

## Retention and Classification Report

**Agency:** Department of Corrections. Business Services (1649)

P.O. Box 250  
Draper, UT 84020

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

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**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8567

3

**TITLE:** Adjusting entry files

**DATES:** 1986-1993.

**ARRANGEMENT:** Numerical by adjusting entry number

**DESCRIPTION:**

These records are used to make corrections to transactions in an inmate's account if a mistake is discovered. This record is a source document for the inmate accounting system. It is also part of the audit trail set up by the Inmate Funds Accounting Office. The files include a receipt copy of the error, a computer copy of the correction made, and a handwritten explanation of the change.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

These records are subject to audit. The disposition reflects the audit period, which provides litigation support as well since there is only a 2-year statute of limitations for actions against a public officer or civil rights suits. See UCA 78-12-28 (1990).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 80311

1

**TITLE:** Advanced information management system manual

**DATES:** 1986-1993.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.60 cubic feet.

**DESCRIPTION:**

This manual is used by programmers and information analysts to program the computer and to ascertain whether the system is operating according to design. Contents includes definitions of the system including functional requirements, data requirements, system/subsystem specifications, authorizing directives, definitions of the logical and physical arrangement of the characteristics of each record, elements, or item of data in the file, including names and tags or labels (record layout), specifications of all codes used, cross reference codes, validity characteristics, and update and access conditions.

**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.

Paper copy: Retain in Office for 1 year after system is obsolete and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This manual should be retained as part of the documentation of the system (See Utah General Retention Schedule 1990, schedule 5, item 8.)

**AGENCY:** Department of Corrections. Business Services  
**SERIES:** 80311  
**TITLE:** Advanced information management system manual

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8571

1

**TITLE:** Bank deposits

**DATES:** 1986-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used to prove that the deposit was made and to validate the bank's copy of deposit slips. This includes account number, account name, amount deposited, type of deposit, date of deposit, and a photocopy of the checks deposited.

**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 destroy.

**APPRAISAL:**

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

This disposition is based on administrative and audit needs of the agency.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2) (b) 1992

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8572

3

**TITLE:** Cash receipts

**DATES:** 1979-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These receipts serve as source documents for data entry into the Inmate Accounting System and record money collected from outside sources for deposits into each inmate's account. These sources may be relatives, friends, or any other source. Each receipt includes date, name of the person making the transaction, amount, file number, receipt number, and name of inmate who owns account.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

These records are subject to audit. The disposition reflects the audit period, which provides litigation support as well since there is only a 2-year statute of limitations for actions against a public officer or civil rights suits. See UCA 78-12-28 (1990).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 635

3

**TITLE:** Chaplains' work schedules

**DATES:** 1989-1993.

**ARRANGEMENT:** None

**DESCRIPTION:**

This file is a record of the chaplains' weekly work schedule at the prison. Includes chaplain's name and schedule for the week.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff schedules, GRS-2346.

**AUTHORIZED:** 08-01-1999

**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 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 643

3

**TITLE:** Contract approval process tracking log

**DATES:** 1989-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The log is kept to track the movement of contracts as they are circulated for approval signatures. The log includes date that worksheet starts, vendor's name, dates contract goes in and out to: Support Services Director, DIO (Division of Institutional Operations) Director, DOC (Department of Corrections) Director, DOC Finance, State Purchasing, State Finance, date contract was returned to creating office, and date contract went into effect.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

The office has no use for the record once the contract is in force.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.



**AGENCY:** Department of Corrections. Business Services

**SERIES:** 80379

3

**TITLE:** Contract files

**DATES:** 1988-1993.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are contracts for the purchase of services, or leases. The files include contracts for educational programs, maintenance work, barbers, refuse removal, pest control, medical, dental, optometrist, and pharmaceutical services. Some contracts have purchase requisitions and bids attached. There are three copies of the contract with original signatures. Purchasing has the record copy. This office and the vendor each maintain a copy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year after termination of contract and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This is a duplicate of the contract used only for administrative purposes.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 654

3

**TITLE:** Contract identification information files

**DATES:** 1989-1993.

**ARRANGEMENT:** Alphabetical by name of contractor

**DESCRIPTION:**

These files are maintained for reference regarding security clearance for individuals under contract at the prison. The file includes a disclosure form for criminal investigation, contract identification information form with photo of individual, subject profile form (security background check), and what areas individual is cleared for.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after contract expires and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The office indicated that contractors usually renew their contracts within a year, therefore the contracts no longer have any value.

**PRIMARY DESIGNATION:**

Controlled UCA 63G-2-304

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 80377

1

**TITLE:** Fixed asset inventory

**DATES:** 1978-1993.

**ARRANGEMENT:** Numerical by identification number

**DESCRIPTION:**

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

**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 after inventory is removed and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on General Schedule 3, Item 10a.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 652

3

**TITLE:** Fixed asset inventory form files

**DATES:** 1979-1993.

**ARRANGEMENT:** Numerical by identification tag number

**DESCRIPTION:**

These files keep track of prison property. They are copies of the originals which are kept at the department office. Information includes name of office, location of equipment, low organization number, activity number, sub-location (building, room, etc.), item description, vendor name, manufacturer's name, serial number or manufacturer's identification number, acquisition date, replacement date, life years (depreciation time), cost, department or warrant number, and signature of person responsible for inventory.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year after equipment is replaced or disposed of and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
The records are only of use while the equipment is in existence.  
Therefore they need not be kept after the equipment is replaced or disposed of.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 653

3

**TITLE:** Fixed assets reports

**DATES:** 1989-1993.

**ARRANGEMENT:** None

**DESCRIPTION:**

This report is a computer print-out sent to this office by the Department of Corrections. It is used for inventory control and an updated copy is received 3 to 4 times a year. The report includes low organization number, activity number, equipment identification number, location by section, serial number, finance number, department number, acquisition date, replacement date, vendor identification number, life years (depreciation time), acquisition cost, manufacturer's name, transfer low organization number, transfer activity number, and previous building where equipment was housed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 months or until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The reports are no longer useful after an updated copy is received by the office.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8576

3

**TITLE:** Inmate account grievance files

**DATES:** 1978-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Every so often, an inmate will submit in writing a grievance disputing the balance of this account or some other error in their account. The grievance is forwarded to a grievance board composed of staff within the prison. If his grievance is valid, the Business Office will authorize the repayment of the charge to his account. These files include transfer receipt, correspondence, and investigative results.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate grievance records, GRS-2373.

**AUTHORIZED:** 04-25-2022

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy provided 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 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8570

3

**TITLE:** Inmate account reconciliation files

**DATES:** 1980-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files are financial records resulting from bank transactions. They are used primarily during the first month after they are created to reconcile any errors in transactions both within the computer file and with the bank. The files include bank statements, bank copy of deposit slips, register of checks written, returned checks from both Central Utah (Gunnison) and Draper facilities, stop payment notifications, and check listings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

These records are subject to audit. The disposition reflects the audit period, which provides litigation support as well since there is only a 2-year statute of limitations for actions against a public officer or civil rights suits. See UCA 78-12-28 (1990).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 2(b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8568

3

**TITLE:** Inmate funds accounting correspondence

**DATES:** 1985-1993.

**ARRANGEMENT:** Alphabetical by inmate name

**DESCRIPTION:**

These correspondence files primarily document the communication between staff and the inmates or vendors regarding balances on accounts, payments, goods and services owed the inmates, or money transfers. This includes inter-office memorandums, letters and notes from inmates, and incoming and outgoing letters.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate funds accounting correspondence, GRS-2251.

**AUTHORIZED:** 06-01-1999

**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).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 2(b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.



**AGENCY:** Department of Corrections. Business Services

**SERIES:** 80305

3

**TITLE:** Inmate funds accounting system

**DATES:** 1981-1989.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is the complete accounting system inclusive of several data files and their respective applications. This accounting system is used to create and maintain a ledger file for each inmate account or fund. It updates accounts, creates a statement for each account, records store sales, and prepares report of all manner of transactions. The system was purchased and installed in 1981. It runs on an IBM PC network. The software used is Advanced Information Management System (AIMS+). Files include inmate account, inmate transaction ledger, inmate job library, and inmate payroll. Reports generated include inmate account record, inmate transaction ledger, and inmate payroll registers. Information includes inmate name and number, account balance, control date, comments, transactions, reference number, audit number, transaction amount, date of transaction, and employment information (hours worked, rate paid, and type of work).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 day or until administrative need ends and then destroy.

Computer data files: Retain in Office for 1 year after inmate is paroled or until paperwork is completed and then delete.

**APPRAISAL:**

These records have administrative value(s).

The system is constantly changed and updated and data will be erased when no longer needed. Audits and litigation support are covered through the source documents which are in paper format.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 80305

**TITLE:** Inmate funds accounting system

(continued)

**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. Business Services

**SERIES:** 8579

1

**TITLE:** Inmate parole listing

**DATES:** 1979-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are announcements sent to the Business Office informing them of the prisoners about to be released from the prison on parole or to be transferred to a halfway house or correctional center. It is used to generate the Inmate Authorizations for Release of Funds. This includes inmate file number, date, name, crime and sentence, and their release date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 2(b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8575

3

**TITLE:** Inmate release of funds authorizations

**DATES:** 1978-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These authorizations are used as source documents for data entry into the Inmate Accounting System. They consist of an authorization to close an inmate's account upon his departure from the institution. The money is then released to the inmate. If the inmate does not have any money in his account, he is given \$100 gratuitously. Information includes name of inmate, inmate number, signature, account number, and a money transfer form attached to the back.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

These records are subject to audit. The disposition reflects the audit period, which provides litigation support as well since there is only a 2-year statute of limitations for actions against a public officer or civil rights suits. See UCA 78-12-28 (1990).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8580

3

**TITLE:** Inmate restitution files

**DATES:** 1980-1993.

**ARRANGEMENT:** Numerical by inmate number

**DESCRIPTION:**

These are restitution and other obligation files that inmates are ordered to pay for damages they have done to either state, or another inmate's, property. These records document the inmate's payments and also serve as an audit trail. Information includes name, date, file number, amount of payment, letter of authorization, and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after restitution is paid and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

These records are subject to audit. The disposition reflects the audit period, which provides litigation support as well since there is only a 2-year statute of limitations for actions against a public officer or civil rights suits. See UCA 78-12-28 (1990).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 2(b)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 641

3

**TITLE:** Management Information Systems daily log

**DATES:** 1988-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This log is a record of work assignments and problems that occur on various shifts of the MIS (Management Information Systems) section. It serves as a communication vehicle between staff members. It helps expedite problem solving and keeps track of problems in the system. The log includes work assignments and plans, date, shift, name of employee, problems, and comments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the needs expressed by the staff.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 8578

3

**TITLE:** Money transfer authorizations

**DATES:** 1979-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are authorizations signed by the inmate allowing the Business Office to transfer money out of an inmate's account to the Inmate Fund, and transfer checks written on that account to pay a vendor. This is the source document for the check file and transaction file maintained on the computer system. This includes date, signatures of inmate, staff and witnesses, the amount and payee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

These records are subject to audit. The disposition reflects the audit period, which provides litigation support as well since there is only a 2-year statute of limitations for actions against a public officer or civil rights suits. See UCA 78-12-28 (1990).

**PRIMARY DESIGNATION:**

Private 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Business Services

**SERIES:** 80380

3

**TITLE:** Surplus property transaction files

**DATES:** 1981-1993.

**ARRANGEMENT:** Numerical by low organization number

**DESCRIPTION:**

These are the agency files dealing with the transfer and subsequent sale or destruction of any state property assigned to them. This applies to property such as office equipment and state owned vehicles that no longer have use to the agency or have met their useful life time. This includes property transfer forms (SP1) and destruction notifications (SP3).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surplus property records, GRS-2307.

**AUTHORIZED:** 08-01-1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after transaction is complete and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Surplus property has the record copy of these transactions and these records have administrative use only.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.