Retention and Classification Report

Agency: Iron County Jail (Utah) (160)

2136 North Main Street
Cedar City, UT 84720
(435)586-3356

Records Officer: _____

05489	Inmate case files
28090	Inmate disciplinary files
28091	Inmate grievance files
27954	Inmate medical records

AGENCY: Iron County Jail (Utah)

SERIES: 5489 3
TITLE: Inmate case files
DATES: 1990-
ARRANGEMENT: Numerical by booking number.
ANNUAL ACCUMULATION: 20.00 cubic feet.
DESCRIPTION:

These files document the incarceration history of inmates for use during their incarceration and possible future reference for classification or legal purposes. They include commitment papers, admittance and assessment records, incident reports, pre-release agreements, detainers, disciplinary reports, educational and work records, correspondence, and other related records.

RETENTION:

Retain for 10 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2009

FORMAT MANAGEMENT:

Paper: For records beginning in 1990 through 2011. Retain in Office for 5 years after release of inmate and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: For records beginning in 2012 and continuing to the present. Retain in Office for 10 years after release of inmate and then delete.

APPRAISAL:

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

AGENCY: Iron County Jail (Utah)

SERIES: 5489
TITLE: Inmate case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	63G-2-302(1)(b)
Protected.	UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(d), UCA 63G-2-305(10), UCA 63G-2-305(12)

AGENCY: Iron County Jail (Utah)

SERIES: 28090 1
TITLE: Inmate disciplinary files
DATES: 2002-
ARRANGEMENT: numerical by disciplinary case number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files provide documentation of inmate disciplinary hearings and incident investigations. They are used to inform inmates of violations charged against them, hearings scheduled before the disciplinary hearing officer and summary of hearing results. They also are used for classification purposes in subsequent incarcerations. Information could include inmate name, inmate number, housing unit, incident date/time, hearing date/time, violations charged, inmate response to charges, inmate signature, deputy delivered signature, names of hearing officers, names of witnesses and informants, comments, findings, hearing officer signature.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 4 years after case closes and then delete.

Sound recordings: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 4 years and then erase.

APPRAISAL:

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

AGENCY: Iron County Jail (Utah)

SERIES: 28090
TITLE: Inmate disciplinary files

(continued)

PRIMARY DESIGNATION:

Private	63G-2-302(1)(b)

SECONDARY DESIGNATION(S):

Protected.	UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(d), UCA 63G-2-305(10), UCA 63G-2-305(12)

AGENCY: Iron County Jail (Utah)

SERIES: 28091 1
TITLE: Inmate grievance files
DATES: 2002-
ARRANGEMENT: numerical by grievance number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files provide documentation of the investigation into any grievance filed by an inmate. They are used to investigate grievances and inform inmates of findings/results. Information includes name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, results of the investigation, and the result of the grievance hearing.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 3 years after file is closed and then delete.

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

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

Modeled after the Department of Corrections agency specific retention schedule (Offender supervision records, Inmate grievance files, 9-17) which has a 3-year retention.

AGENCY: Iron County Jail (Utah)

SERIES: 28091
TITLE: Inmate grievance files

(continued)

PRIMARY DESIGNATION:

Private	63G-2-302(1)(b)

SECONDARY DESIGNATION(S):

Protected.	UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(d), UCA 63G-2-305(10), UCA 63G-2-305(12)

AGENCY: Iron County Jail (Utah)

SERIES: 27954 3
TITLE: Inmate medical records
DATES: 2004-
ARRANGEMENT: numerical by inmate number
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These files are the complete medical records for all prisoners. They may include all prescriptions authorized, a log for all doctor or hospital visits, inmates medical complaints, and other medical information.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate medical record, GRS-2352.

AUTHORIZED: 04-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after last release of inmate and then destroy.

Photographs: Retain in Office for 7 years after last release of inmate and then destroy.

APPRAISAL:

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

AGENCY: Iron County Jail (Utah)

SERIES: 27954
TITLE: Inmate medical records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b)