

Retention and Classification Report

Agency: Department of Corrections. Habilitative Services (1651)

P.O. Box 250
Draper, UT 84020

Records Officer: _____

80422	*Monthly planning calendars for Wasatch and Oquirrh chapels
80424	*Volunteers' movement authorization files

AGENCY: Department of Corrections. Habilitative Services

SERIES: 80422

3

TITLE: Monthly planning calendars for Wasatch and Oquirrh chapels

DATES: 1989-1991.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to identify and notify the volunteers and part-time staff who perform religious services and individual counseling at the prison. Information includes weekly work schedules, time of counseling sessions or religious services, and the name of the individual conducting the activity.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Monthly planning calendars, GRS-2233.

AUTHORIZED: 10-01-2000

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 02/2015.

AGENCY: Department of Corrections. Habilitative Services

SERIES: 80424

3

TITLE: Volunteers' movement authorization files

DATES: 1982-1991.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to document the authorization granted to a volunteer to move from one facility within the prison to another.

This includes date and times of movement, purpose of movement, name of the activity supervisor, name of volunteer and final destination of volunteer.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Volunteers' movement authorization files, GRS-2244.

AUTHORIZED: 10-01-2000

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 value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.