

STATE AGENCIES

Utah State Archives

Parent Agency:

Agency: Board of Pardons and Parole (754)
448 East 6400 South
Suite 300
Salt Lake City, UT 84107
801-261-6464

Records Officer: Greg Johnson

AGENCY: Board of Pardons and Parole

SERIES: 80134

2

TITLE: Criminal history case files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 50.00 cubic feet.

DESCRIPTION:

These records support the agency's function to determine when and under what conditions persons under the jurisdiction of the Department of Corrections may be released upon parole, pardoned, ordered to pay restitution, or have their sentences commuted or terminated (Utah Code 77-27-5(2010)). Records contain a comprehensive history of a criminal offender including the offender's name, history of charges and commitments, name of case worker, copies of court records, restitution data, correspondence, and all other agency reports and agreements.

RETENTION:

Retain 30 years after parole is terminated.

DISPOSITION:

Destroy.

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 until parole is terminated and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

AGENCY: Board of Pardons and Parole

SERIES: 80134

TITLE: Criminal history case files

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2015).

Protected. Utah Code 63G-2-305(10)(a)(2015).

Controlled. Utah Code 63G-2-304(2008).

AGENCY: Board of Pardons and Parole

SERIES: 14829

2

TITLE: Hearing recordings

DATES: 1982-

ARRANGEMENT: Chronological by date of hearing.

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

These records support the agency's function to determine when and under what conditions persons under the jurisdiction of the Department of Corrections may be released upon parole, pardoned, ordered to pay restitution, or have their sentences commuted or terminated (Utah Code 77-27-5)(2010)). These records document parole hearings wherein the conditions and actions above are determined. Information includes verbatim audio recordings and may include transcripts in death penalty cases (Utah Code 77-27-8(1)(2010)).

RETENTION:

Retain 30 years after parole is terminated.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

Sound recordings: For records beginning in 2003 through 2008. Retain in Office for 5 years after parole is terminated and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 30 years after parole is terminated and then transfer to State Archives with authority to weed.

Sound recordings: For records beginning in 1982 through 2002. Retain in State Archives permanently with authority to weed.

AGENCY: Board of Pardons and Parole

SERIES: 14829

TITLE: Hearing recordings

(continued)

APPRAISAL:

Administrative Historical Legal

This legal appraisal is based on Utah Code 77-27-5(2010). The historical appraisal is based on the research value of these records as they evidence our current legal system and law enforcement activities.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(13,14)(2014))

AGENCY: Board of Pardons and Parole

SERIES: 20374

2

TITLE: High-profile criminal history case files

DATES: 1987-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's function to determine when and under what conditions persons under the jurisdiction of the Department of Corrections may be released upon parole, pardoned, ordered to pay restitution, or have their sentences commuted or terminated (Utah Code 77-27-5(2010)). Files contain a comprehensive history of high-profile criminal offenders, as determined by the agency, including commitment papers, agency reports, admittance and assessment records (face sheet), treatment plans, detainers, education and work records, correspondence, psychological profiles, and pre-sentence investigations.

RETENTION:

Retain 30 years after parole is terminated.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 until parole is terminated and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of this series as it documents high-profile criminal cases within Utah.

AGENCY: Board of Pardons and Parole

SERIES: 20374

TITLE: High-profile criminal history case files

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

Utah State Archives

Parent Agency: Human Services
People with Disabilities

Agency: Department of Human Services. Office of Social Services.
Developmental Center (1194)
State Developmental Center
895 North 900 East
American Fork, UT 84003
801-763-4000

Records Officer

AGENCY: Department of Human Services. Office of Social Services.
Developmental Center

SERIES: 59944

2

TITLE: Client profile records

DATES: 1930-

ARRANGEMENT: Numerical by client number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to provide services, treatment, and care for people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document the diagnosis, admission, and discharge of clients. Pre-admission information, birth certificates, burial plans, and other legal records may be included.

RETENTION:

Retain 7 years after client leaves the center.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 until scanned and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed provided client has left.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical

These records have historical value as they document the treatment of persons with disabilities under state care.

AGENCY: Department of Human Services. Office of Social Services. Developmental Center

SERIES: 59944

TITLE: Client profile records

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Exempt 45 CFR 1643502(a)(2)(2015)

SECONDARY CLASSIFICATION(S):

Controlled. Utah Code 63G-2-304(2008)

Private. Utah Code 63G-2-302(1)(b)(2015)

AGENCY: Department of Human Services. Office of Social Services.
Developmental Center

SERIES: 28760

2

TITLE: Consent records

DATES: 2010-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to provide care, services, and treatment to qualifying persons with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document permissions granted for emergency and psychotropic treatment, restriction of rights, and pathogen testing, and include guardian notifications, waivers and related consents.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

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.

All Formats: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Department of Human Services. Office of Social Services. Developmental Center

SERIES: 28760

TITLE: Consent records

(continued)

PRIMARY CLASSIFICATION:

Exempt 45 CFR 164.502(a)(2)(2015)

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(1)(b)(2015)

Controlled. Utah Code 63G-2-304(2008)

AGENCY: Department of Human Services. Office of Social Services.
Developmental Center

SERIES: 28767

2

TITLE: Incident reports

DATES: 2011-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to provide care, services, and treatment of people with intellectual disabilities residing at the developmental center (Utah Code 62A-5-201(2011)). Incident reports document staff observations of problematic client behavior as well as responsive actions taken, such as use of mechanical restraints.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

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All Formats: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Legal

These records are required to be created in Utah Code 62A-15-640(1)(2002). Staff reports behavior, clients absent without leave, and the use of mechanical restraints.

AGENCY: Department of Human Services. Office of Social Services. Developmental Center

SERIES: 28767

TITLE: Incident reports

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(b)(2015)

SECONDARY CLASSIFICATION(S):

Controlled. 63G-2-304(2008)

AGENCY: Department of Human Services. Office of Social Services.
Developmental Center

SERIES: 26523

2

TITLE: Liability prevention case files

DATES: 1992-

ARRANGEMENT: Chronological by date of case closure.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records support the agency's function to provide care, services, and treatment of people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document measures taken to provide for the safety of the clients and security of the premises and include logs, bed checks, fire drills, door alarms, building checks, and related records.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

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 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Office of Social Services. Developmental Center

SERIES: 26523

TITLE: Liability prevention case files

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(12)(2015)

AGENCY: Department of Human Services. Office of Social Services.
Developmental Center

SERIES: 27942

2

TITLE: Treatment logs

DATES: 1960-

ARRANGEMENT: Alphabetical by client's name.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function to provide care, services, and treatment of people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Logs identify the medical needs of clients and track the administration by staff of medication, controlled substances, as well as medicated shampoos, prescribed lotions, and bowel aids.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

APPROVED: 12/2012

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 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Office of Social Services. Developmental Center

SERIES: 27942

TITLE: Treatment logs

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Exempt 45 CFR 164.502(a)(2)(2013)

SECONDARY CLASSIFICATION(S):

Controlled. Utah Code 63G-2-304(2008)

Private. Utah Code 63G-2-302(1)(b)(2015)

Utah State Archives

Parent Agency: Natural Resources Department
Oil, Gas, & Mining Division

Agency: Department of Natural Resources. Division of Oil, Gas, and
Mining (720)
1594 West North Temple, Suite 1210
P.O. Box 145801
Salt Lake City, UT 84114-5801
801-538-5279

Records Officer: Vicky Dyson

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 28764

2

TITLE: Utah mining oral histories

DATES: 2010-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's administrative function to preserve Utah's mining heritage. These files contain all of the collected materials relating to the oral histories of Utah miners, including the raw audio and video files, photographs, transcripts, consent forms, published movies, and other printed promotional materials.

RETENTION:

Retain in Office for 1 year.

DISPOSITION:

Transfer to the State Archives permanently.

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.

All Formats: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of this series to provide researchers with documentation of the mining communities within Utah.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 28764

TITLE: Utah mining oral histories

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY CLASSIFICATION:

Public

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

NOVEMBER 13, 2015

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

STATE AGENCIES

Board of Pardons and Parole.3
Human Services
Developmental Center. 5
Natural Resources Department
Oil, Gas, and Mining Division.1

TOTAL RECORD SERIES SCHEDULED:	9	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	56.70	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