

Retention and Classification Report

Agency: Iron County Jail (Utah) (160)

2136 North Main Street
Cedar City, UT 84720
(435)586-3356

Records Officer: Ranon Hulet

05489	Inmate case files
28090	Inmate disciplinary files
28091	Inmate grievance files
27954	Inmate medical records

AGENCY: Iron County Jail (Utah)

SERIES: 5489

3

TITLE: Inmate case files

DATES: 1990-

ARRANGEMENT: Numerical by booking number.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These files document the incarceration history of inmates for use during their incarceration and possible future reference for classification or legal purposes. They include commitment papers, admittance and assessment records, incident reports, pre-release agreements, detainers, disciplinary reports, educational and work records, correspondence, and other related records.

RETENTION:

Retain 10 years after release of inmate.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2009.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1990 through 2011. Retain in Office for 5 years after release of inmate and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no legal action is pending.

Computer data files: For records beginning in 2012 and continuing to the present. Retain in Office for 10 years after release of inmate and then delete provided no legal action is pending.

AGENCY: Iron County Jail (Utah)

SERIES: 5489

TITLE: Inmate case files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. 63G-2-302(1)(b)
Protected. UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(d), UCA
63G-2-305(10), UCA 63G-2-305(12)

AGENCY: Iron County Jail (Utah)

SERIES: 28090

3

TITLE: Inmate disciplinary files

DATES: 2002-

ARRANGEMENT: numerical by disciplinary case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files provide documentation of inmate disciplinary hearings and incident investigations. They are used to inform inmates of violations charged against them, hearings scheduled before the disciplinary hearing officer and summary of hearing results. They also are used for classification purposes in subsequent incarcerations. Information could include inmate name, inmate number, housing unit, incident date/time, hearing date/time, violations charged, inmate response to charges, inmate signature, deputy delivered signature, names of hearing officers, names of witnesses and informants, comments, findings, hearing officer signature.

RETENTION:

Retain 4 years and 1 month

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 4 years after case closes and then delete provided no litigation is pending.

Sound recordings: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 4 years and then erase provided no litigation is pending.

AGENCY: Iron County Jail (Utah)

SERIES: 28090

TITLE: Inmate disciplinary files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 28.

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(b)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(d), UCA 63G-2-305(10), UCA 63G-2-305(12)

AGENCY: Iron County Jail (Utah)

SERIES: 28091

3

TITLE: Inmate grievance files

DATES: 2002-

ARRANGEMENT: numerical by grievance number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files provide documentation of the investigation into any grievance filed by an inmate. They are used to investigate grievances and inform inmates of findings/results. Information includes name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, results of the investigation, and the result of the grievance hearing.

RETENTION:

Retain 3 years and 1 month

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 3 years after file is closed and then delete.

Paper: Retain in Office until scanned and then destroy.

AGENCY: Iron County Jail (Utah)

SERIES: 28091

TITLE: Inmate grievance files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 28.

Modeled after the Department of Corrections agency specific retention schedule (Offender supervision records, Inmate grievance files, 9-17) which has a 3-year retention.

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(b)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(d), UCA 63G-2-305(10), UCA 63G-2-305(12)

AGENCY: Iron County Jail (Utah)

SERIES: 27954

3

TITLE: Inmate medical records

DATES: 2004-

ARRANGEMENT: numerical by inmate number

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files are the complete medical records for all prisoners. They may include all prescriptions authorized, a log for all doctor or hospital visits, inmates medical complaints, and other medical information.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after release of inmate and then destroy provided no further bookings in county jail.

Photographs: Retain in Office for 7 years after release of inmate and then destroy provided no further bookings in county jail.

AGENCY: Iron County Jail (Utah)

SERIES: 27954

TITLE: Inmate medical records

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah County
General Records Retention Schedule, Schedule 16, Item 28.

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(1)(b)