

## Retention and Classification Report

**Agency:** Department of Corrections. Inmate Administration Bureau (2656)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80391

3

**TITLE:** Active inmate reference card files

**DATES:** 1950-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are quick reference files used by records offices personnel to handle inquiries regarding critical information about an inmate who is still incarcerated. This information is duplicated in the Offender Based Criminal Identification System (OBCIS). These are backup files for the master index. This includes name, file number, crime, occupation, sentence, nationality, place of birth, date of birth, religion, education, trial judge, marital status, county, release date, personal description, FBI number, and social security number. Upon release of the inmate, the card is transferred to Inactive inmate reference card files, series number 80392, which is kept permanently in the office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until release of inmate and then transfer to inactive reference card file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(d) 1995

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 84135

1

**TITLE:** Denied mail logs notification

**DATES:** 1978-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These logs are used to document the denial of both legal and illegal contraband sent to inmates through the U.S. Postal system.

**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 3 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 Administration Bureau

**SERIES:** 1924

3

**TITLE:** Detainer file

**DATES:** 1987-2014.

**ARRANGEMENT:** Alphabetical by inmate name

**DESCRIPTION:**

This card file is kept by the Records office on inmates who need to be detained for other agencies. It is used to keep track of inmates who will be picked up by other agencies upon their release. The card contains inmate name and number, reason the other agency wants the inmate (charges in their jurisdiction, etc.), and name, address, and phone number of agency picking up inmate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**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 Administration Bureau

**SERIES:** 80399

3

**TITLE:** Fingerprint card files

**DATES:** 1933-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are used as input to the inmate jacket if an offender is reincarcerated. This includes name, alias, inmate number, fingerprint classification codes, a personal description, the reason for incarceration, the date, and the admitting officer's signature. These cards are the originals that were found in the inmate jackets, series 84145, and are sometimes used for reference. After office use ends they are transferred to series 84145, which is kept permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative use ends and then transfer to series 84145, inmate jackets.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (11) 1995

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80392

3

**TITLE:** Inactive inmate reference card files

**DATES:** 1913-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are quick reference files used by records office personnel to handle inquiries regarding critical information about an inmate who has been released. This information is duplicated in the Offender Based Criminal Identification System (OBCIS). These are backupfiles for the master index. This includes name, file number, crime, occupation, sentence, nationality, place of birth, date of birth, religion, education, trial judge, marital status, county, release date, personal description, FBI number, and social security number.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on administrative needs of the agency and is used as a backup for information contained in the OBCIS (Offender Based Criminal Identification System).

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80392

**TITLE:** Inactive inmate reference card files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 2(d) 1995

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80395

3

**TITLE:** Inmate alias case files

**DATES:** i 1950-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are card files kept by the staff for reference purposes.  
These records document the aliases of all present and former inmates of the Utah State Prison. This information is duplicated on the Offender Based State Crime Information System (OBSCIS).  
Cards include name of inmate and his or her known aliases.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**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 02/2015.



**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80335

1

**TITLE:** Inmate correspondence requests cards

**DATES:** 1975-1978.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These cards are used to document the inmate's right to receive correspondence from an individual or the prison's refusal to grant the inmate correspondence from that individual. They are also used to sort the mail and in escape investigations. This includes, inmate's name, address, age, and sex. It also contains the correspondent's name, address, age, sex, relationship, years of acquaintance with the inmate, and if the correspondent is married or single. This record series was terminated in 1987.

**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 3 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the records' documentation of the inmates right to receive or the prison's right to refuse delivery of an inmate's mail. The disposition covers a two-year statute of limitations for civil rights suits (See UCA 78-12-28 [3] [1991]) and a three-year statute of limitations for the taking, detaining, or injuring of personal property (See UCA 78-12-26 [2] [1991]).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(d) 1995

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 1032

3

**TITLE:** Inmate count register

**DATES:** i 1937-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This record is a bound book created by the records office to keep count of prisoners being committed to and released from the prison. The register includes inmate name, type of commitment, and daily totals of prisoners brought in and released.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
permanent at agency request

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 1933

3

**TITLE:** Inmate deaths cards file

**DATES:** 1950-2014.

**ARRANGEMENT:** By type of death thereunder alphabetical by inmate name

**DESCRIPTION:**

The Records office keeps this file to document the deaths occurring at the Utah State Prison. The file consists of cards containing the inmate name and number, date of death, circumstances surrounding death, and type of death.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deaths at the Utah State Prison, GRS-2221.

**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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This file has administrative value because it assists staff with information about inmates who left the prison due to death. It also has secondary information because it contains death information on individuals.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 1933

**TITLE:** Inmate deaths cards file

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80387

3

**TITLE:** Inmate master file

**DATES:** 1875-2015.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is an alphabetical index of names used to get the inmate file number. This includes inmate file number, and date of birth.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative use 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 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80393

3

**TITLE:** Inmate reference card files by offense

**DATES:** 1913-2014.

**ARRANGEMENT:** Alphabetical by crime

**DESCRIPTION:**

These cards contain basic information on each inmate and are used as reference tool by the Department. The cards are separated into 3 categories: active inmates, inactive inmates and by offense. Information includes the name of the inmate, inmate number, crime, sentence, nationality, place of birth, religion, marital status, release date, personal description, social security number, etc.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inmate reference card files, GRS-2381.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the potential research value of this series.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80393

**TITLE:** Inmate reference card files by offense

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security Number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 85269

3

**TITLE:** Parole release calendar

**DATES:** 1989-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The Records Office creates this record in order to inform the prison staff which inmates are to be released on parole so that move orders can be initiated and the inmate can be taken off of the prison count at the appropriate time. The record shows inmate name and number, type of release (parole, expiration of sentence, paroled in a hold, intensive supervision parole [ISP], flex parole), and anticipated release date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated and then destroy.

Paper copy: Retain in Office until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301 1995

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.



**AGENCY:** Department of Corrections. Inmate Administration Bureau

**SERIES:** 80336

3

**TITLE:** Privileged inmate correspondence logs and receipts

**DATES:** i 1978-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are used to manage the receipting of mail and to acknowledge that an inmate's right to correspondence is properly fulfilled. They can therefore be used to support the agency's position in litigation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until inmate is paroled and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the records' use in litigation support against civil rights suits which have a two year statute of limitations as referred to in UCA 78-12-28 (3) (1991).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.