

Retention and Classification Report

Agency: Department of Corrections. Facilities Maintenance (1650)

, UT

Records Officer: _____

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02207	*Daily sign-in sheet files
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AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 2185

3

TITLE: Boiler operating logs

DATES: 1987-1993.

ARRANGEMENT: None

DESCRIPTION:

This log provides a record of problems and maintenance on facility boilers. Includes date, type of problem or service, work assignment, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Boiler operating logs, GRS-2282.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete 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. Facilities Maintenance

SERIES: 2207

3

TITLE: Daily sign-in sheet files

DATES: 1984-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These sheets are used to document maintenance staff who are on duty on any given day. The sheet also indicates where the staff member plans to be working during the day. The sign-out portion indicates the staff member has inventoried his tools and keys.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301-1-b

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 2271

3

TITLE: Electronic security alarm system printouts

DATES: 1989-1993.

ARRANGEMENT: None.

DESCRIPTION:

Documents any incident recorded on the security monitoring system. Includes location of alarm, type of alarm signal, time and date of the alarm signal, who acknowledged the alarm and the time the alarm was cleared.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Electronic security alarm system printouts, GRS-2395.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 80342

3

TITLE: Inmate count sheets

DATES: 1985-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

This series documents that an inmate was accounted for and the location of the inmate or resident during each inmate check. Includes the name of the inmate; inmate number; location of inmate; date and time of check; name of officer conducting the check; and cell, block and facility totals.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (12).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 80258

3

TITLE: Key issue control files

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are inventory files and issue/turn-in files used to control the accountability of all keys to padlocks and restraining devices. Includes daily issue logs and master inventory logs.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 6 months or until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected 63G-2-305(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 80260

3

TITLE: Maintenance department tool control files

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are inventories and issue/turn-in sheets used to control the accountability of all maintenance tools used by the maintenance crews within the respective prison units. The record includes name of maintenance worker, day of week, and tools issued.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Maintenance department tool control files, GRS-2294.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value because it is used to keep track of tools issued to maintenance workers at the prison. These records can be destroyed after 1 year because the office will no longer need them.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 80373

3

TITLE: Motor vehicle accident reports

DATES: 1985-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

The record copy is kept with the property control officer for prison owned vehicles and for leased vehicles. This is used by the Motor Pool officer for administrative reference and to document the cause of the accident and the results of the subsequent investigation. This includes time of accident, place of accident, vehicle description, driver involved, and insurance data.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Motor vehicle accident reports, GRS-2296.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).
This is based on 1988 General Schedule 10-7.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 80375

3

TITLE: Motor vehicle operation files

DATES: 1980-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are records used to manage the daily oil and gas usage, the mileage put on each vehicle, the dispatching of vehicles, the scheduling, and the accountability of all vehicle usage. A copy of the monthly mileage report is sent to the Bureau of Finance in the Division of Administrative Services which is then used to create Interdepartmental Transfers. This includes daily gas logs, monthly vehicle report, monthly mileage report, and trip tickets.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Motor pool operation records, GRS-2295.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

This appraisal is based on General Schedule 10, Item 2a.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 80376

3

TITLE: Motor vehicle repair Logs

DATES: 1979-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are records used to account for the cost involved in the repair of all vehicles used at the prison. This report feeds the Monthly Vehicle Report. This includes vehicle number, repair parts, date, parts costs, labor costs, total, and work order.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Motor vehicle maintenance files, GRS-2297.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete (usually the lifetime of the vehicle) 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. Facilities Maintenance

SERIES: 2193

3

TITLE: Paycheck sign-off sheet files

DATES: 1989-1993.

ARRANGEMENT: None

DESCRIPTION:

Provides documentation that an employee has received their paycheck. Includes: pay period, date, name of employee, and signature of employee.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Paycheck sign-off sheet files, GRS-2325.

AUTHORIZED: 10-01-2000

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 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 2208

3

TITLE: Preventative maintenance/routine maintenance work request files

DATES: 1984-1987.

ARRANGEMENT: None

DESCRIPTION:

Provides a record of requests for maintenance and repairs at the Correctional facilities. Includes the date, name of requestor, and a description of the problem.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Building maintenance requests, GRS-2285.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 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 07/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 1966

3

TITLE: Prison maintenance department overtime call out log

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is used to keep track of maintenance workers' overtime.
The record includes name of worker, date, day of the week, in
time, out time, purpose of call out.

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 2252

3

TITLE: Radio file logs

DATES: 1989-1993.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series serves as a reference for information received or maintained. Examples include the radio call logs and the investigative case file log. Information may include the name of resident or employee, case number, file number, date, type of complaint or incident, name of investigator, etc.

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 or until administrative need has ended and then destroy provided no litigation is pending.

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. Facilities Maintenance

SERIES: 80345

3

TITLE: Vehicle maintenance files

DATES: 1985-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the routine performance of maintenance on all prison owned vehicles. This does not include Motor Pool vehicles. This includes maintenance logs, shop logs, work orders and requisition copies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Motor vehicle maintenance files, GRS-2297.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete or vehicle is disposed of and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on General Schedule 10-2(b).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Corrections. Facilities Maintenance

SERIES: 80374

3

TITLE: Vehicles master inventory

DATES: 1986-2000.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

This is used to maintain accountability of all prison owned vehicles and leased vehicles. This includes identification number, license plate number, year, make, low organization number, user's name, and location.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after vehicle is disposed of or lease ends and then destroy.

APPRAISAL:

These records have administrative value(s).

This inventory has administrative use only. Central Services' Motor Pool has the same information as well as the division's property control officer.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.