

Retention and Classification Report

Agency: Salt Lake City (Utah). Jail (1039)

3415 South 900 West
Salt Lake City, UT
801-743-5000

Records Officer: _____

04889 *Prisoners time log

AGENCY: Salt Lake City (Utah). Jail

SERIES: 4889

3

TITLE: Prisoners time log

DATES: ca. 1932.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are records which verify hours worked during the month by federal prisoners and county prisoners. Names are listed and hours per day during the month are checked and totalled. No other information is provided. These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

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:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)