

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Northern Utah Region.
Administration and Farmington Office (402)
883 West 100 North
PO Box 700
Farmington, UT 84025
801-451-4700

Records Officer: _____

06348 Farmington offender criminal histories

AGENCY: Department of Corrections. Adult Probation and Parole. Northern Utah Region. Administration and Farmington Office

SERIES: 6348

3

TITLE: Farmington offender criminal histories

DATES: 1986-

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. Documents the history of all offenders on probation or parole. Includes offender's name, history of charges, commitments, name of case worker, monthly reports to probation or parole officer, copies of court records, a history of probation or parole, incident reports, restitution data, correspondence and the probation or parole agreement.

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

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(continued)

Records Center for 10 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).
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