

Retention and Classification Report

Agency: Department of Corrections. Institutional Operations. North Point Correctional Facility (1638)
14425 Bitterbrush Lane
PO Box 250
Draper, UT 84020-0250
801-576-8200

Records Officer: _____

85290 *Executive correspondence files

AGENCY: Department of Corrections. Institutional Operations. North Point Correctional Facility

SERIES: 85290

1

TITLE: Executive correspondence files

DATES: 1980-2014.

ARRANGEMENT: none

DESCRIPTION:

The wardens' files document the internal administration of the facility and its primary mission, which is to institutionalize and incarcerate offenders sentenced to penal servitude by the courts of Utah. Other records in these files are related to housekeeping activities. These records are housed at North Point, South Point, and Gunnison facilities.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

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 for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Executive correspondence documents important decisions

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.