

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.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.

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(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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