

Retention and Classification Report

Agency: State Prison (790)

P.O. Box 250
Draper, UT 84020
801-571-2300

Records Officer: _____

19340	Annual budget records
30321	Booking record book
13938	Executions records
03784	Guard duty daily rosters
05119	Inmate payroll records
05124	Inmate time sheets
22723	Mountain Echo magazine
02282	Payroll records and vouchers
16982	Prisoner received and released record book
00832	Publications

AGENCY: State Prison

SERIES: 19340

3

TITLE: Annual budget records

DATES: 1896-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are used to assist in the preparation of the divisional budget and to justify budget requests to the department director.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-2313.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 30321

TITLE: Booking record book

DATES: 1904-1914

ARRANGEMENT: Numerical by prisoner number.

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records are appraised as permanent and historic based on their alignment with the Utah State Archives and Records Service appraisal criteria and policy for records that document the actions of government and the Utah experience.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 13938

3

TITLE: Executions records

DATES: 1854-

ARRANGEMENT: none

DESCRIPTION:

These files provide a history of executions at the prison. The files may contain news clippings, administrative memos, execution minutes, name of inmate, date of execution and inmate correspondence .

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 Execution files, GRS-2225.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 3784

3

TITLE: Guard duty daily rosters

DATES: 1972-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Documents guard assignments within the facilities. Includes daily post logs, shift captain's logs, vehicle logs, pass lists and communication logs.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Daily guard logs, GRS-2394.

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 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

AGENCY: State Prison

SERIES: 5119

3

TITLE: Inmate payroll records

DATES: 1963-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Monthly reports giving inmate/resident number, name, pay rate, and job title. Also includes individual payment vouchers.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).

PRIMARY DESIGNATION:

Private

AGENCY: State Prison

SERIES: 5124

3

TITLE: Inmate time sheets

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

Time records for computing payroll of inmates.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 22723

3

TITLE: Mountain Echo magazine

DATES: 1999-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This magazine is produced by inmates at the Utah State Prison. It contains articles, short stories, poetry, and puzzles composed by inmates from both the men's and women's facilities.

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.

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: State Prison

SERIES: 2282

3

TITLE: Payroll records and vouchers

DATES: 2006-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: State Prison

SERIES: 16982

3

TITLE: Prisoner received and released record book

DATES: 1889-

ARRANGEMENT: Chronological by date discharged.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These logs are used to record information when an inmate is first admitted to a facility. Information includes inmate's name, physical description, religion, education, birthplace, occupation, crime committed, sentence information, discharge date, and prison record. Beginning in 1889, a photograph of the inmate was included. Can also indicate discharge of inmate from prison.

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 is authorized by Archives general schedule Prison commitment registers, GRS-2390.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives with authority to weed.

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

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

AGENCY: State Prison

SERIES: 16982

TITLE: Prisoner received and released record book

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public. Name, crime committed, discharge date

AGENCY: State Prison

SERIES: 832

3

TITLE: Publications

DATES: 1957-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, prisoners, parole, pardons, facilities, and all other activities of the State Prison. This series consists primarily of isolated publications not part of a more specific series.

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 which document agency history and functions have ongoing research value.

AGENCY: State Prison

SERIES: 832

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.