

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: 1928-1975.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are mixed records related to the Prison and Board of Pardons. Included is the 1928 transcript for the case for assexualization of Esau Walton; reports; Disciplinary Committee records; Classification Committee records, which lists prisoners' names, numbers, violated rule numbers, who reported it, the date and punishment; hearing and release calendar for 1963; executive correspondence; minutes; photos, Utah Crime Conference transcript Volume XI #2; weekly inspection reports; Project Camp, which was a proposal to have a minimum security program at Hill Air Force Base to help reduce inmates at the prison, including estimated costs and correspondence; dealing with the criminally insane.

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial audit reports, GRS-1846.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

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

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Board of Corrections

SERIES: 5441

3

TITLE: Financial reports

DATES: 1970-1974.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series has manuals of policies and procedures, employee regulations and background for policy of the Board of Pardons.

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 document the use of funds and programs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Board of Corrections

SERIES: 80400

3

TITLE: Minutes

DATES: 1904-1983.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.30 cubic feet.

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:

Retain for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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:

These records have historical value(s). 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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.