Retention and Classification Report

Agency: Board of Corrections (142)

, UT

Records Officer

05444	*	Administrative records
00508	*	Audit reports
05441	*	Financial reports
80400		Minutes

AGENCY: Board of Corrections

SERIES: 5444 3
TITLE: Administrative records
DATES: 1969-1973.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Includes primarily budget records, but also administrative correspondence on halfway houses, alcohol safety program, misdemeanor probation services, and other projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Corrections

SERIES: 508 3
TITLE: Audit reports
DATES: 1966-1967.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/10/2010

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Board of Corrections

SERIES: 508
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Corrections

SERIES: 5441 3
TITLE: Financial reports
DATES: 1970-1974.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

AGENCY: Board of Corrections

SERIES: 80400 3
TITLE: Minutes
DATES: 1904-
ARRANGEMENT: Chronological
DESCRIPTION:

These records were created during staff meetings of the former Board of Corrections and contain discussions of policy issues important to the Utah State Prison and the state's criminal justice system. The records include correspondence between board members, summaries of discussions, and decisions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: //

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 3 years and then microfilm and transfer to State Archives 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:

Historical
This disposition is based upon the evidential value of the records. The minutes contain documentary evidence of the policies of the prison system for the time period covered.

AGENCY: Board of Corrections

SERIES: 80400
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public