Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole Division (399)

14717 Minuteman Drive
Draper, UT 84020
801-265-5666

Records Officer: _____

80139	Agreements and contracts
80143	Community correction center disciplinary hearing tapes
80140	Community correction center restitution accounting records
14661	Interstate compact correspondence
23714	Offender criminal histories
27290	Policies and procedures
80147	Resident personal property release files

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80139 3
TITLE: Agreements and contracts
DATES: 1954-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

These files document the agreements with offenders for drug treatment, work release and other services or obligations. This records series is now kept as part of the offender case file. Includes contracts or agreements between offenders and the Department of Corrections.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate files, GRS-2372.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until inmate is released and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80143 3
TITLE: Community correction center disciplinary hearing tapes
DATES: 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

These are verbatim recordings of audio tapes from disciplinary hearings held at the correctional center. Includes date and audio record of what was said.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disciplinary hearing tapes, GRS-2367.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 5 years and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80140 3
TITLE: Community correction center restitution accounting records
DATES: 1974-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records were used to keep track of monies deposited in restitution accounts for court ordered fines, court costs and victim reparations. These are also the ledgers maintained for accounting and audit uses. These records are no longer kept at the Correctional Center since this function is now performed at the regional offices. Includes deposit receipts, deposit books and bookkeeping ledgers.

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resident restitution accounting records, GRS-2262.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after account has been paid in full and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

This retention is based on UCA 78-12-23 and 78-12-29.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80140
TITLE: Community correction center restitution accounting records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 14661 3
TITLE: Interstate compact correspondence
DATES: 1983-
ARRANGEMENT: Alphabetical by subject.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Documents pertaining to probationers and parolees concerning courtesy supervision by another state. The crime may have been committed in Utah, but the offender may have issues or relatives that make it more efficient and effective to have another state supervise them.

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: 07/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 14661
TITLE: Interstate compact correspondence

(continued)

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 23714 3
TITLE: Offender criminal histories
DATES: 1994-
ARRANGEMENT: Chronological.
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 separation

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 Division

SERIES: 23714
TITLE: Offender criminal histories

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the history of the probation or parole.

PRIMARY DESIGNATION:

Public	Utah Code 63G-2-201(2) 2013

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(d) 2014
Protected.	Utah Code 63G-2-305(13) 2014
Controlled.	Utah Code 63G-2-304(1)(b) 2008

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 27290 3
TITLE: Policies and procedures
DATES: 1986-
ARRANGEMENT: Numerical by policy number.
DESCRIPTION:

This series contains the division's policies and procedures.These guidelines outline division responsibilities and govern the operation and administration of various programs within the organization. Information includes policy types, effective dates, titles, descriptions, assigned numbers, signatures of approval, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

Digital image: For records beginning in 1995 and continuing to the present. Retain in Office permanently.

APPRAISAL:

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

These records have an administrative value as they are used to govern division programs. The records also have historical value as they document the programs of the division. They have legal value as they document the rights of the division and its staff members.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 27290
TITLE: Policies and procedures

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80147 3
TITLE: Resident personal property release files
DATES: 1978-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

These are forms maintained by the diagnostic unit for the receipt and release of property to an offender who surrenders the property to the property control officer when they were admitted to the unit. They are necessary to ensure the accountability of personal property entrusted to the custody of the diagnostic unit. Includes name of resident, date of admission, itemized list of personal property, and signatures for receipt and release by the offender and the property control officer.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate property file, GRS-2253.

AUTHORIZED: 06-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned into UDOCA and verified per policy and then destroy.

Computer data files: Retain in Office for 3 years after jurisdiction is terminated and then delete.

APPRAISAL:

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

These records are subject to audits.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80147
TITLE: Resident personal property release files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.