

Retention and Classification Report

Agency: Board of Pardons and Parole (754)

448 East 6400 South
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801-261-6464

Records Officer: _____

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AGENCY: Board of Pardons and Parole

SERIES: 29623

3

TITLE: Administrative rule records

DATES: 2017-

ARRANGEMENT: numerical

DESCRIPTION:

Information an agency relies upon when making a rule under Utah Code 63-45a-1 et seq. (2004), including copies of the proposed rule, change in the proposed rule, and the rule analysis

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Board of Pardons and Parole

SERIES: 28263

3

TITLE: Chairman correspondence

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Board of Pardons and Parole

SERIES: 28263

TITLE: Chairman correspondence

(continued)

SECONDARY DESIGNATION(S):

Public

AGENCY: Board of Pardons and Parole

SERIES: 80460

4

TITLE: Correspondence

DATES: i 1914-1948; 1982-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

The Board of Pardons corresponds with various court and other state officials, private citizens, and the prisoners themselves regarding parole status and criminal histories of individual inmates. Since the major responsibility of the Board is to determine how long a criminal offender should remain either in direct custody in prisons or jails, or under close supervision as a parolee, most correspondence relates to this decision. Routine correspondence about Board meetings, schedules, or agenda can also be found in the series.

Supporting documents are often attached to the correspondence, and these usually include court information reports and transcripts, or newspaper clippings or petitions about a particular case. Missing records include the files from 1923-1926 and from 1949-1981.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This series is one of the few kept by this office that documents its primary activities; therefore, it has evidentiary and historical value.

AGENCY: Board of Pardons and Parole

SERIES: 80460

TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

Controlled

AGENCY: Board of Pardons and Parole

SERIES: 80134

3

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 until case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2015

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

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 DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2015).
Protected.	Utah Code 63G-2-305(10)(a)(2015).
Controlled.	Utah Code 63G-2-304(2008).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Board of Pardons and Parole

SERIES: 26411

3

TITLE: Final hearing results

DATES: 1970-

ARRANGEMENT: Chronological by date of hearing

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains the weekly postings of hearing and review results (decisions) finalized by the board. It also contains the results calendars. The hearing and review results document the following types of hearings: original, parole violations, pardons, transfers, administrative, etc. Their purpose is to determine inmate parole, transfer, release and other actions. The calendars are a daily log which list inmate names and numbers, board participant names, hearing times, and most importantly, the tape count for each hearing. Tape counts serve as finding aids for the original hearing tapes. (Series 14829). Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Pardons and Parole

SERIES: 26411

TITLE: Final hearing results

(continued)

APPRAISAL:

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

These records document the historical value of the final decisions of the Board of Pardons and Parole. The tape counts provide essential reference information for researching the original tapes.

These records are based on UCA 77-27-8(1) 1994.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 14829

3

TITLE: Hearing recordings

DATES: 1963-

ARRANGEMENT: Chronological by date of hearing.

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:

Permanent. Retain for 30 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2015

FORMAT MANAGEMENT:

Computer data files: For records beginning in 2008 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 2009. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

AGENCY: Board of Pardons and Parole

SERIES: 14829

TITLE: Hearing recordings

(continued)

enforcement activities.

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(2)(d) (2022): records contain private information.
Access will be handled by Board of Pardons and Parole.

SECONDARY DESIGNATION(S):

Protected.

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

Public.

Records may be public after 75 years, per Utah Code 63G-2-310

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Board of Pardons and Parole

SERIES: 20374

3

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:

Permanent. Retain until 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: 12/2015

FORMAT MANAGEMENT:

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:

These records have historical value(s).

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)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2014)

Controlled. Utah Code 63G-2-304(1)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Board of Pardons and Parole

SERIES: 80135

1

TITLE: Inmate reference card files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are quick reference files on all offenders which have had files kept on them by the Board of Pardons. They are no longer kept up-to-date because OBCIS now serves the same purpose. Includes statistical offender data, demographic information about the inmate, court where committed, crime, sentence, and presiding judge.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then retain in office for permanent storage & reference.

APPRAISAL:

These records have administrative value(s).

This needs to be retained by the Board of Pardons' staff for reference purposes.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 332

4

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Minutes have been kept by the Board, as required by law, to record the proceedings of hearings held to determine if individual prisoners were eligible for parole, pardon, commutation, or termination of sentence. During the hearings the prisoner was interviewed by the Board, and interested persons could testify, under oath, for or against the prisoner. Reports of law enforcement and court officials were often presented during the hearing. Summaries of these reports as well as decisions of the Board are also included in the minutes. Factors considered in reaching a decision generally revolved around the criminals prison history, evidence of rehabilitation, and the social and economic resources available to the offender once released. Formal orders issued by the Board or forms indicating that the meeting times of parole hearings were publicized are sometimes attached to the minutes.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Board of Pardons and Parole

SERIES: 332

TITLE: Minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Board of Pardons and Parole

SERIES: 28265

3

TITLE: Performance audit records

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28266

3

TITLE: Policies and procedures

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Controlled

AGENCY: Board of Pardons and Parole

SERIES: 28264

3

TITLE: Proposed legislation records

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain information created by Pardons and Parole staff for the purpose of proposing legislation.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proposed legislation records, GRS-1690.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Public

AGENCY: Board of Pardons and Parole

SERIES: 25353

3

TITLE: Publications

DATES: 1952-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Publications help document the history and functions of agencies.

AGENCY: Board of Pardons and Parole

SERIES: 25353

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28267

3

TITLE: Record transfer sheets (RTS)

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer's name and signature, Chief administrative Officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public