

Retention and Classification Report

Agency: Board of Pardons and Parole (754)

448 East 6400 South
Suite 300
Salt Lake City, UT 84107
801-261-6464

Records Officer: Greg Johnson

29623 Administrative rule records
00819 *Arrest warrants
16388 *Biennial reports
00160 *Board of Pardons meeting agenda
28263 Chairman correspondence
80460 Correspondence
80134 Criminal history case files
80138 *Drug Board Hearing Recordings
26411 Final hearing results
14829 Hearing recordings
20374 High-profile criminal history case files
80135 Inmate reference card files
00332 Minutes
28265 Performance audit records
28266 Policies and procedures
00328 *Prisoners' pardon application case files
28264 Proposed legislation records
25353 Publications
28267 Record transfer sheets (RTS)
00330 *Schedule of proceedings
17153 *Summaries of hearings
27827 *Utah Territorial Prison painting

AGENCY: Board of Pardons and Parole

SERIES: 29623

3

TITLE: Administrative rule records

DATES: 2017-

ARRANGEMENT: numerical

DESCRIPTION:

Information an agency relies upon when making a rule under Utah Code 63-45a-1 et seq. (2004), including copies of the proposed rule, change in the proposed rule, and the rule analysis

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Board of Pardons and Parole

SERIES: 819

TITLE: Arrest warrants

DATES: 1946-1949.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. 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: Board of Pardons and Parole

SERIES: 16388

3

TITLE: Biennial reports

DATES: 1896-1956.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports of Board of Pardons activities from the previous two years with information pertaining to agency activities, agency staff, parole, sentences, crime, the justice system, legislation, and fiscal and financial operations.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: 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.

AGENCY: Board of Pardons and Parole

SERIES: 16388

TITLE: Biennial reports

(continued)

APPRAISAL:

These records have historical value(s).
Biennial reports document the functions of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 160

3

TITLE: Board of Pardons meeting agenda

DATES: 1905-1907.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Cases coming before the board of pardons and findings.

RETENTION:

Retain for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28263

3

TITLE: Chairman correspondence

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-1758.

AUTHORIZED: 05-01-2014

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Board of Pardons and Parole

SERIES: 28263

TITLE: Chairman correspondence

(continued)

SECONDARY DESIGNATION(S):

Public

AGENCY: Board of Pardons and Parole

SERIES: 80460

4

TITLE: Correspondence

DATES: i 1914-1948; 1982-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

The Board of Pardons corresponds with various court and other state officials, private citizens, and the prisoners themselves regarding parole status and criminal histories of individual inmates. Since the major responsibility of the Board is to determine how long a criminal offender should remain either in direct custody in prisons or jails, or under close supervision as a parolee, most correspondence relates to this decision. Routine correspondence about Board meetings, schedules, or agenda can also be found in the series.

Supporting documents are often attached to the correspondence, and these usually include court information reports and transcripts, or newspaper clippings or petitions about a particular case. Missing records include the files from 1923-1926 and from 1949-1981.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This series is one of the few kept by this office that documents its primary activities; therefore, it has evidentiary and historical value.

AGENCY: Board of Pardons and Parole

SERIES: 80460

TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

Controlled

AGENCY: Board of Pardons and Parole

SERIES: 80134

3

TITLE: Criminal history case files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 50.00 cubic feet.

DESCRIPTION:

These records support the agency's function to determine when and under what conditions persons under the jurisdiction of the Department of Corrections may be released upon parole, pardoned, ordered to pay restitution, or have their sentences commuted or terminated (Utah Code 77-27-5(2010)). Records contain a comprehensive history of a criminal offender including the offender's name, history of charges and commitments, name of case worker, copies of court records, restitution data, correspondence, and all other agency reports and agreements.

RETENTION:

Retain for 30 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until parole is terminated and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

AGENCY: Board of Pardons and Parole

SERIES: 80134

TITLE: Criminal history case files

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2015).
Protected. Utah Code 63G-2-305(10)(a)(2015).
Controlled. Utah Code 63G-2-304(2008).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Board of Pardons and Parole

SERIES: 80138

3

TITLE: Drug Board Hearing Recordings

DATES: 1979-1999.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to determine when and under what conditions persons under the jurisdiction of the Department of Corrections may receive a modification of their sentence. These records document parole hearings before the Drug Board wherein it was determined if the prisoner may be released upon parole, pardoned, ordered to pay restitution, or have their sentences commuted or terminated (Utah Code 77-27-5)(2010)). These audio recordings of the hearings include all matters proposed, discussed, or decided.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

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:

Sound recordings: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The records are historical because they document the open business meetings of the Utah State Board of Parole and Pardon.

AGENCY: Board of Pardons and Parole

SERIES: 80138

TITLE: Drug Board Hearing Recordings

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Board of Pardons and Parole

SERIES: 26411

3

TITLE: Final hearing results

DATES: 1970-

ARRANGEMENT: Chronological by date of hearing

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains the weekly postings of hearing and review results (decisions) finalized by the board. It also contains the results calendars. The hearing and review results document the following types of hearings: original, parole violations, pardons, transfers, administrative, etc. Their purpose is to determine inmate parole, transfer, release and other actions. The calendars are a daily log which list inmate names and numbers, board participant names, hearing times, and most importantly, the tape count for each hearing. Tape counts serve as finding aids for the original hearing tapes. (Series 14829). Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

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 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Pardons and Parole

SERIES: 26411

TITLE: Final hearing results

(continued)

APPRAISAL:

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

These records document the historical value of the final decisions of the Board of Pardons and Parole. The tape counts provide essential reference information for researching the original tapes.

These records are based on UCA 77-27-8(1) 1994.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 14829

3

TITLE: Hearing recordings

DATES: 1982-

ARRANGEMENT: Chronological by date of hearing.

DESCRIPTION:

These records support the agency's function to determine when and under what conditions persons under the jurisdiction of the Department of Corrections may be released upon parole, pardoned, ordered to pay restitution, or have their sentences commuted or terminated (Utah Code 77-27-5)(2010)). These records document parole hearings wherein the conditions and actions above are determined. Information includes verbatim audio recordings and may include transcripts in death penalty cases (Utah Code 77-27-8(1)(2010)).

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/2015

FORMAT MANAGEMENT:

Computer data files: For records beginning in 2008 and continuing to the present. Retain in Office for 30 years after parole is terminated and then transfer to State Archives with authority to weed.

Sound recordings: For records beginning in 1982 through 2009. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

This legal appraisal is based on Utah Code 77-27-5(2010). The historical appraisal is based on the research value of these records as they evidence our current legal system and law

AGENCY: Board of Pardons and Parole

SERIES: 14829

TITLE: Hearing recordings

(continued)

enforcement activities.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(13,14)(2014))

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Board of Pardons and Parole

SERIES: 20374

3

TITLE: High-profile criminal history case files

DATES: 1987-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's function to determine when and under what conditions persons under the jurisdiction of the Department of Corrections may be released upon parole, pardoned, ordered to pay restitution, or have their sentences commuted or terminated (Utah Code 77-27-5(2010)). Files contain a comprehensive history of high-profile criminal offenders, as determined by the agency, including commitment papers, agency reports, admittance and assessment records (face sheet), treatment plans, detainers, education and work records, correspondence, psychological profiles, and pre-sentence investigations.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until parole is terminated and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
This disposition is based on the historical value of this series as it documents high-profile criminal cases within Utah.

AGENCY: Board of Pardons and Parole

SERIES: 20374

TITLE: High-profile criminal history case files

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2014)
Controlled. Utah Code 63G-2-304(1)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Board of Pardons and Parole

SERIES: 80135

1

TITLE: Inmate reference card files

DATES: 1960-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are quick reference files on all offenders which have had files kept on them by the Board of Pardons. They are no longer kept up-to-date because OBCIS now serves the same purpose. Includes statistical offender data, demographic information about the inmate, court where committed, crime, sentence, and presiding judge.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then retain in office for permanent storage & reference.

APPRAISAL:

These records have administrative value(s).

This needs to be retained by the Board of Pardons' staff for reference purposes.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Board of Pardons and Parole

SERIES: 80135

TITLE: Inmate reference card files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 332

4

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Minutes have been kept by the Board, as required by law, to record the proceedings of hearings held to determine if individual prisoners were eligible for parole, pardon, commutation, or termination of sentence. During the hearings the prisoner was interviewed by the Board, and interested persons could testify, under oath, for or against the prisoner. Reports of law enforcement and court officials were often presented during the hearing. Summaries of these reports as well as decisions of the Board are also included in the minutes. Factors considered in reaching a decision generally revolved around the criminals prison history, evidence of rehabilitation, and the social and economic resources available to the offender once released. Formal orders issued by the Board or forms indicating that the meeting times of parole hearings were publicized are sometimes attached to the minutes.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and 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: Board of Pardons and Parole

SERIES: 332

TITLE: Minutes

(continued)

APPRAISAL:

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28265

3

TITLE: Performance audit records

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance audit reports, GRS-1727.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

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

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Board of Pardons and Parole

SERIES: 28265

TITLE: Performance audit records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28266

3

TITLE: Policies and procedures

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-1758.

AUTHORIZED: 05-01-2014

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Board of Pardons and Parole

SERIES: 28266

TITLE: Policies and procedures

(continued)

PRIMARY DESIGNATION:

Controlled

AGENCY: Board of Pardons and Parole

SERIES: 328

4

TITLE: Prisoners' pardon application case files

DATES: 1892-1949.

ARRANGEMENT: Alphabetical by surname until 1896, thereafter numerical by case number.

DESCRIPTION:

Case files consist of letters to the Governor, a formal application for a pardon, petitions and letters of support from the public and officials connected to the case and during the first 40 years, case files often contained court transcripts, biographical sketches, prison evaluations and a wide variety of related documentation. Cases illustrate the process of review by the board of cases of prisoners incarcerated in the Utah prison system to determine if they should be released before their regular sentence ended. Documents contain personal data about the prisoner, criminal activity, family background and evaluation of the prisoner's adjustment to incarceration.

In Utah, the release of a convicted felon from the prison system began with an application made by the prisoner. During the territorial period applications were made directly to the Governor, usually in the form of a letter asking for a pardon or release from prison. With the creation of the Board of Pardons by the state constitution in 1896, the process of obtaining some form of release from prison became more formalized. The filing of an application with the Board initiated the process of scheduling a hearing, evaluating the individual prisoner, and either approving or denying the application for release.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed 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: Board of Pardons and Parole

SERIES: 328

TITLE: Prisoners' pardon application case files

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the information provided on the prisoner pardon application process and on the prisoners themselves.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28264

1

TITLE: Proposed legislation records

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain information created by Pardons and Parole staff for the purpose of proposing legislation.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Board of Pardons and Parole

SERIES: 28264

TITLE: Proposed legislation records

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Public

AGENCY: Board of Pardons and Parole

SERIES: 25353

3

TITLE: Publications

DATES: 1952-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-01-2013

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 help document the history and functions of agencies.

AGENCY: Board of Pardons and Parole

SERIES: 25353

TITLE: Publications

(continued)

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 28267

3

TITLE: Record transfer sheets (RTS)

DATES: 2013-

ARRANGEMENT: Chronological

DESCRIPTION:

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer's name and signature, Chief administrative Officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 08-01-2014

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Board of Pardons and Parole

SERIES: 28267

TITLE: Record transfer sheets (RTS)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 330

4

TITLE: Schedule of proceedings

DATES: 1896-1918.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The Schedule consists of two books in which are listed the dates that applications were submitted by prisoners for pardons, paroles, terminations and commutations of their sentences and brief entries describing the action taken on them. Most prisoners submitted several applications; so if the first was denied under one category, prisoners often applied again under another. They often requested a rehearing. Entries in other sections of the schedule include the prisoner's name; crime; date of conviction, county where convicted; district court where the case was tried; district judge presiding at the trial; the name of the prosecuting attorney; and the sentence received.

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).

This disposition is based on information provided on the board of pardons and the prisoner appeal process.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Board of Pardons and Parole

SERIES: 330

TITLE: Schedule of proceedings

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Pardons and Parole

SERIES: 17153

3

TITLE: Summaries of hearings

DATES: 1936-1948.

ARRANGEMENT: None

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. 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.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

AGENCY: Board of Pardons and Parole

SERIES: 27827

3

TITLE: Utah Territorial Prison painting

DATES: 1887.

ARRANGEMENT: None.

DESCRIPTION:

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 intrinsic value of the painting and the fact that it shows an important historical building in a meaningful folk art style.

In Utah, there are no statutes mandating a retention for inmate records, but Utah Code 76-3-202 defines the maximum parole period for inmates based on the crime that has been committed. The original maximum period for a released inmate was 10 years. The original retention decision was 5 years after closed per RDR# 76-45. It was then decided that, due to potential recidivism of the parolees, criminal records should be kept for the entire 10-year period. In November 2005, the Board determined that the previous decision was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the board requested the retention

PRIMARY DESIGNATION:

Public