

## Retention and Classification Report

**Agency:** State Prison (790)

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

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

19340	Annual budget records
30321	Booking record book
13938	Executions records
03784	Guard duty daily rosters
05119	Inmate payroll records
05124	Inmate time sheets
22723	Mountain Echo magazine
02282	Payroll records and vouchers
16982	Prisoner received and released record book
00832	Publications

**AGENCY:** State Prison

**SERIES:** 19340

3

**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

**AGENCY:** State Prison

**SERIES:** 30321

**TITLE:** Booking record book

**DATES:** 1904-1914

**ARRANGEMENT:** Numerical by prisoner number.

**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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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.