

Retention and Classification Report

Agency: Department of Corrections. Wasatch Correctional Facility (1645)

Wasatch Heber Office
1361 South Highway 40
Heber City, UT 84032

Records Officer: _____

00539	*Board of Pardons calendar
00484	*Disciplinary log
85295	*Executive correspondence files
80169	*Home visit logs

AGENCY: Department of Corrections. Wasatch Correctional Facility

SERIES: 539

3

TITLE: Board of Pardons calendar

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This calendar is a memorandum from the warden to the social workers to establish dates for hearings with inmates. The record includes instructions for case workers, case worker's surname, inmate's name and number, whether or not the inmate is attending orientation, the date the report was received by the coordinator, and the date the report is due at the board.

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).

The calendar is only used to coordinate due dates for the case workers and is not needed after 1 year.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Wasatch Correctional Facility

SERIES: 484

3

TITLE: Disciplinary log

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records keep track of disciplinary actions taken by the prison against inmates who fail to abide by prison rules. The file includes inmate name and number, name of reporting officer, date submitted, date removed for classification or reclassification, date received, date assigned to officer, date returned, and the results.

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:

Private UCA 63G-2-302(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Wasatch Correctional Facility

SERIES: 85295

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(2014)

AGENCY: Department of Corrections. Wasatch Correctional Facility

SERIES: 85295

TITLE: Executive correspondence files

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Wasatch Correctional Facility

SERIES: 80169

3

TITLE: Home visit logs

DATES: 1986-2000.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of inmates authorized to go home to visit relatives and friends. It is used by the institution to account for the location and activity of prisoners. The file includes the inmate's name and number, his/her sponsor's name, relationship, address and phone number, date and time of visit, total hours of visit, initial of prison staff member authorizing visit, time in and out, and signature of officer.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.