

Retention and Classification Report

Agency: Department of Corrections. Institutional Services (1647)

, UT

Records Officer: _____

80313	*Chefs' daily reports
08569	*Commissary accounting files
01954	*Commissary purchase requisitions
80315	*Dietary case study files
80312	*Food item purchase agreements
80320	*Food service internal weekly inspection reports
80327	*Food service purchase orders and extended bids
01938	*Food services tray-line logs
80318	*Food services warehouse and kitchen inventory reports
80378	*Inventory and purchase requisitions
08577	*Invoices for payment to vendors
80326	*Kitchen menus
80381	*Master warehouse inventory
80265	*Supply requisitions
80328	*Warehouse purchase requisition files

AGENCY: Department of Corrections. Institutional Services

SERIES: 80313

3

TITLE: Chefs' daily reports

DATES: 1982-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are logs kept by each chef in every kitchen at the prison. They are used to document the condition of the kitchen at the end of every chef's shift. They are also used as a record of any events which occurred during that shift. This includes, incidents or events which occurred during the shift, condition of the kitchen, knife counts, check out and control sheets for knives and other kitchen materials, and menu of what was served if different from the master menu.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Food service shift leader report, GRS-2288.

AUTHORIZED: 08-01-1999

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 value(s).
This retention is based on 1986 General Schedule 18, Item 20(a) and (b).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 8569

1

TITLE: Commissary accounting files

DATES: 1980-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These files are kept for monthly audits of sales and purchases made by the inmate's commissary. It is also part of the audit trail and a record of purchases made by the commissary. For that reason, it doubles as an invoice or paid document. These records are also used to manage the commissary's inventory. These records are not duplicated by the department's Finance bureau or the Department of Finance. This includes financial statements accounts payable, balance sheets, audit and payment detail to vendors, and inventory control documents.

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 Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 1954

1

TITLE: Commissary purchase requisitions

DATES: 1986-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Requisitions for purchase of products for resale in commissary. Information includes item description; quantity ordered; Unit Pricing Code (UPC)#; price of product; department ordering; low organization; date of delivery (to the prison), ordered, and received; initials of receiver; and name, address, and phone number of vendor.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on the 1990 General Retention Schedule, Schedule 13, Item 10.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 80315

3

TITLE: Dietary case study files

DATES: 1984-2014.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are files maintained by the dietician for statistical study of the effectiveness of the food services program in regard to dietary standards. It also contains case files prepared by the dietician for inmates identified as overweight. This includes, memos, diet manuals, reference publications, dietary training materials such as lesson plans and handouts, and weight charts and dietary plans for overweight inmates.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dietary case study files, GRS-2222.

AUTHORIZED: 11-01-2000

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.

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. Institutional Services

SERIES: 80312

3

TITLE: Food item purchase agreements

DATES: 1984-2014.

ARRANGEMENT: Alphabetical by vendor

DESCRIPTION:

This is a log of the current prices paid for some food items bought by the Food Services section at the prison. They are used for budgeting and ordering these items. It is extracted from Food Services' contracts. This includes, price paid, vendor's name, current status of contract, and the food item.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Food item purchase log, GRS-2322.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until next bid is extended 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. Institutional Services

SERIES: 80320

3

TITLE: Food service internal weekly inspection reports

DATES: i 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports identify the strengths and weaknesses of each kitchen regarding safety, cleanliness, and compliance with operating procedures. After the inspection, the kitchen supervisor is given a specific period of time to correct all problem areas. The reports are also used as reference documents when preparing performance appraisals. They include the report date, the condition of the kitchen area, and narrative comments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Health department inspection files, GRS-2290.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency to ensure implementation of inspection recommendations.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 80327

1

TITLE: Food service purchase orders and extended bids

DATES: i 1982-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the purchase of all food stuffs by the prison. They include warrant requests, invoices, produce bids, adjustment forms (DF64), and correctional requisition forms.

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 Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 1938

3

TITLE: Food services tray-line logs

DATES: i 1989-2014.

ARRANGEMENT: Chronological, thereunder by meal (breakfast, lunch, or dinner)

DESCRIPTION:

These logs are generated by each kitchen shift leader at the end of the shift. Includes description of incidents or events which occurred during the shift, condition of the kitchen, knife counts, check out and control sheets for knives and other kitchen materials and a menu if different from the master menu.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Food service shift leader report, GRS-2288.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the records' administrative and legal values. They allow the prison to document whether or not inmates are being properly served and to guard against the theft of utensils and other items that may be altered for use as a weapon or other device. They also have legal value because they prove compliance with special medical or religious diets which guards against law suits alleging civil rights violations or wrongful death or injury. The statutes of limitation for civil rights suits and actions for death or injury caused by wrongful acts or neglect is 2 years according to UCA 78-12-28 (2 thru 3) (1991).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (11) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 80318

3

TITLE: Food services warehouse and kitchen inventory reports

DATES: i 1984-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the warehouse and kitchen food stuffs inventories used by the staff to account for all use and storage of food at the prison. They include physical inventories, monthly posting reports, year-end inventories, warehouse delivery logs, food usage data, food costs, and total costs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dietary services records, GRS-2223.

AUTHORIZED: 02-01-2001

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 value(s).
This disposition is based on the 1986 General Retention Schedule, Schedule 3, Item 10(a), inventory reports.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 80378

1

TITLE: Inventory and purchase requisitions

DATES: i 1981-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are sent to the warehouse or to the purchasing agent for service, equipment, or supplies. They include requester identification data, approval number, vendor number, requisition number, accounting data, bin location number, quantity, item number, description or specifications, unit price, and total amount of request.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on the 1990 General Retention Schedule, Schedule 13, Item 10.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 8577

3

TITLE: Invoices for payment to vendors

DATES: i 1978-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are invoices received from vendors demanding payment of goods received by inmates. Generally, inmates will authorize a transfer of money from their account to the Inmate Fund in order to make payment. This is an internal process that has no connection with the state's vouchers payable system. The records include invoices, receiving documents, and copies of issued checks.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

This retention is based on the retention for warrant requests since it is essentially the same type of record. See Division of Finance's retention schedule.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 80326

3

TITLE: Kitchen menus

DATES: i 1983-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used by the kitchen chefs to determine what they will cook. It is also published weekly in the activity calendar. This includes date and food items to be served on that day.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Food service shift leader report, GRS-2288.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the records' use as part of an audit trail.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 80381

3

TITLE: Master warehouse inventory

DATES: i 1979-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to manage and account for the stock maintained by the warehouse.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dietary services records, GRS-2223.

AUTHORIZED: 02-01-2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or updated and then delete.

Paper: Retain in Office for 3 years after inventory is completed 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. Institutional Services

SERIES: 80265

1

TITLE: Supply requisitions

DATES: i 1987-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are sent to the warehouse or to the purchasing agent for service, equipment, or supplies. The records include Utah State Prison Requisition Forms, Adjustment Forms, Warehouse Withdrawal Forms, adding machine tapes, and Inventory Transactions print outs. Information includes requester, identification data, approval number, vendor number, requisition number, accounting data, bin location number, quantity, item number, description or specifications, unit price, and total amount of request.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on audit requirements.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Institutional Services

SERIES: 80328

1

TITLE: Warehouse purchase requisition files

DATES: i 1987-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the agency's copies of purchase order requisitions. They record all the food that was transferred from the warehouse to the respective kitchens. Information includes requester identification data, requisition number, accounting data, bin location number, quantity, item number, description or specifications, unit price, and total amount of request.

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 Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on Utah General Records Retention Schedule, Schedule 13, Item 10.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.