

Retention and Classification Report

Agency: Department of Corrections. Inmate Services (1648)

P.O. Box 250
Draper, UT 84020

Records Officer: _____

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AGENCY: Department of Corrections. Inmate Services

SERIES: 12244

3

TITLE: Certified mail logs

DATES: 1990-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2133

3

TITLE: Clothing issue card file

DATES: 1979-2014.

ARRANGEMENT: Numerical by USP (Utah State Prison) number

DESCRIPTION:

This series records requests received from inmates for clothing. Includes the name of the inmate, date requested, clothing requested and date clothing was issued or denied.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Clothing request files, GRS-2363.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Microfilm master: Retain in Archives permanently provided Ken agrees.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2139

3

TITLE: Clothing request files

DATES: 1989-2014.

ARRANGEMENT: alphabetical by inmate name

DESCRIPTION:

Documents requests received from inmates for clothing. Includes the name of the inmate, date requested, clothing requested, and date clothing was issued or denied.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Clothing request files, GRS-2363.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 85274

3

TITLE: Contraband confiscation logs

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log records the confiscation of contraband (unlawful property) by prison authorities from inmates. The log includes inmate name and number, item confiscated, date, and confiscating officer's name.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on the records' primary legal value because they may be used for litigation support in case charges are brought by inmates against officers for illegal seizure or property damage. The statute of limitations on actions "for taking, detaining, or injuring personal property" is 3 years according to (UCA 78-12-26(2) (1986). The retention also covers actions against an officer which is 2 years as stated in UCA 78-12-28(1) (1987) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" in accordance UCA 78-12-28(3) (1987).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1882

3

TITLE: Daily Count and Transfer Sheet reports

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Computer generated daily status reports of prisoners informing employees of the prison what inmates are coming in, going out, and changing residence. Copies of this report are used by the photo lab to identify what inmates will need to be photographed. Information includes inmate number, name, where moving from, where moving to, house number, and count per facility.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 month and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2145

3

TITLE: Daily laundry logs

DATES: 1985-2014.

ARRANGEMENT: None

DESCRIPTION:

This file is used to track the number of bed linens processed for each housing unit. Information includes the number of sheets, pillow cases, blankets and bed pads received, housing unit, date, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Laundry count sheet files, GRS-2292.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1028

3

TITLE: Delivered property call files

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to track property that is delivered to inmates. Information includes inmate name and number, date, and where inmate is housed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

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, and/or legal value(s).
This disposition is based on a three-year statute of limitations on actions for "taking, detaining, or injuring personal property" as noted in UCA 78-12-26(2) (1986).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1023

3

TITLE: Donation log

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs document the donation of former inmate property to charitable organizations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on litigation support in case charges are brought by inmates against officers that property was donated illegally. The statute of limitations on actions "for taking, detaining, or injuring personal property" is 3 years (UCA 78-12-26[2] [1986]). This disposition also covers the statute of limitations for actions against an officer which is 2 years (UCA 78-12-28[1]) (1987) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" (UCA 78-12-28[3] [1987]).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1468

4

TITLE: Employee of the month photos

DATES: 1987-2014.

ARRANGEMENT: Alphabetical by employee's surname

DESCRIPTION:

Photos taken for publication, of employees given special recognition each month by the prison. Each file includes the negatives of these photographs and the employee's name.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Photo negatives: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the files' secondary informational value. The photo files are created for administrative use in recognition of prison employees, they also have secondary informational value because they contain photos of past employees at the prison. The photos would definitely be of interest to someone researching the history of employment/employees at the Utah State Prison.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1916

3

TITLE: Execution book

DATES: 1854-2014.

ARRANGEMENT: Chronological

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:

Retain permanently

DISPOSITION:

May 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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Photographs: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This book has secondary informational value because it contains a history of inmates executed at the prison. It provides information for future research and should be preserved.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1916

TITLE: Execution book

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80322

3

TITLE: Incident reports

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are initiated when an incident occurs involving an inmate or a staff member or both. This is a record of that incident. This includes name of person filing report, date and time of report, location of report, comments on the nature of the report, follow-up actions, and the person's signature filing the report.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2400.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These are only copies. The record copy is kept in the inmate's file if it concerns the inmate and in the personnel file if it concerns a staff member.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80338

3

TITLE: Indigent mail logs

DATES: 1978-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created by the Inmate Funds Accounting Office (IFAO) of the Inmate Services section to document mail usage. They also serve to identify indigent inmates authorized to receive postage issued to each inmate on a weekly basis. If inmates have less than \$3.00 in their account, they are declared by the unit management team as indigent. This authorizes them to receive an allowance of five first-class stamps per week. These logs are used to document an inmate's right to access attorneys, courts, government officials, and to maintain ties with their community and family. The logs include a list of inmates and postage issued.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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).
It provides litigation support in accordance with a 2-year statute of limitations for civil rights suits as noted in UCA 78-12-28(3) (1987).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2130

3

TITLE: Inmate clothing request files

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Documents requests received from inmates for clothing. Includes the name of the inmate, date requested, clothing requested, and date clothing was issued or denied.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Clothing request files, GRS-2363.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2136

3

TITLE: Inmate employment agreement

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Documents the employment history of the inmates or residents while under the jurisdiction of the Department of Corrections. Includes the employment application, correspondence, etc. Information includes the name of inmate, inmate number, position, rate of pay, date of hire, termination date, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inmate personnel records, GRS-2376.

AUTHORIZED: 07-01-2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 85272

3

TITLE: Inmate forwarding address case files

DATES: 1989-2014.

ARRANGEMENT: Alphabetical by inmate's surname

DESCRIPTION:

These files document an inmates' denial of or request for their mail to be forwarded after their release. Information includes inmate name and number, date, new address, and signature.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 6564

3

TITLE: Inmate mail control files

DATES: 1978-2014.

ARRANGEMENT: Alphabetical by inmate's surname

DESCRIPTION:

These files are kept on individual inmates at the prison and are used to track the mail room's dealings with the inmates. The files include problem forms that may contain information on items such as excess mail weight, incomplete return address, and any contraband found. Files also include inmate-to-inmate request forms and control logs, denied mail forms, requests for information, memos between the mail room and inmates, indigent logs, postage logs, legal logs, forwarding logs, problem mail forms, incident report forms, grievance forms, inmate correspondence, reference information, certified postage logs (including registered and insured mail), staff memos, privileged mail forms (which relate to the inmate's legal correspondence), and indigent postage requests (additional requests for privileged mail). The files may also contain disciplinary information, including discipline reports and discipline appeal forms, as well as information relating to investigative mail watches.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after inmate is released or deceased and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
The disposition is based on the need for litigation support in accordance with a 3-year statute of limitations "for taking, detaining, or injuring personal property" (UCA 78-12-26[2]) (1986). The disposition also covers a 2-year statute of limitations "for injury to the personal rights to another as a civil rights suit under 42 U.S.C. 1983." (UCA 78-12-28[3]) (1987).

AGENCY: Department of Corrections. Inmate Services

SERIES: 6564

TITLE: Inmate mail control files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(g) (2008)

Protected. UCA 63G-2-305(8-11) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80337

3

TITLE: Inmate mail money receipts

DATES: 1978-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created by the Mail room to manage the delivery and receipt of business checks, government pensions, and refund checks. The records include copies of money instruments (which help to verify correct amounts, inmate name, or detect if any other error were made on the receipts), and log showing Inmate Fund officer's receipt of Inmate Accounting envelopes. The original money instruments are sent to the Inmate Accounting office.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 90 days and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80261

3

TITLE: Inmate negative photos

DATES: ca. 1960-2014.

ARRANGEMENT: Numerical by inmate number

DESCRIPTION:

These files contain photographic negatives of inmates. These negatives are used to keep positive identification current. They are also used to create positive prints when information on inmates is requested from outside agencies. Each inmate has a packet which includes one negative, one positive print (for easy identification), inmate name and number, the date inmate was admitted to the prison, the date the photo was taken, the date photo updates were taken (photos are periodically updated to maintain identification integrity), and any escape order requests (photo requested from file after an inmate's escape). These negatives are kept as the master photographs for duplication purposes. Some inmates may have multiple photographs included. Photos and negatives previous to ca. 1960 were included in inmate jackets (see 84145).

RETENTION:

Permanent. Retain for 5 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: 12/1993

FORMAT MANAGEMENT:

Photo negatives: Retain in Office for 5 years after inmate leaves the prison and then transfer to State Archives.

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

AGENCY: Department of Corrections. Inmate Services

SERIES: 80261

TITLE: Inmate negative photos

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on secondary informational value because they contain information on individuals and serve to identify inmates at the state prison. These records would be of interest to descendants of inmates doing family history or individuals researching the history of specific inmates.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1549

4

TITLE: Inmate positive photos

DATES: 1989-2014.

ARRANGEMENT: Numerical by inmate number

DESCRIPTION:

Positive prints of all photos of an inmate at the Utah State Prison, taken by the Photography Lab to assure identification accuracy and to supply photos in the event of escape. Photos taken on arrival at the prison, once every three years while incarcerated, when moved to a halfway house, and upon release at which time photographs are transferred to the Inmate jackets. (Series 84145).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Photographs copy: Retain in Office until inmate is released and then transfer to inmate jacket.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the records' secondary informational value because they identify individuals who have resided at the Utah State Prison.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80255

3

TITLE: Inmate property control case files

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These files are used for account for all inmate personal property turned over to the prison for safekeeping until the inmate is released. The files include received property forms, statements of loss, waivers, requests, memorandums, deceased or escape forms, confiscated property forms, released property forms, denied or returned packages lists, special property clearance forms (medical, contract, or warden approved), disciplinary information (discipline reports, discipline appeal forms), grievance form, property call schedules, inmate identification forms, incident reports, inmate forwarding forms, inmate correspondence, donation forms, disposition forms, commissary receipt copies, denied property notifications, and inmate property inventory forms. Prior to 1993 the files were arranged alphabetically by inmate name.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after release or death of inmate and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

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

This disposition is based on administrative and primary legal value because they may be used for litigation support if charges are brought by inmates against officers for damage or loss of personal property. The statute of limitations "for taking, detaining, or injuring personal property" is 3 years (UCA 78-12-26[2] [1986]). The retention also covers the statute of limitations for actions against an officer is 2 years as stated in UCA 78-12-28(1) (1987) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" as referred to in UCA 78-12-28 (3) (1987).

AGENCY: Department of Corrections. Inmate Services

SERIES: 80255

TITLE: Inmate property control case files

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

Protected. UCA 63G-2-305(8-11) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 85273

3

TITLE: Inmate property control logs

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is used to record the release or disposition of an inmate's property (whether it is released to inmate when the individual leaves the prison; or turned over to next of kin, donated, or destroyed upon the inmate's decease). Includes inmate name and number, date, description of property, and final disposition.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have legal value(s).

The disposition is based on possible litigation support. The statute of limitations "for taking, detaining, or injuring personal property" is three years (UCA 78-12-26[3] [1986]). This also covers civil rights violations and actions against an officer which have 2-year statutes of limitations (UCA 78-12-28) [1987]).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 12262

3

TITLE: Inmate-to-inmate correspondence logs

DATES: 1990-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs are created by the mail unit and are used to track the requests received in the mail for one inmate to correspond with another. Both approved and denied requests are logged. Inmate-to-inmate correspondence is not permitted unless there is a compelling interest. The files include Inmate-to-Inmate Correspondence Request, Approved Inmate-to-Inmate Correspondence log, Denied Inmate-to-Inmate Correspondence log, and Notification of Inmate-to-Inmate Correspondence Requests (informing inmate whether or not request was approved or denied).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2153

3

TITLE: Laundry chemical logs

DATES: 1985-2014.

ARRANGEMENT: None

DESCRIPTION:

These logs are used to track usage of chemicals in the laundry.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2150

3

TITLE: Laundry count sheet files

DATES: 1989-2014.

ARRANGEMENT: None

DESCRIPTION:

This file is used to track the number of bed linens processed for each housing unit. Information includes the number of sheets, pillow cases, blankets and bed pads received, housing unit, date, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Laundry count sheet files, GRS-2292.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2163

3

TITLE: Laundry monthly reports

DATES: 1988-2014.

ARRANGEMENT: None

DESCRIPTION:

Term reports used to create the annual Laundry Service report.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2162

3

TITLE: Laundry payroll files

DATES: 1984-2014.

ARRANGEMENT: None

DESCRIPTION:

Documentation of time worked for inmates employed at the laundry services.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

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 Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2160

3

TITLE: Laundry service reports

DATES: 1986-2014.

ARRANGEMENT: None

DESCRIPTION:

Administrative reports regarding the functioning of the Utah State Prison laundry service.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

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:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 84134

3

TITLE: Mail logs

DATES: 1978-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs are created by the mail room and are used to document the "forwarded" and the "returned to sender" mail when the inmate cannot be located in residence at the prison. It also documents mail that is refused by an inmate. These logs assure accountability of the state prison for an inmate's mail. The logs also include a list from Inmate Funds Accounting office showing money sent through the mail that was denied and returned.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

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, and/or legal value(s).

The disposition is based on the administrative need to litigation support against civil rights suits in accordance with a two-year statute of limitations as found in UCA 78-12-28(3) (1987) and a three-year statute of limitations against taking, detaining, or injuring personal property as noted in UCA 78-12-26(2) (1986).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2158

3

TITLE: Maintenance and lubrication files

DATES: 1985-2014.

ARRANGEMENT: None

DESCRIPTION:

These files document the service and maintenance performed on the laundry facility equipment. Includes type of service, date performed, problems reported, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Laundry equipment maintenance files, GRS-2293.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office until equipment is obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1867

3

TITLE: Parole release photo logs

DATES: 1989-2014.

ARRANGEMENT: Geographical by unit, thereunder chronological
DESCRIPTION:

These logs are created to keep track of the process of photographing inmates who are scheduled for parole. The logs include inmate name and number, section (unit), date photo was taken, and date prints were completed. After the photos are processed, checked, and filed, the log may be destroyed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80430

3

TITLE: Personnel files

DATES: 1948-2014.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is an annotated work history of the employee while he or she was in the bureau. These are not the official personnel files. These are kept at a departmental level. This includes resume, training hours, letters of appreciation, honors, performance plan, reprimand, and notices of personnel action (DPM33). 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 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 copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2)(a) 1995

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1476

3

TITLE: Photo intake logs

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This log is used to keep track of the process of photographing incoming inmates. The inmates come through Reception and Orientation/Parole Violation (R&O/PV) so the log includes individuals committed and/or recommitted. Information includes inmate name and number, date inmate came to prison, where inmate is housed, date photo was taken, and whether inmate was fingerprinted (new committals are fingerprinted at this office). Once the photo is completed and properly filed, the fingerprint cards are turned over to records, and all other information is checked for accuracy, the record can be destroyed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 12245

3

TITLE: Postage logs

DATES: 1988-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

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

The 3-year retention also covers administrative need and audit requirements.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80388

4

TITLE: Prison commitment registers

DATES: 1875-2002.

ARRANGEMENT: Numerical by inmate number.

DESCRIPTION:

These logs are used to record information when an inmate is first admitted to prison. Personal information includes inmate's name, physical description, religion, education, birthplace, and occupation. Beginning in 1889, a photograph of the inmate accompanied this information. Criminal information includes the crime, sentence, discharge date, and prison record. Beginning in 1982, this log was also used as a back-up to the Offender Based Criminal Identification System (OBCIS). As the only facility in the corrections system, the State Prison was the creator from 1875-1982.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then microfilm and 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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80388

TITLE: Prison commitment registers

(continued)

APPRAISAL:

These records have historical value(s).

These files allow the creation of statistical profiles on the nature of inmates entering the prison during a given time period. They are also valuable research records for family historians or biographical researchers.

PRIMARY DESIGNATION:

Private

The records are regarded as private for 75 years as per UCA 63G-2-302(2). They contain information about race, national origin, and religion and disclosure of this and other personal information may constitute an invasion of privacy

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 80426

3

TITLE: Prison library circulation records

DATES: i 1976-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a daily, monthly, and annual record of the number of books checked out in each unit. It is organized according to the Dewey Decimal Classification System. At the end of the year these figures are used in preparation of next year's budget request. Information includes the number of books checked out in each of ten subject areas, the library units involved, and date books were checked out. ** 5/95 Discussion with Corrections; this function belongs with Volunteer issues, need to create this section.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prison library circulation records, GRS-2299.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public No classification exists; is this correct?

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 12248

4

TITLE: Privileged mail logs

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Logs of the delivery for inmate's incoming and outgoing legal correspondence. Information includes date, officer on duty, sender, addressee, condition of mail when received (whether sealed or unsealed), and notations for in/out process.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

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, and/or legal value(s).

This disposition is based on the records' primary administrative and legal value because they document the delivery of an inmate's legal correspondence. They may be used for litigation support when charges are brought by inmates against officers at the prison. The statute of limitations for actions "for taking, detaining, or injuring personal property" is 3 years according to UCA 78-12-26(2) (1986). The statute of limitations for actions against a public officer is 2 years as stated in UCA 78-12-28(1) (1987) as well as for actions regarding "injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983" in accordance with UCA 78-12-28(3) (1987).

AGENCY: Department of Corrections. Inmate Services

SERIES: 12248

TITLE: Privileged mail logs

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1880

4

TITLE: Release photo logs

DATES: 1989-2014.

ARRANGEMENT: Geographical by unit, thereunder chronological.

DESCRIPTION:

Tracking logs for photographing inmates about to be released to a halfway house or a jail. Includes inmate name and number, section (unit), date photo was taken, and date prints were completed. After photos are processed, checked, and filed, the log may be destroyed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on administrative value documenting the process of photographing inmates about to be released outside the prison.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1888

3

TITLE: Safety office copies of incident reports

DATES: 1989-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are copies of incident reports filed with the office of Workers' Compensation Fund. They contain reports regarding safety concerns at the prison. The file includes non-claimed injury reports, fire incident reports, and claimed injury reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incident reports, GRS-2400.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (12) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 26268

3

TITLE: Scrapbooks

DATES: 1954-1972.

ARRANGEMENT: Chronological.

DESCRIPTION:

These scrapbooks were kept by an unidentified employee at the Utah State Prison. They include newspaper clippings as well as published action reports from the board of pardons. These board of pardon reports are noteworthy because they include handwritten notes about each prisoner cited, presumably made by the person keeping the scrapbook. While most information in this record should be considered public there are a few exceptions that should be noted. Primarily there are instances where the names of minors involved in rape cases have been noted. Based on the presumption that they'd still be alive at the time of accessioning a 75 year privacy restriction has been placed on this record.

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 is being retained because of its historical value in documenting both the prisoner population and daily occurrences at the Utah State Prison for the given time frame. Because of private elements in the scrapbook this record should be classified as private for 75 years.

PRIMARY DESIGNATION:

Private Record contains information about rape of minors that includes names.

AGENCY: Department of Corrections. Inmate Services

SERIES: 26268

TITLE: Scrapbooks

(continued)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 2152

3

TITLE: Sheet, pillowcase, and blanket logs

DATES: 1986-2014.

ARRANGEMENT: None

DESCRIPTION:

This file is used to track the number of bed linens processed for each housing unit. Information includes the number of sheets, pillow cases, blankets and bed pads received, housing unit, date, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Laundry count sheet files, GRS-2292.

AUTHORIZED: 08-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 12243

4

TITLE: Television lease control records

DATES: 1992-2014.

ARRANGEMENT: Numerical by television number

DESCRIPTION:

Records created by the property unit to monitor the lease of televisions during the lease to an individual. Information includes television lease agreement contract forms, television lease program logs, and supporting documentation verifying the condition of the leased televisions.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months after after property is returned or lease is expired and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Corrections. Inmate Services

SERIES: 1598

3

TITLE: Work release photo logs

DATES: 1989-2014.

ARRANGEMENT: Geographical by facility, thereunder chronological
DESCRIPTION:

These logs are created and maintained to verify the photographing of inmates working outside of the prison perimeters. The inmates photos are taken when they are released to work outside. Once the photos have been taken, processed, filed, and checked for accuracy, the log can be destroyed. It includes inmate name and number, location where inmate is working, date picture was taken, and date the prints were completed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative value of the records. Once the photos have been taken, processed, checked, and filed, the log can be destroyed.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.