

## **STATE AGENCIES**

## Utah State Archives

**Parent Agency:** Iron County  
Sheriff

**Agency:** Iron County Jail (Utah) (160)

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

**Records Officer:** Ranon Hulet  
**Analyst:** Rosemary Cundiff

**AGENCY:** Iron County Jail (Utah)

**SERIES:** 5489

2

**TITLE:** Inmate case files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by inmate number.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files document the prison history of inmates. They include commitment papers, admittance and assessment records, parole board results, incident reports, contracts, treatment plans, 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.

**FORMAT MANAGEMENT:**

Paper: 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.

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(12)

## Utah State Archives

**Parent Agency:** Administrative Services  
Risk Management

**Agency:** Department of Administrative Services. Division of Risk  
Management (846)  
5120 State Office Building  
Salt Lake City, UT 84114  
538-5364

**Records Officer:** Michelle Christensen  
**Analyst:** Michael McLane

**AGENCY:** Department of Administrative Services. Division of Risk Management

**SERIES:** 59928

3

**TITLE:** Liability risk management claims files

**VARIANT:** Liability Insurance Claims Files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by claim number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These case files are used to manage the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities, and school districts. These files include investigative notes regarding the incident/injury; conversations with affected parties; summons, complaints, interrogatives, depositions; financial records, and authorizations for settlement. Personal identifying information includes: name, address, telephone number, date of birth, medical history, possible psychiatric history, property ownership, and number of dependents of claimant.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after closure and then transfer to State Records Center. Retain in State Records Center for 48 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

Some of the legal records are duplicated in the Attorney General's Office, Litigation Division. Because of the investigative notes and the subjective comments that may be included, and the investigator's recommendations to settle, the agency is requesting a confidential classification. Total Claims Summary reports, which are in system design phase now will be public. The agency requests that information about an individual claim is confidential.

**AGENCY:** Department of Administrative Services. Division of Risk Management

**SERIES:** 59928

**TITLE:** Liability risk management claims files

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(12,15,16,22,23,32,33)

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-203(1-2),(6) Certain psychological and medical data

Private. UCA 63G-2-302(1)(b),(e) Personnel data and medical data

UTAH STATE ARCHIVES AND RECORDS SERVICE  
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

JANUARY 15, 2009

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF  
RECORD SERIES

STATE AGENCIES

Iron County  
Iron Co. Jail. . . . . 1

Administrative Services  
Risk Management Division. . . . . 1

TOTAL RECORD SERIES SCHEDULED:	2	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	21.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

\_\_\_\_\_  
State Records Committee Member

\_\_\_\_\_  
Date