

Retention and Classification Report

Agency: Department of Corrections. Uinta Correctional Facility (1646)

P.O. Box 250
Draper, UT 84020

Records Officer: _____

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AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 589

3

TITLE: After incident report file

DATES: 1986-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These files are the final reports of incidents containing all pertinent information. The file includes duty officer's name, brief description of incident, location, names of officers asked to submit reports on the incident, who was notified of the incident and when, a chronological summary, incident reports, and names of inmates involved.

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 UCA 63G-2-305(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 633

3

TITLE: Classification referral files

DATES: 1987-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These files are kept to document the removal of an inmate from R & O (Reception and Orientation) or in other words the establishment of an inmate's classification. It takes the prison about 46 weeks to evaluate the inmate and determine his behavior, attitude, personality, and so forth. Includes inmate name and number, referral designation (3 character code showing proposed classification), age of inmate, and classification.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate classification review files, GRS-2369.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have legal value(s).

These records can be destroyed after 2 years because the statute of limitations for actions against a public officer is two years as stated in the Utah Code 78-12-28(1) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" [Utah Code 78-12-28(3)]. The information in these records is c-noted in the inmate jacket which has a much longer retention.

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. Uinta Correctional Facility

SERIES: 627

3

TITLE: Control room log

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is filled per shift and is used to track inmate movements and record events that occur during each shift. The log includes Corrections shift leader name; lead man name; name of control room officer; floor officer name; shift number; location; inmate count at beginning, middle, and end of shift; 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 were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided no litigation is pending.

APPRAISAL:

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

This record series is a match with Corrections General Schedule item 9-9 which has a 4 year retention. However, this agency is a maximum confinement unit with greater possibility of litigation than other housing classifications.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9,10,11,12,&13)(2008).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 85296

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 that 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. Uinta Correctional Facility

SERIES: 2083

3

TITLE: Game inventories

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

This series is used to track and control all recreational equipment used by the inmates. Includes the type of equipment, the name of the inmate who checked out the equipment, the date the equipment was checked out and checked back in. It also includes a physical inventory of all games and equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreation equipment records, GRS-2301.

AUTHORIZED: 08-01-1999

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. Uinta Correctional Facility

SERIES: 2017

3

TITLE: Inmate files

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

These records document the prison history of an inmate. They include commitment papers, incident reports, treatment plans, correspondence, contracts, Parole Board results, 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. Uinta Correctional Facility

SERIES: 2017

TITLE: Inmate files

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b)(2014)

Protected. UC 63G-2-305(10) (2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 2100

3

TITLE: Inmate 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. Uinta Correctional Facility

SERIES: 608

3

TITLE: Intake logs

DATES: 1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These records keep track of inmates coming into the facility. The file contains the inmate's name, number, date of birth, OBSCIS (Offender Based State Crime Information System) number, name of Field Operations Agent, previous AIMS (Advanced Management Information System) data regarding classification level, previous disciplinarys, when disciplinary record was received, date Rap sheet (criminal record) was ordered, date Rap sheet was received, date inmate was received, inmate's case worker number, whether inmate is in for NC (new charge) or (PV) parole violation, date PSI (pre-sentence investigation was completed, date PSI was received, and the date the FS (face sheet-inmate jacket summary) was received.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have legal value(s).

These records can be destroyed after 2 years because the statute of limitations for actions against a public officer is two years as stated in the Utah Code 78-12-28(1) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" [Utah Code 78-12-28(3)]. False Imprisonment only has a 1 year statute of limitations as recorded in the Utah Code 78-12-29(4).

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 608

TITLE: Intake logs

(continued)

PRIMARY DESIGNATION:

Controlled UCA 63G-2-305(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 2016

3

TITLE: Intake logs

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

These logs are used to track new inmates coming into the facility. Includes the name of the inmate, inmate number, date of birth, date inmate was received, criminal history information, and housing assignment. In addition, the log may identify any special concerns such as special medical problems and potential problems with other inmates or escape risk concerns.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Intake logs, GRS-2383.

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 2064

3

TITLE: Intake reception and orientation assessment files

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the orientation classes held by the facility. Includes the name of the inmate, class rolls, description of class held, notes, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Orientation class files, GRS-2386.

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. Uinta Correctional Facility

SERIES: 2048

3

TITLE: Orientation class files

DATES: 1986-2014.

ARRANGEMENT: chronological, thereunder alphabetical by subject taught
DESCRIPTION:

These files are records of orientation classes held by the Uinta Facility which is the facility where inmates enter the prison. The inmates are evaluated while in this facility and then assigned a classification and housing location. The file includes inmates' names, class rolls, classes which were held, and notes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Orientation class files, GRS-2386.

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. Uinta Correctional Facility

SERIES: 626

3

TITLE: Pre-sentence parole violation log

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This record is an abstract of information sent to the facility by Adult Probation and Parole offices. It contains the inmate name and the type of report (i.e. parole violation, pre-sentence investigation, diagnostic report, or provocation report). This record helps to verify the reception of information sent by Adult Probation and Parole.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Pre-sentence parole violation log, GRS-2389.

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. Uinta Correctional Facility

SERIES: 2080

3

TITLE: Recreation material request and use form files

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

This series is used to track and control all recreational equipment used by the inmates. Includes the type of equipment, the name of the inmate who checked out the equipment, the date the equipment was checked out and checked back in. It also includes a physical inventory of all games and equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreation equipment records, GRS-2301.

AUTHORIZED: 08-01-1999

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. Uinta Correctional Facility

SERIES: 591

3

TITLE: Special inmate management cell file

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These forms are used daily to document special checks made on certain inmates such as suicidal individuals, inmates with mental problems, and any other inmate recommended for special management by the psychologist. The file includes inmate name and number, cell number, date form was filled out, date special checks were initiated, incident or discipline report number, whether or not inmate is on a TRO (Temporary Restraining Order), name of person who recommended that the inmate be placed on SIMS (Special Inmate Management Status), name of warden who authorized SIMS, names of individuals in classification office whom were notified, special notes, any diet restrictions, items issued to inmate, date of issue, amount of each item issued, date items were returned, amount of each item returned, list of items present when checks were made, sick call visits, UMT (Uinta Management Team) visits, other contacts with inmates.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special inmate management cell file, GRS-2392.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 602

3

TITLE: Television agreement logs

DATES: 1988-2014.

ARRANGEMENT: chronological

DESCRIPTION:

This record is a list of inmates who are currently assigned televisions. It is used to keep track of televisions leased to inmates. The log contains inmate name and number, building inmate is housed at, date request was received, date of approval, date television was received by the inmate, the television's serial number, and the date the television was returned to the Department of Corrections. A hard copy version is placed in the inmate property file which is retained for 3 years after parole or termination of jurisdiction.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Television agreement logs, GRS-2263.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have fiscal value(s).

These records can be destroyed after 3 years because an audit, if taken, would be done within three years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Corrections. Uinta Correctional Facility

SERIES: 2084

3

TITLE: Tournament sign-up sheet files

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These lists are used to track which inmates register for various activities such a facility sporting events, etc. Includes the name of the inmate, inmate number, type of activity and date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Activity sign-up lists, GRS-2357.

AUTHORIZED: 07-01-2000

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. Uinta Correctional Facility

SERIES: 2067

1

TITLE: Uintah monthly reports

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are produced by the staff at the facility and are a summary of the unit's activities. They are used to inform management and to compile annual reports. The report includes number of interstate transfers, parole violators, escapee returns, county jail returns, new commitments, halfway house returns, number of old numbers (returnees), number of new commitments, number of women, number of 90 day committals, number of temporaries/stays, total intake, and intake total for the unit broken down day by day for the month.

RETENTION:

Permanent. Retain for 1 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 1 year and then transfer to State Archives with authority to weed.

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. Uinta Correctional Facility

SERIES: 2049

3

TITLE: Video tape files of incidents

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

These records are video tapes of incidents at the Utah State Prison. They contain video taped sequences of various occurrences at the prison. The videos are mainly taken to protect officers and other prison employees against charges of brutality or property damage. The video is able to capture events that may become confused in memory.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Video tape files of incidents, GRS-2412.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

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

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.