Retention and Classification Report

Agency: Department of Corrections. Division of Administrative Services (231)

P.O. Box 144100
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Records Officer: _____

59910	Budget planning files
59916	Building construction project files
83422	Correctional facilities architectural plans
80211	Data processing plans and amendments
83424	Expungement files
80210	Information Committee meeting minutes
27292	Photographs
59913	Policy and procedures
20314	Pre-Service Academy session records
83423	Site selection files

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59910 3
TITLE: Budget planning files
DATES: 1982-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are estimates, plans, and reports used in the preparation of the department's budget to justify budget requests presented to the governor's office. These include working papers, cost estimates, rough data accumulated in the preparation of annual budget estimates, narrative statements, reports on the status of appropriation accounts and apportionment, quarterly and annual reports regarding the effectiveness of the budget as a whole.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget planning files, GRS-2312.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after current year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical research value since they reveal much of the director's feelings and thoughts about the divisions and programs supervised by the director. They also document the changes that occurred in the department as it was evolving from a division to an independent department.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59910
TITLE: Budget planning files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. "Schedule 6" information is private.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59916 3
TITLE: Building construction project files
DATES: 1980-2022
ARRANGEMENT: Alphabetical by building name
DESCRIPTION:

These are case files used by the facilities bureau to review building plans, to make changes in designs, and to ensure that the designs are correct and meet the specifications prepared by the Department. These records include architectural designs, specifications, correspondence, contract agreements, final building plans, and cost analysis data.

RETENTION:

Permanent. Retain for 10 year(s) after disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after completion of the project and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

A copy of the architectual building plans and design specifications are maintained by the Division of Facilities and Construction Management for the life of the building. These records should be maintained for legal actions since some of the information in these files is not duplicated at DFCM. Therefore these plans must be retained as long as the originals.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59916
TITLE: Building construction project files

(continued)

PRIMARY DESIGNATION:

Protected	Building plans of correctional facilities.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83422 3
TITLE: Correctional facilities architectural plans
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files are used to review building plans, to make changes in design and to ensure that the designs are correct and meet the specifications prepared by the Department. May include architectural designs, specifications, correspondence, contract agreements, final building plans and cost analysis data. The original files are retained by the Division of Facilities Construction and Management.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Building construction project files, GRS-2283.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83422
TITLE: Correctional facilities architectural plans

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (12) (2008)

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80211 3
TITLE: Data processing plans and amendments
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are Annual Plans put together by the bureau which forecast the automation hardware and software needs for the agency for the coming year. These include an executive summary, an agency overview and background data, an explanation of the current data processing environment, projections for expansion of the data processing environment and the budgetary impact.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Data processing plans and amendments, GRS-2276.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after current year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value because of their evidential content.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80211
TITLE: Data processing plans and amendments

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83424 3
TITLE: Expungement files
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These are complete criminal history and offender case files which may include records of the investigation, arrest, detention, or conviction of a petitioner for expungement. Upon receipt of a valid order to expunge, pursuant to UCA 77-18-14, they are officially sealed indicating that the file has been expunged. They are maintained in the event that the court orders a file reopened.

RETENTION:

Retain for 80 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until expungement processing is completed and then transfer to State Records Center. Retain in State Records Center for 80 years and then destroy.

Computer data files: Retain in Office until expungement processing is completed and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on administrative need.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83424
TITLE: Expungement files

(continued)

PRIMARY DESIGNATION:

Exempt UCA 77-18-15 (2008)

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80210 3
TITLE: Information Committee meeting minutes
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is a committee devoted to resolving information sharing, data entry, and management problems within the department. Their primary concern is to improve the quality and completeness of data on the department-wide database, OBCIS (Offender Based Criminal Identification System).

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after current year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value because of their evidential content.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 80210
TITLE: Information Committee meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 27292 3
TITLE: Photographs
DATES: 1980-
ARRANGEMENT:
DESCRIPTION:

This series contains photographs of directors, administrative staff, and other staff members. It does not include inmate identification photographs.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value as they document individuals who have served in leadership positions in the department.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59913 3
TITLE: Policy and procedures
DATES: 1978-
ARRANGEMENT: Alphabetical by subject
DESCRIPTION:

These are policies and procedures that govern the operation and the administration of various programs in the department. These are not all-inclusive since Corrections separated from the Department of Social Services in 1984. These include memos, sample letters and forms stating procedures to be followed by employees and the type of policy/procedure to be followed. An imaged version

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being updated and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 59913
TITLE: Policy and procedures

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20314 3
TITLE: Pre-Service Academy session records
DATES: 1985-
ARRANGEMENT: Numerical by session number, thereunder alphabetical by surname
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are used to verify the training an individual employee received prior to being accepted as a correctional officer as required by Utah Administrative Code R728-406 (1998). An employee who does not graduate from the academy is considered not to have passed probation and is released from employment. The series also includes training files for correctional officers at county facilities. Information includes transcripts, test scores, attendance records, peer evaluation results, schedule for session, and copies of course completion certificates.

RETENTION:

Retain for 20 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: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the employee graduates and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency to document an employees certification.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 20314
TITLE: Pre-Service Academy session records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83423 3
TITLE: Site selection files
DATES: 1987-
ARRANGEMENT: alphabetical by site
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These files provide the documentation for the selction of sites for correctional facilities, particulary the Gunnison site. The files indicate the characteristics of the sites under consideration and document the final choice.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Site selection files, GRS-2304.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This retention will allow for all questions to be resolved concerning the selection of various sites for correctional facilities.

AGENCY: Department of Corrections. Division of Administrative Services

SERIES: 83423
TITLE: Site selection files

(continued)

PRIMARY DESIGNATION:

Public