

Retention and Classification Report

Agency: Juab County (Utah). County Sheriff (560)
425 West Sheep Lane Drive
Nephi, UT 84648
435-623-1480

Records Officer

81279 Inmate files
00362 *Register of prisoners

AGENCY: Juab County (Utah). County Sheriff

SERIES: 81279

3

TITLE: Inmate files

DATES: 1981-

ARRANGEMENT: Numerical by inmate number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files containing a record of prisoners confined in the Juab County Jail. The contain name, any aliases, inmate number, offense, address, physical description, occupation, name and address, date committed, term of sentence, an account of incarceration, report of any incidences, and date of discharge.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1991.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 16, Item 32.

PRIMARY CLASSIFICATION:

Private

AGENCY: Juab County (Utah). County Sheriff

SERIES: 362

3

TITLE: Register of prisoners

DATES: i 1980-1988.

ARRANGEMENT: Numerical by prisoner number

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a register of all persons incarcerated in the Juab County Jail. It contains: prisoner number, name of prisoner, age, height, weight, hair color, eye color, race, complexion, sex, date and place of birth, when committed, authority committed, offense charged, and disposition.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Legal

This retention is based on the administrative needs expressed by the office and the Sheriff's General Records Retention Schedule (1/10/86).

AGENCY: Juab County (Utah). County Sheriff

SERIES: 362

TITLE: Register of prisoners

(continued)