

Retention and Classification Report

Agency: State Prison (790)

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

Records Officer: _____

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AGENCY: State Prison

SERIES: 810

3

TITLE: Administrative records

DATES: 1935-1977.

ARRANGEMENT: None

DESCRIPTION:

These records document the everyday operation of the prison. The series includes a variety of records, such as daily inmate transfer sheets, staff meeting minutes, vehicle gas usage logs, information about disciplinary procedures and procedures for moving of prisoners, securing a crime scene, and inmate check-out. Staff meeting minutes are included for treatment staff, medium and maximum security staff, executive staff, warden's advisory committee, and the employees' council. There are inmate rosters and cell change requests.

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).

This series documents the daily operation of the prison both in a direct and evidentiary way.

AGENCY: State Prison

SERIES: 19340

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

3

AGENCY: State Prison

SERIES: 4498

3

TITLE: Biennial reports

DATES: 1927-1936.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports of State Prison activities from the previous two years with information pertaining to agency activities, agency staff, prisoners, crimes, parole, employment, medical cases, legislation, and fiscal and financial operations.

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: State Prison

SERIES: 5206

TITLE: Bill of fare

DATES: 1911.

ARRANGEMENT: Chronological by date served.

DESCRIPTION:

List of foods served for breakfast, dinner, and supper to convicts and list of foods served at the same meals to the guards.

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).

Records in this series are of historical value as representation of the daily functions of the state prison.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: State Prison

SERIES: 11868

3

TITLE: Board of Pardons hearings inmate lists

DATES: 1968-1974.

ARRANGEMENT: Chronological.

DESCRIPTION:

Memos giving list of inmates scheduled to appear at the next board of pardons hearing.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 30321

3

TITLE: Booking record book

DATES: 1904-1914

ARRANGEMENT: Numerical by prisoner number.

DESCRIPTION:

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: 30336

TITLE: Cash receivables record books

DATES: 1929-1935.

ARRANGEMENT: Chronological by date.

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: 11866

3

TITLE: Classification review records

DATES: 1959-1972.

ARRANGEMENT: Chronological

DESCRIPTION:

Review reports for custody and job assignment classifications by various teams. Treatment team shows inmate number, name, custody, and job assignment. Disciplinary team shows number, name, offense, reporting source, and disposition.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: State Prison

SERIES: 20097

3

TITLE: Clothing issue record book

DATES: 1910-1912; 1918.

ARRANGEMENT: Chronological

DESCRIPTION:

This volume records clothing and towels issued to individuals on specified dates. Linens, aprons, stove brushes, etc. issued to various buildings (milk house, barber shop) are noted at the end.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Criminal history records, GRS-2030.

AUTHORIZED: 08-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the State Archivist's assessment of the value of this record book in documenting day-to-day activities and conditions at the prison.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 30543

3

TITLE: Copies of court transcripts

DATES: 1924-2008.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These are copies of court transcripts which were transferred to State Archives with a number of other records in 2022. *** Third District Court (Salt Lake County), 1924. The State of Utah, Plaintiff, vs William Farr, Defendant. *** Fifth District Court (Beaver County), 1999-2000. Case No. 991500129 FS: State of Utah, Plaintiff, vs. Tony-Alexander: Hamilton, Defendant. Joseph M. Liddell, reporter. *** Fifth District Court (Beaver County), 2007-2008. Appellate #20090300 CA, Original #20080745-S.C., D.C. #070500076: Tony-Alexander: Hamilton, Petitioner/Appellant vs A. (Chuck) Bigelow; (Warden) at the prison in Gunnison, of the Utah-State, Respondent/Appellee. Also: Motion to Disqualify Judge and Certificate of Good Faith (Judge Kay L. McIff); Motion to Appoint Special Prosecutor. *** Seventh District Court (Carbon County), 1924. State of Utah, Plaintiff, vs Ed. McGowan, Defendant.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule High profile criminal case files, GRS-2031.

AUTHORIZED: 03-12-2018

FORMAT MANAGEMENT:

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

AGENCY: State Prison

SERIES: 30543

TITLE: Copies of court transcripts

(continued)

APPRAISAL:

These records have historical value(s).

These records are historical because they document the legal rights of Utah citizens.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 3272

3

TITLE: Count books

DATES: 1901-2005.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Information includes a daily accounting of inmate locations (bed check, hospital, etc.).

RETENTION:

Retain permanently

DISPOSITION:

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.

APPRAISAL:

These records have administrative, and/or historical value(s). These record books have been appraised as permanent records as they document a standardized process for maintaining organization and transparency over actions involving inmates housed at the Utah State Prison. In effect, these are a record of a core function being fulfilled by the agency. They also are a record of an underserved population and records pertaining to said population are appraised as permanent according to the Utah State Archives and Records Service appraisal policy and practice.

AGENCY: State Prison

SERIES: 3272

TITLE: Count books

(continued)

PRIMARY DESIGNATION:

Private

These records are regarded as private for 75 years according to UCA 63G-2-302(2). They contain information about race or national origin and disclosure of this and other personal information may constitute an unwarranted invasion of privacy

SECONDARY DESIGNATION(S):

Public

AGENCY: State Prison

SERIES: 11886

4

TITLE: Criminal physical description record book

DATES: i 1904-1914.

ARRANGEMENT: Numerical by inmate number.

DESCRIPTION:

This volume records physical anthropological data on prison inmates. This data was gathered for criminal anthropological studies, common at the turn of the century, as a means of identifying born criminals. Entries were made by Andrew C. Ure, initially prison clerk and later deputy warden. Entries cover prisoner numbers 1600 through 3901. The volume has categories for recording general information; anthropometric data; descriptive data; marks, scars, moles, deformities, etc.; peculiarities of habit and action; and criminal history.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the intensive data provided on the individual inmates included in this series.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: State Prison

SERIES: 3285

3

TITLE: Daily logs

DATES: 1958-1978.

ARRANGEMENT: None

DESCRIPTION:

Recorded information includes: watch reports, problems noticed, daily meals served.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until reviewed by agency and then destroy.

AGENCY: State Prison

SERIES: 11867

3

TITLE: Detainer records

DATES: 1961-1973.

ARRANGEMENT: Chronological

DESCRIPTION:

Letters and forms from other states requesting cancellation of detainers (hold because wanted elsewhere) on inmates held by the Utah State Prison.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 1 year and then destroy.

AGENCY: State Prison

SERIES: 4405

TITLE: Employee payroll records

DATES: 1972.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 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: 4555

1

TITLE: Executive correspondence

DATES: 1919-1920; 1952-1953.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies , procedures and achievements. Includes electronic mail that communicates the above.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years 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: 5213

3

TITLE: Expense account ledgers

DATES: 1896-1903.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 3775

3

TITLE: Financial reports

DATES: 1908-1966.

ARRANGEMENT:

DESCRIPTION:

Monthly reports list expenditures, allotments, and balances in various accounts.

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 document the use of public funds.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 30277

3

TITLE: Goods received record books

DATES: 1956-1962.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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: 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: 5202

3

TITLE: Guernsey Cattle Club herd book

DATES: 1903-1925.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This volume records the Guernsey cow herd at the prison including pedigree, registration numbers, service and calving dates, and comments on sale, etc.

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).

The Guernsey cattle club herd book documents the history of activities and industries provided for prisoners.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 5212

3

TITLE: Inmate account ledger

DATES: 1897-1912.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 10413

3

TITLE: Inmate and prison glass plate negatives

DATES: 1900; 1930.

ARRANGEMENT: none

DESCRIPTION:

The majority of the glass plate negatives are prisoner identification photographs (mug shots) from circa 1900. A few negatives are combination photographs from the 1930s of a mug shot of an escaped inmate together with his fingerprint card. There are also negatives depicting scenes from the former prison at Sugar House, including the cell house, the interior of the chapel, and exterior shots of prison buildings. Inmates are included in some photographs. There are also photographs of unidentified individuals and groups.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Photo negatives: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value of these records for both genealogical and potential criminology research.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 10396

4

TITLE: Inmate identification photographs

DATES: ca.1890-1925; 1950-1968.

ARRANGEMENT: Numerical by prison number.

TOTAL VOLUME: 5.50 cubic feet.

DESCRIPTION:

This series contains identification photographs of state prison inmates. The inmates are usually identified by prison number but in some cases where a number is not available, by name. The series also contains a box of unknown photographs. These photographs do not have a number or name. The dates for photographs in boxes 1-5 are estimated dates, ca. 1890-1925. The photographs in boxes 5-8 range from 1950-1968. The date is listed on the photograph.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic value of photographs and the enduring research value of records documenting historic agency functions and processes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: State Prison

SERIES: 3799

TITLE: Inmate medical case files

DATES: 1959-1968.

ARRANGEMENT: Alphanumerical

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.

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: 10398

4

TITLE: Inmate photographs

DATES: 1940-1954.

ARRANGEMENT: Arranged alphabetically by crime thereunder alphabetically by prisoner's last name.

TOTAL VOLUME: 1.05 cubic feet.

DESCRIPTION:

This series consists of inmate photographs. Most of the inmates are from the Utah State Prison with few from the Salt Lake Sheriff's Office, the Box Elder Sheriff's Office and the Ogden City Police. The photographs are separated by crime; therefore, this possibly is a study of some sort. Most photographs state the type of crime, the date of incarceration, date of release, physical appearance of prisoner, and place and date of birth.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Photographs: For records beginning in 1940 through 1954. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value of these records for both genealogical and potential criminology research.

PRIMARY DESIGNATION:

Private

These records are regarded as private for 75 years according to UCA 63G-2-302(2). They contain information about race or national origin and disclosure of this and other personal information may constitute an unwarranted invasion of privacy

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: State Prison

SERIES: 30314

3

TITLE: Inmate ration record book

DATES: 1942-1949.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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: 802

3

TITLE: Inmate roster

DATES: 1885-1886.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Lists inmate name, number, cell location, custody level (e. g. minimum, maximum) , and assignment.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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.

APPRAISAL:

These records have historical value(s).

These records have historical value due to their importance in providing evidence of the significant effects of governmental programs and actions on individuals.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: State Prison

SERIES: 5589

3

TITLE: Inmate rosters

DATES: 1968-1972.

ARRANGEMENT: chronological by month thereunder alphabetical by inmate surname

DESCRIPTION:

Lists inmate name, number, cell location, custody level (e. g. minimum, maximum) , and assignment.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 4407

3

TITLE: Inmate store funds transfer records

DATES: 1964-1969.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records series contains cash register receipts from the inmate store. The receipts document simple financial transactions between the store and the inmates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s). these are records that track store purchases by inmates and are of a transitory value.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2018.

AGENCY: State Prison

SERIES: 5222

TITLE: Inmate time records

DATES: 1959-1960.

ARRANGEMENT: Alphanumerical

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.

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: 3773

3

TITLE: Inmate transfer records

DATES: 1967-1972.

ARRANGEMENT:

DESCRIPTION:

Recorded information includes inmate number, inmate name, and where transferred from and to. Series includes request for cell change slips.

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: 3273

3

TITLE: Inmate visitor and correspondence case files

DATES: 1970-1972.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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: 3776

3

TITLE: Inmate work records

DATES: 1969-1975.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These boxes contain a variety of records, mostly related to managing inmate activity. Changes in custody or work assignment are documented. Documents include alphabetical and numerical inmate rosters, inmate cell change request forms, inmate payroll records, inmate classification interviews, inmate clearance forms for minimum security facility, prison disciplinary board documents, minimum security facility inmate roster, warden's staff meeting minutes, prison equipment records and inventories.

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 have permanent value as documentation of treatment of inmates and daily operation of the State Prison.

AGENCY: State Prison

SERIES: 30254

TITLE: Ladies Auxiliary minute books

DATES: 1952-1957.

ARRANGEMENT: Chronological by date.

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 books are being appraised as historical and permanent based on the record they provide of living conditions and social interactions among the personnel at the Utah State Prison in Draper. This record documents an important part of Utah's history and the functional role the Department of Corrections and the State Prison has played in that history.

PRIMARY DESIGNATION:

Public

These books do not appear to mention specific personal identifying information about State Prison personnel or inmates and should be considered public.

AGENCY: State Prison

SERIES: 5207

TITLE: Letterbooks

DATES: 1890-1896.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains a book of copies of letters sent by the Prison Warden G. N. Dow. Letters contain requests for records, requests for quotes, supply orders, and general correspondence. Legibility varies and is quite poor on some of the letters. Many are unreadable. The end of the book contains what appears to be a list of supplies and a menu, but water damage has made portions of these pages virtually illegible.

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).

This series has permanent value as documentation of the daily operation of the State Prison.

PRIMARY DESIGNATION:

Public

3

AGENCY: State Prison

SERIES: 30315

3

TITLE: Mail record book

DATES: 1928.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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: 30282

3

TITLE: Money receipt record books

DATES: 1956-1960.

ARRANGEMENT: Numerical by register entry number.

DESCRIPTION:

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).

While receipt books are not a permanent record, these record books are being kept as a representative sample and as evidentiary information about prison operations.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 831

3

TITLE: Monthly reports

DATES: 1937-1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Monthly tallies and some more detailed reports of custody classification, inmates employed or enrolled in classes , population of housing facilities, etc. kept by the warden.

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 document agency history and functions and have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 11887

3

TITLE: Monthly reports

DATES: 1964-1966.

ARRANGEMENT: Chronological

DESCRIPTION:

Mimeograph copies of reports made by the prison to the State Board of Corrections at their monthly board meetings. Known holdings span June 1964-December 1966.

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).

This disposition is based on the extensive and intensive information provided in these reports.

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: 30311

3

TITLE: Name record book

DATES: 1920-1949.

ARRANGEMENT: Alphabetical by prisoner surname.

DESCRIPTION:

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: 30334

3

TITLE: Operating control report

DATES: 1948-1953.

ARRANGEMENT: Reverse chronological order by date.

DESCRIPTION:

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: 11888

3

TITLE: Paid expenditures summary

DATES: 1947-1951.

ARRANGEMENT: Chronological.

DESCRIPTION:

Spread sheet showing date, name of vendor, folio, and amounts.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: State Prison

SERIES: 2281

TITLE: Paid receipts

DATES: 1973-1977.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 2257

TITLE: Paid vouchers

DATES: 1974-1977.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 30309

3

TITLE: Paroled prisoner record book

DATES: 1925-1929.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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: 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: 4408

3

TITLE: Payroll registers

DATES: 1965-1967.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after separation and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have long-term administrative value to document employee service and eligibility for benefits. They may be destroyed according to the scheduled retention period.

AGENCY: State Prison

SERIES: 4408

TITLE: Payroll registers

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: State Prison

SERIES: 13940

3

TITLE: Personnel records

DATES: 1959-2008.

ARRANGEMENT: alphabetical

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: State Prison

SERIES: 13940

TITLE: Personnel records

(continued)

Paper copy: Retain in Office until administrative need ends and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records in this series have long-term administrative value to document employee service and eligibility for benefits. They may be destroyed according to the retention schedule.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: State Prison

SERIES: 30275

TITLE: Personnel time record books

DATES: 1902-1972.

ARRANGEMENT: Chronological by date.

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:

Private

Books may include PPI that includes date of birth, sex, marriage status, address, and/or social security number.

SECONDARY DESIGNATION(S):

Public

AGENCY: State Prison

SERIES: 30335

3

TITLE: Photo album

DATES: 1947-1969.

ARRANGEMENT: None.

DESCRIPTION:

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: 30507

TITLE: Prison Chapel guest book

DATES: None.

ARRANGEMENT: None.

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.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 30308

3

TITLE: Prison cash record book

DATES: 1918-1925.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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: 30285

3

TITLE: Prisoner card name index

DATES: 1896-2002.

ARRANGEMENT: Alphabetical by prisoner surname.

DESCRIPTION:

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 have been appraised as permanent records because they document standardized processes for maintaining organization and transparency over actions involving inmates housed at the Utah State Prison. In effect, these are a record of a core function being fulfilled by the agency. They also are a record of an underserved population and records pertaining to said population are appraised as permanent according to the Utah State Archives and Records Service appraisal policy and practice.

PRIMARY DESIGNATION:

Private

These records are regarded as private for 75 years according to UCA 63G-2-302(2). They contain information about race or national origin and disclosure of this and other personal information may constitute an unwarranted invasion of privacy

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: 30506

3

TITLE: Prisoner slang index

DATES: None.

ARRANGEMENT: Alphabetical by term.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

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.

AGENCY: State Prison

SERIES: 30281

3

TITLE: Punishment record books

DATES: 1906-1937.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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 have been appraised as permanent records because they document standardized processes for maintaining organization and transparency over actions involving inmates housed at the Utah State Prison. In effect, these are a record of a core function being fulfilled by the agency. They also are a record of an underserved population and records pertaining to said population are appraised as permanent according to the Utah State Archives and Records Service appraisal policy and practice.

PRIMARY DESIGNATION:

Private

These records are regarded as private for 75 years according to UCA 63G-2-302(2). They contain information about race or national origin and disclosure of this and other personal information may constitute an unwarranted invasion of privacy

SECONDARY DESIGNATION(S):

Public

AGENCY: State Prison

SERIES: 5209

3

TITLE: Recapitulation ledger

DATES: 1912-1921, 1947-1949.

ARRANGEMENT: chronological by month.

DESCRIPTION:

This ledger details individual items purchased, cost, and area (dining room, blacksmith shop, garage, etc.) where used.

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 administrative, fiscal, and/or historical value(s).

This ledger provides unusual detail allowing for a clear picture of the prison's purchases and materials during this time period.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 1365

TITLE: Reports

DATES: 1964-1966.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 3800

3

TITLE: Supply requisitions

DATES: 1949-1955.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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.

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: 30337

3

TITLE: Training materials

DATES: ca. 1970's-1980's.

ARRANGEMENT: None.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Audio cassettes: Retain in State Archives permanently with authority to weed.

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

Video recordings duplicate: 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: 5590

3

TITLE: Trustee fund vouchers

DATES: 1960-1961.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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: 804

3

TITLE: Visitors register

DATES: 1946-1952.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The visitor's register contains a log of visitors to the Utah State Prison from 2/10/1946 to 6/19/1949. Used by the prison to document visits to inmates. It contains the inmate's name, the visitor's name, the visitor's relationship with the inmate, the date of the visit, and the address of the visitor.

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).

While the visitor's log is not a permanent record, this log is being kept as a representative sample and as evidentiary information about prison operations.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 30313

3

TITLE: Wagon report record book

DATES: 1888-1891.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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: 30280

3

TITLE: Warden's daily log record books

DATES: 1970-1977.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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 have been appraised as permanent records because they document standardized processes for maintaining organization and transparency over actions involving inmates housed at the Utah State Prison. In effect, these are a record of a core function being fulfilled by the agency. They also are a record of an underserved population and records pertaining to said population are appraised as permanent according to the Utah State Archives and Records Service appraisal policy and practice.

PRIMARY DESIGNATION:

Private

These records are regarded as private for 75 years according to UCA 63G-2-302(2). They contain information about race or national origin and disclosure of this and other personal information may constitute an unwarranted invasion of privacy

SECONDARY DESIGNATION(S):

Public

AGENCY: State Prison

SERIES: 10315

3

TITLE: Warden's monthly statements

DATES: 1885-1886.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This series was created by G.N. Dow, acting warden of the territorial penitentiary. Each monthly account consists of a list of the inmates' names. For each name, there is specified on what account held (court name or waiting trial), crime, term of sentence, date of confinement, # days this month, date of sentence, and remarks (e.g. release, pardon, taken for trial, etc.).

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).

Records in this series document the functions of the territorial prison. They are historically valuable and are useful to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: State Prison

SERIES: 11869

3

TITLE: Warden's recommendation files

DATES: 1967-1968.

ARRANGEMENT: Chronological

DESCRIPTION:

Copies of memoranda from the warden to various inmates advising them of staff recommendations for participation in various programs (e. g. Alcoholics Anonymous program treatment, basic education, general equivalency diploma program, vocational training, etc.)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: Retain in State Records Center for 1 year and then destroy.

AGENCY: State Prison

SERIES: 3912

4

TITLE: Wardens' administrative records

DATES: 1855-1894.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

These records cover the administrations of Wardens Daniel Carn, Alexander McRae, J.A. Little, Albert P. Rockwood, and Frederick Kesler, and document the general administration of the penitentiary during Utah's territorial period. Included are prison record books which contain descriptions of prisoners, the findings and sentences of courts, a record of their confinement and a summary of their crimes. Journals and other financial records show the purchase of supplies and the proceeds realized from the labor of prisoners. Several reports and other documents contain good historical data about the penitentiary or record information about conditions there. These include a draft history written by Warden Rockwood in 1877, a questionnaire about prison conditions, and several reports written by Warden Kessler to the legislative assembly in the 1880s and 1890s. Other documents include warrants of confinement and the orders of release for individual prisoners, general correspondence, and some documents from a Justice of the Peace court about some specific cases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

Digital image: Retain in Archives permanently.

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic value of these records in documenting the general administration of the penitentiary during Utah's territorial period.

AGENCY: State Prison

SERIES: 3912

TITLE: Wardens' administrative records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: State Prison

SERIES: 30310

TITLE: Workman's time book

DATES: 1917-1920.

ARRANGEMENT: Chronological by date.

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