

## Retention and Classification Report

**Agency:** Department of Corrections. Oquirrh Correctional Facility (1644)

P.O. Box 250  
Draper, UT 84020

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

85294	*Executive correspondence
00477	*Level II, daily activity log
02167	*Oquirrh weekly inspection logs
00481	*Out-of-cell groups log
00483	*Therapy client file

**AGENCY:** Department of Corrections. Oquirrh Correctional Facility

**SERIES:** 85294

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 02/2015.

**AGENCY:** Department of Corrections. Oquirrh Correctional Facility

**SERIES:** 477

3

**TITLE:** Level II, daily activity log

**DATES:** 1987-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This file is a computer print-out used to keep track of in-cell and out-of-cell time. The file includes inmate's name and number, cell number, time released from cell, time secured in cell, reasons and/or comments.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Oquirrh Correctional Facility

**SERIES:** 2167

3

**TITLE:** Oquirrh weekly inspection logs

**DATES:** 1989-2014.

**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 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 02/2015.

**AGENCY:** Department of Corrections. Oquirrh Correctional Facility

**SERIES:** 481

3

**TITLE:** Out-of-cell groups log

**DATES:** 1987-2014.

**ARRANGEMENT:** Chronological, thereunder alphabetical by classification level

**DESCRIPTION:**

This file is used to determine the presence of inmates who are not in their cells. Counts are taken many times during the day and this helps keep track of where inmates are. The file includes classification level, group, inmate name and number, and cell number.

**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 UCA 63G-2-305

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Oquirrh Correctional Facility

**SERIES:** 483

3

**TITLE:** Therapy client file

**DATES:** 1989-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records are used to document an inmate's therapy. The file contains inmate name and number, the groups in which the inmate is participating, and the classes the inmate has attended.

**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 until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These are not the psychological file which is kept on the inmate but is the working file of the case worker. It is only used by the caseworker to keep track of an inmate's therapy progress.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.