Retention and Classification Report

Agency: Department of Corrections. Division of Prison Operations (743)

14717 South Minuteman Drive
Draper, UT 84020-0000
801-571-2300

Records Officer: _____

00817	Attorney request log
01012	Civil and criminal process log
00915	Civil and criminal process service files
00818	Execution files
24910	Gang and security threat group (STG) records
80262	General orders files
80170	Incident reports
00944	Inmate classification files
80253	Inmate classification review files
80254	Inmate grievance files (level one)
24254	Inmate grievance files (levels two and three)
84145	Inmate jackets
23704	Inmate phone request forms
00813	Inmate request for appointment with civil/criminal attorney
80155	Inmate transportation order files
01015	Investigative files
00836	Lawsuit files
22629	Visitor's files

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 817 1
TITLE: Attorney request log
DATES: 1986-
ARRANGEMENT: Chronological, thereunder alphabetical by inmate name.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These logs are used to access the attorney request files. They are an index to them and give the case (reference) number.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This log has administrative value because it serves as an index to another record series known as the inmate request for appointment with civil/criminal attorney files. The log has no value after the destruction of the files it indexes.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 1012 3
TITLE: Civil and criminal process log
DATES: 1987-
ARRANGEMENT: Chronological, thereunder by alphabetical inmate name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This log documents an inmate's civil/criminal process. Includes the name of inmate, inmate number, housing location, date, and description of process.

RETENTION:

Retain for 1 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil and criminal process log, GRS-2362.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then file with civil/criminal process files.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 915 3
TITLE: Civil and criminal process service files
DATES: 1987-
ARRANGEMENT: Chronological, thereunder alphabetical by inmate name.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document the entire civil/criminal process. They consist of all documents relating to cases involving inmates or staff members. They include such documents as warrants, subpoenas, detainers, complaints, summonses, and so forth. These are copies. The original is issued by the court and goes to the individual concerned (inmate or staff member), a copy goes to the court, and a copy goes in the individual's file (inmate jacket or personnel file), and a copy is held in this office.

RETENTION:

Retain for 5 year(s) or for 0

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:

Paper: Retain in Office for 3 years or until inmate is paroled and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 915
TITLE: Civil and criminal process service files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 818 3
TITLE: Execution files
DATES: 1973-
ARRANGEMENT: Alphabetical by name of executed inmate.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are a documented history of executions at the prison. They include such items as news clippings, administrative memos, execution minutes, and inmate correspondence.

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 Execution files, GRS-2225.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records are historical based on their importance in providing evidence of the significant effects of governmental programs and actions on individuals and communities.

PRIMARY DESIGNATION:

Public name of inmate, date of execution, and type of execution

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 818
TITLE: Execution files

(continued)

SECONDARY DESIGNATION(S):

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 24910 3
TITLE: Gang and security threat group (STG) records
DATES: 1994-
ARRANGEMENT: Alphabetical by offender last name
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These records contain information on inmates who are known to have gang and/or security threat group (STG) affiliations. They are used to provide both background information to assist in the management of these inmates and to document any evidence of continuing gang and/or STG affiliation. This information is also maintained for correctional facility security purposes and as an information resource for other law enforcement agencies. Each file contains identifying information about the inmate and gang/STG affiliations. May also contain sociological background information, documentation of incidents of violence or conspiracy that have been investigated and intelligence information about real or planned activities.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after termination of inmate sentence and then destroy.

Computer data files: Retain in Office for 10 years after termination of inmate sentence and then delete.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 24910
TITLE: Gang and security threat group (STG) records

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 80262 3
TITLE: General orders files
DATES: 1985-
ARRANGEMENT: Chronological, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These binders contain policies and procedures that govern the operation and the administration of various programs in the department. They consist of copies of memorandums, manuals, sample letters, and forms stating procedure to be followed by department employees. Includes the date of the memorandum, subject of the memorandum and the policy and procedure to be implemented. They are referenced in order to determine what policies were in force during a specific time period.

RETENTION:

Permanent. Retain for 10 year(s) after superseded

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 5 years after superseded 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, and/or historical value(s).

These records have administrative value because they are used as guidelines for employees in carrying out the duties of the agency. They are referenced often to determine what policies were in force during a specific time period. They also have secondary historical value because they reveal the history of the agency showing their policy changes and explaining agency functions and

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 80262
TITLE: General orders files

(continued)

practices.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 80170 3
TITLE: Incident reports
DATES: 1986-
ARRANGEMENT: Chronological by date of incident
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These reports document incidents which occur within the facilities. Reports may involve staff members or security violations involving non-individuals. Examples of security violations would include doors ajar, missing kitchen knives, etc. Incident reports involving inmates are retained permanently as part of the inmate jacket. Incidents involving staff members which result in disciplinary action, worker's compensation, etc. would be maintained in the appropriate file for the approved period as indicated by the 1997 State Agency General Records Retention Schedule. Information includes date, time, name of individuals involved, names of witnesses, description of incident or security breach, location of incident or security breach, action taken or recommended, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2400.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative need of the agency to document incidents and action taken.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 80170
TITLE: Incident reports

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (12)

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 944 3
TITLE: Inmate classification files
DATES: 1987-
ARRANGEMENT: Alphabetical by inmate name.
ANNUAL ACCUMULATION: 12.00 cubic feet.
DESCRIPTION:

These are records of inmate classification. When an inmate comes to the prison he goes through R & O (reception and orientation) and, after evaluation during this period, is assigned a classification. This determines where the inmate will be housed. His first evaluation comes after 1 year. Then he is evaluated every 9 months, then, depending on his targeted parole date, every 6 months, then 3, then once per month on his last 3 months before parole. There are five levels of classification. They are based on personality, psychological evaluation, temperament, and so forth. The classifications can change or be challenged. These files reflect this process. The file includes criminal history checklist, life history form, AIMS (Adult Internal Management System) form, and may contain a number of reassessment forms.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate classification review files, GRS-2369.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 944
TITLE: Inmate classification files

(continued)

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 80253 3
TITLE: Inmate classification review files
DATES: 1998-
ARRANGEMENT: Numerical by inmate number
DESCRIPTION:

Documents the classification assigned to an inmate. The inmate is evaluated and assigned a classification based upon behavior, attitude, personality, etc. Includes the name of the inmate, inmate number, age of the inmate and the classification assigned to the inmate. This information is also retained in the inmate's jacket or file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate classification review files, GRS-2369.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 80254 3
TITLE: Inmate grievance files (level one)
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 15.00 cubic feet.
DESCRIPTION:

These records document the efforts at resolving grievances filed by inmates at the prison, at the housing unit level. Through this process the prison gives the inmates a way to have their complaints heard. Authorities at the prison seek to resolve the complaints by investigation and appropriate action if necessary. The files consist of memos from inmates, subsequent correspondence relating to grievance, investigative notes, and the results of investigations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate grievance files, GRS-2373.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided no litigation is pending.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 24254 3
TITLE: Inmate grievance files (levels two and three)
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 9.00 cubic feet.
DESCRIPTION:

These records document inmate grievances that are being appealed by inmates to the Division of Prison Operations. The records consist of memos and correspondence relating to the grievance, investigative notes, reports of findings, information about the identity and location of grieving inmate, date of incident or issue, and date of decision.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

This retention is based upon the fact that these records document the longer and more litigious process of appealing the original decision, and there is a greater possibility of further litigation based on the appeals decision.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 24254
TITLE: Inmate grievance files (levels two and three)

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008).

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 84145 3
TITLE: Inmate jackets
DATES: 1875-
ARRANGEMENT: Numerical by inmate number.
ANNUAL ACCUMULATION: 8.00 cubic feet.
DESCRIPTION:

These case files document the prison history of an inmate while incarcerated at a facility of the Utah State Prison system. The inactive records are maintained in office for two years after the inmate is released because of the high rate recidivism (84% within 2 years). The records are also used by the courts, social service representatives, and law enforcement officials for research into the criminal history of individuals in their care, and for background information for investigations. Files include commitment papers, admittance and assessment records (face sheet), Parole Board results, incident reports, contracts, treatment plans, pre-release agreements, detainers, disciplinary reports, educational and work records, correspondence, CCC reports, and presentence investigations.

RETENTION:

Permanent. Retain for 30 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after after case becomes inactive and then transfer to State Records Center. Retain in State Records Center for 28 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office until administrative needs end and then destroy.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 84145
TITLE: Inmate jackets

(continued)

Microfiche master: Retain in State Archives permanently.

APPRAISAL:

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

This disposition is based on administrative need and the research value of the series for historical uses.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2)(d) 1995

SECONDARY DESIGNATION(S):

Public
Protected. incident reports

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 23704 3
TITLE: Inmate phone request forms
DATES: 1995-
ARRANGEMENT: none
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Inmates use this form to request clearance on family and friends' phone numbers. It is then sent to Call Watch to verify numbers. When verified, the number is entered into the computer. Form is then put in a storage box. There is no other use for the form.

RETENTION:

Retain until resolution of issue

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:

Paper: Retain in Office until logged and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 813 1
TITLE: Inmate request for appointment with civil/criminal attorney files
DATES: 1986-
ARRANGEMENT: Numerical by reference number, year, and month sequentially.
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are generated by inmate requests to see and attorney. The files include inmate name and number, date of request, inmate's housing location, inmate's employment location, dates (form was received, forwarded, and returned), status of appointment (seen, rescheduled, moved, cancelled, etc.), date signed, and signatures of inmate and attorney.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

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

These files have administrative value because they are used to follow up on an inmate's request to see an attorney. They also have primary legal value because they may be used for litigation support in case charges are brought by inmates against the agency for violation of their civil rights by denying them access to an attorney. These records can be destroyed after 2 years because the statute of limitations for actions against a public officer is 2 years as stated in the Utah Code 78-12-28(1) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" [Utah Code 78-12-28(3)].

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 813
TITLE: Inmate request for appointment with civil/criminal attorney files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 80155 3
TITLE: Inmate transportation order files
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are used to authorize movement of an inmate from the prison to an off-site location. They are used mostly by the post guard and the vehicle control officer. Includes name of inmate to be moved and the date of the movement.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate transportation order files, GRS-2402.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 1015 3
TITLE: Investigative files
DATES: 1987-
ARRANGEMENT: Alphabetical by inmate number, thereunder chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files are used to document the gathering of information leading to disciplinary action, grievance issues or classification issues. The file contains any and all documents relating to those issues.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investigation records, GRS-1733.

AUTHORIZED: 03-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

These files have administrative value because they document investigations that lead to decisions or actions regarding an inmate's classification and disciplinary actions or grievances. They may also have primary legal value because they can document evidence behind a particular decision.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 1015
TITLE: Investigative files

(continued)

PRIMARY DESIGNATION:

Controlled

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 836 1
TITLE: Lawsuit files
DATES: 1986-
ARRANGEMENT: Chronological, thereunder numerical by case number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files are lawsuits filed by inmates against the prison. They include law suit allegations, cover letters requesting representation, notices of court appearance, reports, recommendations, and correspondence.

RETENTION:

Retain for 5 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:

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfiche master: Retain in Archives for 5 years after case is closed and then destroy.

Microfiche duplicate: Retain in Archives for 5 years after case is closed and then destroy.

APPRAISAL:

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

These files have administrative value because they document the law suits that are filed against the prison. They also have primary legal value because they are useful to the agency in the conduct of legal business. The records are referenced for about 2 years after the case is closed and then may be discarded.

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 836
TITLE: Lawsuit files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Department of Corrections. Division of Prison Operations

SERIES: 22629 3
TITLE: Visitor's files
DATES: 1990-
ARRANGEMENT: Alphabetical by inmate
DESCRIPTION:

Provides documentation of inmate visitation requests. Includes the name of the person, reason for visit, name of inmate, date and time of visit, etc.

RETENTION:

Retain for 2 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Visitor's files, GRS-2393.

AUTHORIZED: 04-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after release from prison and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public