

**ARRANGEMENT:** Alphabetical by activity, thereunder chronological

**DESCRIPTION:**

These are the internal audit results for all support services activities within the prison. This office has the responsibility for conducting these audits. These activities include library services, mental health services, religious services, the business office, the commissary, the hobby shops, and alcohol abuse treatment services. These reports include an introduction, statement of concepts and audit methodologies, policies and procedures, working papers, findings and recommendations, and the final report.

**RETENTION:**

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Department of Corrections. Division of Institutional Operations. Bureau of Support Services

**SERIES:** 80402

**TITLE:** Audit reports for institutional support services activities

(continued)

**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 Support Services

**SERIES:** 80429

3

**TITLE:** Budget and planning files

**DATES:** 1982-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are papers used to assist in the preparation of the bureau's budget to justify budget requests presented to the division director. This includes working papers, cost statements, and rough data accumulated in preparation of annual budget estimates.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after close of fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, 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 Support Services

**SERIES:** 80304

1

**TITLE:** Building construction management files

**DATES:** 1978-2014.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

**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 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 retention is based on UCA 78-12-25.5.

**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 Support Services

**SERIES:** 8573

3

**TITLE:** Commissary receipts

**DATES:** 1979-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are internal records of direct sales made to an inmate from the commissary. These are used to transfer funds from the inmate's account to the commissary account. This includes inmate's name, signature, and block assignment; date, amount, and description of purchase; and account balance after purchase.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 11/1986

**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, and/or fiscal value(s).  
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 13, 1986.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(b),(d) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Division of Institutional Operations. Bureau of Support Services

**SERIES:** 80341

3

**TITLE:** Employee paycheck control logs

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used by the agency to ensure that an employee has received their paycheck. This includes, pay period, date, name of employee, and employee signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Paycheck sign-off sheet files, GRS-2325.

**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:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.



**AGENCY:** Department of Corrections. Division of Institutional Operations. Bureau of Support Services

**SERIES:** 80339

3

**TITLE:** Employee work assignment logs

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used by the agency to control and monitor the work assignments made on a daily basis for both state employees and inmate employees used by the agency. This includes, date assignment location of morning and evening code to indicate the leave status of the employee for the day, and the name of the employee or inmate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff schedules, GRS-2346.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 Support Services

**SERIES:** 80317

3

**TITLE:** Employee work schedule

**DATES:** 1984-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the work schedules for all employees within the Support Food Services section. These are prepared monthly and weekly. They are also used to prepare time sheets. This includes, date, shift leader's name, staff on duty during the respective shift and the duty position the individual will work.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff schedules, GRS-2346.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 Support Services

**SERIES:** 13507

3

**TITLE:** Execution preparation files

**DATES:** 1989-2014.

**ARRANGEMENT:** Alphabetical by executed inmate's surname

**DESCRIPTION:**

These records are created by the Maintenance secretary. They are a step-by-step, day-by-day record of the preparations made for impending executions. Information includes staffing patterns, work requests, equipment requirements, and checklists. These are kept for reference purposes.

**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:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Computer data files: Retain in Office until inmate is executed and then delete.

**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 Support Services

**SERIES:** 80340

3

**TITLE:** Inmate time sheets

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents the hours worked by an inmate. Includes the name of the inmate, inmate number, dates and hours worked, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate time sheet files, GRS-2382.

**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 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 Support Services

**SERIES:** 80425

3

**TITLE:** Library card catalog

**DATES:** i 1969-2014.

**ARRANGEMENT:** Alphabetical by either subject, author, or title

**DESCRIPTION:**

These are cards files for locating any book or magazine on the shelves of the prison library. This includes the catalog number, the title of the book or magazine, the publisher's name, the author's name if a book, and a brief description of the item.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prison library card catalog, GRS-2298.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded or outdated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These card files are needed to keep track of the prison library's holdings and therefore have only administrative value.

**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 Support Services

**SERIES:** 80431

1

**TITLE:** Policies and procedures

**DATES:** 1983-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are policies and procedures that govern the operation and administration of the various programs in the bureau. Also includes, procedures and policy for employee leave, travel rules, training, performance plans and appraisals, working conditions, employee compensation, security measures, and employee conduct.

**RETENTION:**

Permanent. Retain for 5 year(s) after superseded

**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 State Records Center for 5 years after superseded or outdated 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 Support Services

**SERIES:** 80427

3

**TITLE:** Prison library shelf list

**DATES:** i 1969-2014.

**ARRANGEMENT:** Alphanumerical by Dewey Decimal System

**DESCRIPTION:**

These are card files of the library's holdings on the shelves of the four respective prison library units. It is used for inventory control. Information includes the title, author, publisher, accession number, and date published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prison library shelf list, GRS-2300.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded or updated 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 Support Services

**SERIES:** 80432

3

**TITLE:** Records transfer sheets

**DATES:** 1986-2014.

**ARRANGEMENT:** Alphanumerical by record series title and date

**DESCRIPTION:**

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer's name and signature, Chief administrative Officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

**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:**

Paper: Retain in Office for 5 years after records are destroyed and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on General Schedule 16, Item 3b.

**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 Support Services

**SERIES:** 80321

3

**TITLE:** Salt Lake City Board of Health reports

**DATES:** 1983-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are quarterly health inspections done by the county health department to determine the cleanliness of the kitchen and the compliance to health regulations and laws. This includes the date of the report, the condition of the kitchen area, and narrative comments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Health department inspection files, GRS-2290.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on 1988 General Schedule 16-24.

**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 Support Services

**SERIES:** 80421

1

**TITLE:** Service delivery management analysis files

**DATES:** 1986-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are inferential, quantitative, and qualitative analysis records of the bureau's delivery of services. They are used as a management tool to determine if the bureau's goals and objectives equal their accomplishments. These include work studies, outcome of impact on client population, summary data, names of staff, events, and descriptions of treatment techniques.

**RETENTION:**

Permanent. Retain for 4 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 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These are valuable secondary sources for research since they are a self-evaluation of the program activities.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Corrections. Division of Institutional Operations. Bureau of Support Services

**SERIES:** 80303

3

**TITLE:** Staff meeting minutes

**DATES:** 1979-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are highlights of the conversation at staff meetings and the decisions reached by members of the staff during the meeting. This includes treatment staff minutes, aftercare staff minutes, and a melange of special committee staff minutes.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records should be retained for research use. The special committee minutes are especially important since they document special projects at the prison which were one-time activities.

**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 Support Services

**SERIES:** 80433

3

**TITLE:** Time and leave records

**DATES:** 1984-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

In addition if to the number of hours and category of time an employee worked, these records also document the leave time an employee uses and earns. This includes, completed applications for leave, annual leave slips and a bi-weekly record of the hours each employee worked. It also has the name, job title, dates of work periods and the employee's social security number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Time sheets, GRS-2347.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This retention is based on the requirements prescribed in the Fair Labor Standards Act.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Division of Institutional Operations. Bureau of Support Services

**SERIES:** 80435

3

**TITLE:** Warrant requests

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is the input document for creating a warrant. Its purpose is to request the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the the agencies. It also processes all payments for travel expenses. This agency's copy of these documents are maintained at the department level. This includes vendor's/payee's name and address, invoices, invoice numbers and amounts, and a brief description of what was purchased.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Warrant requests, GRS-2332.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.