

Retention and Classification Report

Agency: Department of Corrections. Security Section (1640)

P.O. Box 250
Draper, UT 84020

Records Officer: _____

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AGENCY: Department of Corrections. Security Section

SERIES: 745

3

TITLE: Inmate incident video tape files

DATES: 1988-1993.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These files consist of video tapes recorded during forced cell movements or incidents involving inmates. The videos are used for litigation support against charges of brutality, property damage, etc. A forced cell movement occurs when an inmate is assigned to another cell and refuses to move on his own accord. At that time the Special Operations Unit is called in to forcibly move the inmate. The series may also contain video tapes of incidents which occur at the Prison involving inmates. The purpose of these videos is to capture the events as they occur and are used to protect officers and Department staff members against charges of brutality or property damage.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

Video recordings master: 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 legal value(s). The retention and disposition is based on the statutes of limitations outlined in Utah Code 78-12 (1998). In accordance with Utah Code 78-12-26(2) (1998), the statute of limitations for "injuring personal property" is three years. Pursuant to Utah Code 78-12-28 (1998) the statute of limitations for actions against a public officer is two years.

AGENCY: Department of Corrections. Security Section

SERIES: 745

TITLE: Inmate incident video tape files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 791

3

TITLE: K-9 annual reports

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records report the activities of the K-9 Team to their bureau office. The information includes number of: case reports, information reports, reports filed, arrests (broken down by offense), yard checks, shakedowns (areas searched and contraband found) , drug searches, explosive searches, demonstrations (for schools, etc.), impounds, citations (broken down by type), outside checks, agency checks, inmate identification checks, and recaps of case reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule K-9 reports, GRS-2403.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided a copy of the annual report has been sent to the State Archives.

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. Security Section

SERIES: 778

3

TITLE: K-9 biennial report

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records report the activities of the K-9 Team to their bureau office. The information includes number of: case reports, information reports, reports filed, arrests (broken down by offense), yard checks, shakedowns (areas searched and contraband found) , drug searches, explosive searches, demonstrations (for schools, etc.), impounds, citations (broken down by type), outside checks, agency checks, inmate identification checks, and recaps of case reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule K-9 reports, GRS-2403.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy provided a copy of the annual report has been sent to the State Archives.

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. Security Section

SERIES: 766

3

TITLE: K-9 monthly statistics report

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records report the activities of the K-9 Team to their bureau office. The information includes number of: case reports, information reports, reports filed, arrests (broken down by offense), yard checks, shakedowns (areas searched and contraband found) , drug searches, explosive searches, demonstrations (for schools, etc.), impounds, citations (broken down by type), outside checks, agency checks, inmate identification checks, and recaps of case reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule K-9 reports, GRS-2403.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy provided a copy of the annual report has been sent to the State Archives.

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. Security Section

SERIES: 782

3

TITLE: K-9 quarterly reports

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records report the activities of the K-9 Team to their bureau office. The information includes number of: case reports, information reports, reports filed, arrests (broken down by offense), yard checks, shakedowns (areas searched and contraband found) , drug searches, explosive searches, demonstrations (for schools, etc.), impounds, citations (broken down by type), outside checks, agency checks, inmate identification checks, and recaps of case reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule K-9 reports, GRS-2403.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided a copy of the annual report has been transferred to Archives.

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. Security Section

SERIES: 805

3

TITLE: K-9 Unit daily statistical and activity report

DATES: 1988-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are similar to the others but also include a list of activities. The information includes case reports, information reports, reports filed, arrests (broken down by offense), yard checks, shakedowns (areas searched and contraband found) , drug searches, explosive searches, demonstrations (for schools, etc.), impounds, citations (broken down by type), outside checks, agency checks, inmate identification checks. They also can contain recaps of case reports, incidents. The activity section contains a place for listing time and activity.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule K-9 reports, GRS-2403.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided a copy of the annual report has been transferred to Archives.

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. Security Section

SERIES: 806

3

TITLE: K-9 Unit training records

DATES: 1989-1993.

ARRANGEMENT: Alphabetical by area of training

DESCRIPTION:

These are files broken down by areas of training that the handlers put their dogs through. The areas are apprehension, tracking, detection, and obedience. The records are written by the handlers in code to save time. Only the handlers can understand the records and they are sometimes used in court and are interpreted by a dog handler.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule K-9 unit training records, GRS-2404.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until the dog has been retired or released from program 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. Security Section

SERIES: 762

3

TITLE: Officer rescue project building files

DATES: 1988-1993.

ARRANGEMENT: Alphabetical by facility

DESCRIPTION:

These records are an intelligence file providing information that is used in the preparation of the officers for special operations. They consist of information on all prison facilities and jails used by corrections. They also include adult probation and parole offices, community correctional centers, and all department buildings. They show such things as blueprints of buildings, photos, ductwork, doors, windows, information on access keys, and so forth.

NOTE: These files contain highly sensitive information which, if revealed to the general public, could endanger the life of officers or other corrections personnel.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Officer rescue project building files, GRS-2405.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until building is destroyed or until building no longer belongs to Corrections 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 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 736

3

TITLE: Special operations daily logs

DATES: 1988-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created to report the daily activities of the S.W.A.T. team and K-9 team of the Special Operations unit for the Department of Corrections. They provide information regarding the officers' daily assignments such as high profile escorts, surveillances, S.W.A.T. operations, rescue operations, training, physical development, forced cell movements, and so forth.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special operations daily logs, GRS-2409.

AUTHORIZED: 10-01-2000

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 provided no litigation is pending.

APPRAISAL:

These records have administrative, and/or legal value(s).
Legal appraisal based on need to document activities of the S.W.A.T. team and K-9 team

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 739

3

TITLE: Special operations weekly reports

DATES: 1988-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

This report, like the daily report, is an activity summary for the Special Operations Unit but is broken down statistically for the month and also shows projected needs and comments. This office holds a copy while the original goes to the bureau office.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special operations daily logs, GRS-2409.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
The monthly report has primary administrative value because it shows a statistical breakdown of monthly activities of the unit which is reported to the enforcement office. The office has no need to reference the reports after they have used them to compile their annual report.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 752

3

TITLE: Target file

DATES: 1988-1993.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These files consist of any and all documents pertaining to an individual or operation that are used in preparation for an operation. They contain such items as photos, rap sheets, blueprints, warrants, subpoenas, and so forth.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Target files, GRS-2410.

AUTHORIZED: 10-01-2000

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, and/or legal value(s).
These records pertain to an individual or operation that are used in preparation for an operation. May be needed to document the operation.

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 765

3

TITLE: Training files

DATES: 1988-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These files consist mostly of training agendas, notes, outlines, and videos. They are organized for teaching on a specific calendar schedule. There are very little records of training instructions since the focus of the training is on methods rather than textual knowledge. The videos are used to study techniques and methods as they are taught. Officers are taped rehearsing for real life situations. They are reviewed for learning puposes then reused or discarded.

NOTE: The special operations officers are constantly being trained in their skills and as the criminal element develops new evasions and activities officers must counter it in order to stay ahead of them. Some of the information, especially the videos, contain crime fighting information which cannot be divulged to the general public.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Training files, GRS-2411.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months or until updated or superseded and then destroy.

Video recordings master: Retain in Office until updated or superseded and then reuse or destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Security Section

SERIES: 765

TITLE: Training files

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 20866

3

TITLE: Training video tape files

DATES: 1998-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These files consist of video tapes created by the Department to use in training Department personnel. The tapes record simulated incidents used to train security personnel or training exercises used to evaluate Department personnel. The videos are used as a training tool to improve Department procedures for handling emergency situations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).
The 6 month retention period allows adequate time for exercise to be evaluated and critiqued.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 732

3

TITLE: Transportation move orders

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are copies of the originals which are held by the prison transportation office. Information includes date, inmate name, name of officer accompanying inmate, whether restraints were used and what type were used, offense (case number and charge), signature of transportation lieutenant or other authorized individual, date, time inmate went out, and comments from inmate housing such as inmate's date of birth and so forth. The original copy of the move order goes with the officer on the trip, and additional copies go to control 1, tower 1 (this office), and an extra copy that can be discarded.

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 value(s).

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 729

3

TITLE: Vehicle direction station logs

DATES: 1987-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is used to document the passage of vehicles in and out of the prison. The information includes the officer's name, date, shift number, vehicle license number, number of persons in vehicle, driver's name, destination, time in, time out, purpose of visit, and any notes. Inmates going in and out of the prison as part of work crews are recorded on the master pass list and are therefore not recorded on this log.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle direction station logs, GRS-2308.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records are mainly of primary administrative value since they keep track of prison entries and departures. They may be considered to have secondary legal value as well since they may be used in investigations when frequency of visits may be a factor in drug smuggling and so forth. They are also sometimes referenced regarding delivery complaints. These records can be destroyed after 6 months since most problems regarding visitors occur at the time or soon after a visit.

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Security Section

SERIES: 751

3

TITLE: Warning and operations orders

DATES: 1988-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to prepare for special operations. They consist of intelligence gathered beforehand. They are then issued to officers as orders, instructions, and important information immediately before an operation takes place. The original copy is kept in the office while copies are distributed to the officers who discard them after the operation ends.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Warning and operations orders, GRS-2413.

AUTHORIZED: 10-01-2000

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 provided no litigation is pending.

Paper copy: Retain in Office until operation ends and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
These are issued to officers as orders, instructions, and important information immediately before an operation takes place.

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.