

## Retention and Classification Report

**Agency:** Department of Corrections. Young Adult Correctional Facility (792)

1417 South Minteman Drive  
Draper, UT 84020

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

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**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2319

3

**TITLE:** Attorney request files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records are generated when an inmate requests to see an attorney. The files include the inmate's name and number, date of the request, status of appointment, inmate's housing location, and other information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Attorney request forms, GRS-2358.

**AUTHORIZED:** 07-01-2000

**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. Young Adult Correctional Facility

**SERIES:** 2339

3

**TITLE:** Board of Pardons reports

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records document inmates' appearances before the Board of Pardons. They include the inmate's name, date of appearance, and the results of the hearing.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Board of pardons results, GRS-2361.

**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:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2349

3

**TITLE:** Commissary accounting files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides a record of sales and purchases made by the inmate's commissary. The files are used in a monthly audit of the commissary as well as managing the commissary's inventory. Includes financial statements, accounts payable, balance sheets, audit and payment detail to vendors, and inventory control documents.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Commissary accounting files, GRS-2315.

**AUTHORIZED:** 01-01-2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years 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 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2351

3

**TITLE:** Confiscation files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This log records the confiscation of contraband from inmates or residents by Department personnel. Includes the name of the inmate, inmate number, description of the contraband, date, and name of the Department personnel.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contraband confiscation logs, GRS-2364.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy provided all disciplinary action has been resolved.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2355

3

**TITLE:** Count sheets 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 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(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2416

3

**TITLE:** Disciplinary action files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents the result of the Disciplinary Board's hearing into an inmate's violation of the facility's rules. A copy of the report is also filed in the inmate's file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Disciplinary reports, GRS-2368.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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. Young Adult Correctional Facility

**SERIES:** 2346

3

**TITLE:** Evidence/property records

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents the receipt of evidence or property gathered during an investigation. The series is also used to document the storage and movement of evidence from the time of receipt to the final disposition. Includes property receipts and destruction sheets. Information may include the date received, name of inmate, case number, description of evidence, and date and manner of disposition.

**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 the 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 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 85291

1

**TITLE:** Executive correspondence

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies , procedures and achievements. Includes electronic mail that communicates the above.

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2417

1

**TITLE:** General order files

**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. Young Adult Correctional Facility

**SERIES:** 2424

3

**TITLE:** Grievance files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides documentation of the investigation into any grievance filed by an inmate. Includes name of inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, result of the investigation, and the result of the grievance hearing.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate grievance files, GRS-2373.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy provided no litigation is pending.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2427

3

**TITLE:** Grievance logs

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents the grievance complaints made by inmates. Information may include the name of the inmate, inmate number, description of grievance, names of individuals involved, 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. Young Adult Correctional Facility

**SERIES:** 2433

3

**TITLE:** Incident reports

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents incidents occurring within the facility. May include reports involving staff members, inmates or non-individual incidents such as doors ajar, etc. Includes date, time and location of incident, name of individuals involved, names of witnesses, description of incident or security breach, and action taken or recommended. Any incident resulting in disciplinary action would be retained in the inmate/resident file or the employee file.

**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 Utah Code 63G-2-305(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2434

3

**TITLE:** Indigent lists

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Indigent lists are created by Inmate Funds Accounting Office to document indigency. They are used by the mail unit to identify indigent inmates authorized to receive postage issued to each inmate on a weekly basis. If an inmate has been declared indigent, they are eligible to receive an allowance of five first-class postage stamps per week. These logs are used to document an inmate's right to access attorneys, courts, government officials, and to maintain ties with their community and family. Information includes the name of the inmate and the postage issued.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Indigent mail logs, GRS-2267.

**AUTHORIZED:** 06-01-1999

**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(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2556

3

**TITLE:** Inmate files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents the prison history of an inmate. Includes commitment papers, admittance and assessment records, Parole Board results, incident reports, contracts, treatment plans, pre-release agreements, detainers, disciplinary reports, education and work records, correspondence, and other related records.

**RETENTION:**

Permanent. Retain for 1 year(s) after separation

**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 for 1 year after inmate is released or dies 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. Young Adult Correctional Facility

**SERIES:** 2556

**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. Young Adult Correctional Facility

**SERIES:** 2460

3

**TITLE:** Inmate hiring files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document the hiring of inmates. Information includes inmate name, job hired for, pay rate, etc.

**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 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. Young Adult Correctional Facility

**SERIES:** 2462

3

**TITLE:** Inmate mail lists

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Indigent lists are created by Inmate Funds Accounting Office to document indigency. They are used by the mail unit to identify indigent inmates authorized to receive postage issued to each inmate on a weekly basis. If an inmate has been declared indigent, they are eligible to receive an allowance of five first-class postage stamps per week. These logs are used to document an inmate's right to access attorneys, courts, government officials, and to maintain ties with their community and family. Information includes the name of the inmate and the postage issued.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Indigent mail logs, GRS-2267.

**AUTHORIZED:** 06-01-1999

**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(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2466

3

**TITLE:** Inspection reports

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents inspections of cells, common areas, dayrooms, etc.

**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 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. Young Adult Correctional Facility

**SERIES:** 2362

3

**TITLE:** Leave of absence files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Applications for leave and supporting papers relating to request for and approval of employee leave.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Leave applications, GRS-2340.

**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:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2468

3

**TITLE:** Maintenance request files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides a record of requests for maintenance and repairs at the Correctional facilities. Includes the date, name of requestor, and a description of the problem.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Building maintenance requests, GRS-2285.

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2474

3

**TITLE:** 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.

**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.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2478

3

**TITLE:** Medical and dental request files

**DATES:** 1989-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

These records are used to document medical appointments for inmates who require special medical care. Information includes appointment date, inmate name and number, clinic name and address, doctor, and return time.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule University medical center scheduled appointments, GRS-2355.

**AUTHORIZED:** 10-01-1999

**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. Young Adult Correctional Facility

**SERIES:** 2479

3

**TITLE:** Monthly car reports

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides a record of gas and oil consumption, dispatching and scheduling of motor vehicles.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Motor pool operation records, GRS-2295.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office until obsolete 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. Young Adult Correctional Facility

**SERIES:** 2481

3

**TITLE:** Move orders

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents the authorization granting an inmate or resident to move from one facility within the prison or center to another. Includes the name of the inmate or resident, inmate number, date and time of movement, purpose of movement, destination and the name of the person granting the move.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate movement authorization files, GRS-2401.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 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. Young Adult Correctional Facility

**SERIES:** 2504

3

**TITLE:** Performance action files

**DATES:** 1989-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, statement of witnesses, employee's reply, hearing notices, reports, decisions, reversal of action and appeal of records, excluding letters of reprimand.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Adverse action files, GRS-2333.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after final action 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. Young Adult Correctional Facility

**SERIES:** 2482

3

**TITLE:** Performance evaluation files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Record of evaluation of compliance with performance plans agreed upon by the employee and supervisor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Performance evaluation, GRS-2341.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or 3 years after death or retir and then destroy and as part of the personnel file.

**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. Young Adult Correctional Facility

**SERIES:** 2491

3

**TITLE:** Performance plans

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Record of performance understanding completed between the employee and their supervisor. The plan consists of time-frames, duties identified, yearly goals and expectations of the employee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Performance plan, GRS-2342.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years after termination as part of employee file and then destroy.

Paper copy: 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. Young Adult Correctional Facility

**SERIES:** 2516

1

**TITLE:** Policy and procedure files

**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. Young Adult Correctional Facility

**SERIES:** 2541

1

**TITLE:** Post 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. Young Adult Correctional Facility

**SERIES:** 2467

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.

**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. Young Adult Correctional Facility

**SERIES:** 2543

3

**TITLE:** Property releases

**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.

**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 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2577

3

**TITLE:** Requisition files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Requisitions for supplies and equipment purchased by the Department.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Supply requisitions, GRS-2328.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years 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 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2547

3

**TITLE:** Resident purchase orders

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Provides a record of purchases by the inmates at the Commissary.  
May include name of inmate, inmate number, item purchases and  
amount of purchase.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate  
purchase orders, GRS-2254.

**AUTHORIZED:** 06-01-1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2613

3

**TITLE:** Speaking engagement request files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, etc.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public presentations files, GRS-2004.

**AUTHORIZED:** 02-01-2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have 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. Young Adult Correctional Facility

**SERIES:** 2614

1

**TITLE:** Special 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. Young Adult Correctional Facility

**SERIES:** 2615

3

**TITLE:** Staff 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. Young Adult Correctional Facility

**SERIES:** 2642

3

**TITLE:** Telephone logs

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Log of incoming calls from residents. The log is used to record the content of all messages for security and accountability reasons. Includes name of staff receiving message, name of resident placing the call, date and summary of the message.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident telephone logs, GRS-2275.

**AUTHORIZED:** 06-01-1999

**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. Young Adult Correctional Facility

**SERIES:** 2661

3

**TITLE:** Time sheets 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, and/or fiscal 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. Young Adult Correctional Facility

**SERIES:** 2666

3

**TITLE:** Transfer request files

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents employee requests to transfer to another facility.

**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 for 1 month and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2668

3

**TITLE:** Travel orders

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years 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 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2675

3

**TITLE:** Visiting requests 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, etc.

**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)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Corrections. Young Adult Correctional Facility

**SERIES:** 2677

3

**TITLE:** Work reports

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

Documents the work assignments made by the staff to residents to perform standard cleaning routines in and around the facilities. Includes daily welfare inspection worksheets, room cleaning assignments, kitchen cleaning schedules, general facility cleanup assignments, and living area cleanup schedules.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident work assignment records, GRS-2242.

**AUTHORIZED:** 10-01-2000

**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.