

## Retention and Classification Report

**Agency:** Department of Corrections. Adult Probation and Parole. Region 4. Administration  
and Provo Office (404)  
150 East Center, Suite 100  
PO Box 239  
Provo, UT 84603  
801-374-7633

**Records Officer:** \_\_\_\_\_

13376	Fillmore office offender criminal histories
09884	Provo offender criminal histories
11524	Richfield office offender criminal histories

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4. Administration and Provo Office

**SERIES:** 13376

3

**TITLE:** Fillmore office offender criminal histories

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname

**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Offender criminal histories, GRS-2385.

**AUTHORIZED:** 08-01-2004

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4. Administration and Provo Office  
**SERIES:** 13376  
**TITLE:** Fillmore office offender criminal histories

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY DESIGNATION:**

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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**SECONDARY DESIGNATION(S):**

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4. Administration and Provo Office

**SERIES:** 9884

3

**TITLE:** Provo offender criminal histories

**DATES:** 1955-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname

**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Offender criminal histories, GRS-2385.

**AUTHORIZED:** 08-01-2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4. Administration and Provo Office  
**SERIES:** 9884  
**TITLE:** Provo offender criminal histories

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY DESIGNATION:**

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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**SECONDARY DESIGNATION(S):**

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4. Administration and Provo Office

**SERIES:** 11524

3

**TITLE:** Richfield office offender criminal histories

**DATES:** 1974-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname

**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain for 10 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Offender criminal histories, GRS-2385.

**AUTHORIZED:** 08-01-2004

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4. Administration and Provo Office  
**SERIES:** 11524  
**TITLE:** Richfield office offender criminal histories

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY DESIGNATION:**

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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**SECONDARY DESIGNATION(S):**

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Name of informants on incident reports. Utah Code 63G-2-305(10) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.