

Retention and Classification Report

Agency: Uintah County (Utah). County Sheriff (2869)

641 East 300 South
Vernal, UT 84078
435-789-2511

Records Officer: _____

82895 *Jail meal list
82894 *United States Department of Agriculture (USDA) activities pr

AGENCY: Uintah County (Utah). County Sheriff

SERIES: 82895

3

TITLE: Jail meal list

DATES: 1974-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These lists record the meals served in the jail. They include name, date, number of meals received (1-3), and whether meals were served to inmate or staff.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the division. They are obsolete and should be destroyed. According to the provisions of the statute of limitations such records need only be retained for two years (UCA 78-12-28).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.

AGENCY: Uintah County (Utah). County Sheriff

SERIES: 82894

3

TITLE: United States Department of Agriculture (USDA) activities project files

DATES: 1976-1995.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain various forms required to document specific rehabilitative programs. Uintah County participates in a USDA food program which provides that the agency meet specific requirements in order to receive surplus food. These files are annually audited by the USDA. They include Rehabilitative Training Programs Conducted Log; Telephone Call Log; Church Log; Visitor's Log; Meal Log; Inmate Activity Log with all attached documentation; and a Medical Visit Log.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

There are no specific provisions for this program. Other USDA food programs require all records be "retained for 3 years."

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.