

Retention and Classification Report

Agency: Department of Corrections. South Point Correctional Facility (1639)

P.O. Box 250
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Records Officer: _____

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AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80166

1

TITLE: Board of Pardons results (inmate housing)

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a listing of inmates that appeared before the Board of Pardons for review of their sentence and incarceration in order to decide if they should be granted parole. It is used as reference information by correctional administrators, wardens, and inmate records managers. These records are also maintained by the Board of Pardons. Includes inmate's name, date appeared before the Board of Pardons, and results of hearings.

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. South Point Correctional Facility

SERIES: 8574

3

TITLE: Community release work program records

DATES: 1983-1988.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These records document transportation expenses for inmates participating in work release programs with private employers outside the prison. The inmate was required to pay for the transportation to the place of employment. This is essentially an accounts payable file of the above requirement. This includes a listing of inmates, file numbers, amounts due and the inmate's signature. This file is now obsolete.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

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. South Point Correctional Facility

SERIES: 563

4

TITLE: Control logs

DATES: 1981-2014.

ARRANGEMENT: Chronological, thereunder alphabetical by facility

DESCRIPTION:

Log used to track inmate movements and record events that occur during each shift. Includes shift leader name, lead man name, name of control room officer, floor officer name, shift number, location, inmate name and number, where inmate is moving from and to, any trips outside of facility, time left, time returned, event, time of event, actions taken, special inmate management checks (SIM), name of inmate on SIMS, cell number, and frequency of check.

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 destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on administrative need and the possibility of its use as litigation support. UCA 78-12-28 (1987) establishes a 2-year statute of limitation for actions "against a marshal, sheriff, constable, or other officer upon a liability incurred by the doing of an act in his official capacity" and "for injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983.", while UCA 78-12-26 (1986) establishes a 3-year statute of limitations for "an action for relief on the ground of fraud or mistake."

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008) Housing identification (identifies exact inmate).

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (2008) All other information.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 563

TITLE: Control logs

(continued)

Protected. UCA 63G-2-305(8) (2008) Identification of informants.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 552

1

TITLE: Control one count sheet files

DATES: 1981-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This series documents that an inmate was accounted for and the location of the inmate or resident during each 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 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:

Protected UCA 63G-2-305 (12)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 588

3

TITLE: Control one key log sheet files

DATES: 1981-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to keep track of who checks keys out from control one. The file includes the name of the person checking keys out, time-out (when key was checked out) time-in (when key was returned), date, and any emergency keys that were requested.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Control one key log, GRS-2287.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Since keys are returned files are administrative and have no use after 1 month.

PRIMARY DESIGNATION:

Private To protect individuals who have access to keys to controlled areas.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80167

3

TITLE: Disciplinary reports

DATES: undated.

ARRANGEMENT: Chronological

DESCRIPTION:

These are active and inactive copies of the results of the Disciplinary Board's hearings into an inmate's violations of prison rules. A copy of this record is given to the inmate, one is put in his file, one is kept by the disciplinary officer, and one is kept in these files. Includes narration of the incident and hearing results.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80164

1

TITLE: Executive correspondence files

DATES: 1980-2014.

ARRANGEMENT: None

DESCRIPTION:

The wardens' files document the internal administration of the facility and its primary mission, which is to institutionalize and incarcerate offenders sentenced to penal servitude by the courts of Utah. Other records in these files are related to housekeeping activities. These records are housed at North Point, South Point, and Gunnison facilities.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 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:

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

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80164

TITLE: Executive correspondence files

(continued)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-305(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80397

3

TITLE: Inmate disciplinary files

DATES: 1950-2014.

ARRANGEMENT: Alphanumerical by year and inmate's name

DESCRIPTION:

These are active and inactive copies of the results of the Disciplinary Board's hearings into an inmate's violations of prison rules. A copy of this record is given to the inmate, one is put in his file, and one is kept in these files. When the case is finally closed they are put into the inactive files. However, the inactive files are of no value to the staff. This includes, narration of the incident, hearing results, affidavits, and evidence.

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.

Sound recordings: Retain in Office until administrative need has been met and then erase.

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. South Point Correctional Facility

SERIES: 85288

1

TITLE: Inmate Housing Assignment Committee files

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This file consists of reports by the Inmate Housing Assignment Committee (IHAC). The Committee is responsible for housing decisions, changes in housing assignments, outside job assignments, and interstate transportation of inmates based on classification levels or changes in classification levels.

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. South Point Correctional Facility

SERIES: 80410

3

TITLE: Inmate movement authorization files

DATES: 1980-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to document the authorization granted to an inmate to move from one facility within the prison to another. They are also used to track where an inmate is located at any particular time. This includes date and times of movement, purpose of movement, name of inmate, and destination of inmate.

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. South Point Correctional Facility

SERIES: 80257

3

TITLE: Inmate visitor files

DATES: 1989-2014.

ARRANGEMENT: Chronological

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 and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80259

3

TITLE: Investigative records

DATES: 1989-2000.

ARRANGEMENT: Chronological

DESCRIPTION:

These are routine intelligence investigations about inmates, or allegations about criminal activity being committed by inmates or staff. In some instances, these files are used as the basis for criminal prosecution.

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, and/or legal value(s).

These records have primary administrative value because they keep track of the investigative process. They have secondary legal value because they may be used in prosecution procedures and for litigation support. Since some crimes have no statute of limitations the files may be disposed of when any cases resulting from the files are closed.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80263

1

TITLE: Staff minutes

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are the administrative minutes of the facility staff meetings. They document any administrative decisions reached by the staff and contain an abstract of the conversation between staff during the staff meeting. This includes date and time of meeting, attendees, summaries of conversations and decisions reached.

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 transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80264

3

TITLE: Staff schedules

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the work schedules for all employees within respective facilities. These are prepared monthly and weekly. 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 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 582

3

TITLE: Transportation move order files

DATES: 1981-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This file is used to track the movement of inmates within or without the prison. The file includes inmate name and number, old housing assignment, new housing assignment, job change, classification level, and date of move. This information is recorded as the move occurs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate transportation order files, GRS-2402.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal 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. South Point Correctional Facility

SERIES: 80297

3

TITLE: Unit daily shift logs

DATES: 1980-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are individual officer post logs and central office registers of occurrences during the officer's shift. Includes count sheets, daily logs, staff journals, faulty inspection reports, visitor daily logs, shift captain's log, pass lists and communication logs.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80298

3

TITLE: Visitor control files

DATES: undated.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the authorization granted to a visitor to enter the prison facilities. This includes memorandums to and from contractors, service personnel or state employees making the request, reason for the visit and date of the 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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. South Point Correctional Facility

SERIES: 80299

1

TITLE: Warden's reports

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly and weekly summaries of events which have occurred within the respective facility. They include information from Incident Reports, C-Notes, Physical Inspection Worksheets, Duty Logs, the date and the Warden's signature.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 after weekly summaries are removed and destroyed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Monthly reports have research value and secondary value. Weekly reports need to be kept for audit reviews, but may then be destroyed.

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. South Point Correctional Facility

SERIES: 80300

3

TITLE: Weekly activity sheets

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of the originals which are held at the recreation office for these facilities. They are listings of all activities occurring at the prison every week of the year. They include schedules for events affecting staff, inmates, or both. These records are used to notify staff and inmates of upcoming events. The information includes a weekly calendar showing the name, date, and time of activity.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Weekly activity sheets, GRS-2245.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
This information has no value other than its administrative use.
The records can be destroyed after the events have transpired.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.