

## Retention and Classification Report

**Agency:** Department of Corrections. State Women's Prison (791)

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

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**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2747

1

**TITLE:** Administrative correspondence

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Records of a general nature which would be created in the course of administering agency programs. Information could include office organization, staffing, procedures, and internal communications. Includes electronic mail that communicates the above.

**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 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2763

1

**TITLE:** Administrative staff meeting minutes

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the minutes of various committees and staff meetings held within the Department. Examples include staff meetings, Supervisor's meetings, Parole Staff, Director's meetings, Correctional Advisory Council, and the Information Committee. The minutes may include the date and time of the meeting, the agenda, names of attendees, a summary of all matters proposed, discussed or decided, and a record of any votes taken during the meeting.

**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 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

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2763

**TITLE:** Administrative staff meeting minutes

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2707

3

**TITLE:** Approved visitors files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides documentation of inmate visitation requests. Includes the name of the person, reason for visit, name of inmate, date and time of visit.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Visitor's files, GRS-2393.

**AUTHORIZED:** 04-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after release from prison and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private                      utah Code 63G-2-302(2015)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2698

3

**TITLE:** Count sheet files

**DATES:** 1989-2000.

**ARRANGEMENT:** None

**DESCRIPTION:**

This series documents that an inmate was accounted for and the location of the inmate or resident during each inmate check. Includes the name of the inmate, inmate number, location of inmate, date and time of check, name of officer conducting the check, and cell, block and facility totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate count sheets, GRS-2370.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2769

3

**TITLE:** Critical incident reports

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records document critical incidents within the facility. They include the date, time and location of the incident, name of the individuals involved, names of witnesses, a description of the incident, and action recommended or taken.

**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 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (12)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2731

3

**TITLE:** Employee time sheet files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides a record of employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime schedules.

**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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security Number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2727

3

**TITLE:** Employee work schedules

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document the work schedules for correctional personnel within each section. The schedules are prepared monthly and weekly and are used to verify time sheets. Information includes date, shift leader's name, staff on duty during the respective shift, and the position assigned to each employee.

**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 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2748

1

**TITLE:** General correspondence

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Internal or external correspondence regarding general program information duplicated elsewhere, which does not contain information critical to understanding the manner in which the office functions.

**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 destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2757

1

**TITLE:** General orders

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Policies and procedures that govern the operation and administration of various programs within the Department of Corrections. Topics may include offender treatment, prison security, employee training, etc. The series may contain post orders, special orders, directives, plans, reports, memorandum, forms, etc.

**RETENTION:**

Permanent. Retain until 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 Office until superseded 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 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2681

3

**TITLE:** Inmate files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records document the prison history of an inmate. They include commitment papers, incident reports, treatment plans, correspondence, contracts, Parole Board results, and other related records.

**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 Inmate files, GRS-2372.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends 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

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2681

**TITLE:** Inmate files

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(b)(2014)

Protected. Utah Code 63G-2-305(10)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2733

3

**TITLE:** Inmate time sheet files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records document the hours worked by an inmate. They include the name of the inmate, the inmate number, dates worked, and the hours worked.

**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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private                      utah Code 63G-2-302(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2764

1

**TITLE:** Internal audit files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document internal audits conducted by the Internal Audit Bureau. Files consist of memorandum, audit control files, audit working papers, drafts and final reports, follow-up papers, supporting documents, correspondence, staff notes, etc.

**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 destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2015)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2754

3

**TITLE:** Investigative files

**DATES:** 1989-2014.

**ARRANGEMENT:** Alphabetical by inmate number, thereunder chronological  
**DESCRIPTION:**

Case files consisting of criminal and civil investigations and inmate grievance investigations. Information may include personal data, investigative reports, witness statements, law enforcement information, criminal history, lab reports, and any other information related to the investigation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Investigative case files, GRS-2230.

**AUTHORIZED:** 03-01-2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after case closes 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:**

Protected UCA 63G-2-305 1997

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2725

3

**TITLE:** Laundry files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This file is used to track the number of bed linens processed for each housing unit. Information includes the number of sheets, pillow cases, blankets and bed pads received, housing unit, date, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Laundry count sheet files, GRS-2292.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2782

3

**TITLE:** Library record files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This series is a daily, monthly, and annual record of the number of books checked out in each unit. Information includes the number of books checked out, the library units involved, and the date the books were checked out.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prison library circulation records, GRS-2299.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2719

3

**TITLE:** Medical cell logs

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records are used to monitoring inmates requiring special medical care. Information may include name of resident, case number, file number, date, type of illness or injury, name of case worker , etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Logs, GRS-2231.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy provided administrative need has ended and not litigation is pending.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2742

3

**TITLE:** Money transfer files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are authorizations signed by the inmate allowing the Business Office to transfer money from an individual account to the Inmate Fund and transfer checks written on that account to pay a vendor. This is a source document for the check file and transaction file maintained on the computer system. Information includes date, signature of inmate, staff and witnesses, the amount and payee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Money transfer authorizations, GRS-2257.

**AUTHORIZED:** 06-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2703

3

**TITLE:** Out-of-cell time logs

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These logs document the time spent out-of-cell by inmates. Information includes name of inmate, location when out of cell, case number, file number, date, name of case worker, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Logs, GRS-2231.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy provided administrative need has ended and no litigation is pending.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2721

3

**TITLE:** Property files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides an inventory of all moves, release and disposition of property, confiscation copies, TV contracts, TV closures, and incoming property. The file also contains the property confiscation log and property destruction log.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate property file, GRS-2253.

**AUTHORIZED:** 06-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after parole or termination of jurisdiction and then destroy.

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2785

3

**TITLE:** Special inmate management files

**DATES:** 1989-2000.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files are used to document special checks made on certain inmates for whom special management was suggested by the psychologist. The file includes the inmate's name and number, cell number, date form was filled out, date special checks were initiated, incident or discipline report number, any temporary restraining orders, name of psychologist or staff member who recommended the special management, name of warden who authorized the special management, names of staff members in the Classification Office who were notified, special notes, any diet restrictions, items issued to the inmate, date of issue, amount of each item issued, date items were returned, amount of each item returned, list of items present when checks were made, sick call visits, special management team visits and other contact with inmates.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special inmate management cell file, GRS-2392.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Controlled Utah Code 63G-2-304(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2693

3

**TITLE:** Weekly inspection logs

**DATES:** 1989-2000.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents random or routine searches of inmates or residents and their rooms or cells. Includes the name of the inmate or resident, inmate/resident number, location of the search, date and time of search, name of officer conducting the search, and a description of any contraband found.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident and premises inspection records, GRS-2407.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy provided all grievance hearings or litigation have been resolved.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Department of Corrections. State Women's Prison

**SERIES:** 2702

3

**TITLE:** Weekly master pass lists

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This record provides a daily list of inmates who are cleared to work outside the secured perimeter of the facility. The file includes the work supervisor's name, inmate name, inmate number, classification level, housing assignment, the hours the inmate is cleared to be out, and related information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Master pass list, GRS-2384.

**AUTHORIZED:** 07-01-2000

**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 03/2015.