# Retention and Classification Report

**Agency:** Board of Pardons (754)

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801-261-6464

**Records Officer** Greg Johnson

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**AGENCY:** Board of Pardons and Parole

**SERIES:** 819 3
**TITLE:** Arrest warrants
**DATES:** 1946-1949.
**ARRANGEMENT:** Alphanumerical
**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**
This retention has not been approved by the State Records Committee.

**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 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 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.

**APPRAISAL:**

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Biennial reports document the functions of the agency.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 16388
**TITLE:** Biennial reports

(continued)

**PRIMARY CLASSIFICATION:**
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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 80138 3
**TITLE:** Business meetings transcripts
**DATES:** 1979-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are the verbatim transcripts of the Board of Pardons meetings. Includes date, what was said, and who said it.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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.

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

**APPRAISAL:**

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

This is administratively useful only.

**PRIMARY CLASSIFICATION:**

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 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**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.

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

**APPRAISAL:**

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 28263
**TITLE:** Chairman correspondence

(continued)

**PRIMARY CLASSIFICATION:**
Protected

**SECONDARY CLASSIFICATION(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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 2 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative Historical

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 CLASSIFICATION:**
Public

**SECONDARY CLASSIFICATION(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 files each contain a comprehensive history of a criminal offender which is continually updated. The board members reference this file when they are considering the inmate for release on parole. Only the names of those inmates being considered for parole and release are found in these files. Included in these records are commitment papers, Board of Pardons reports, admittance and assessment records (face sheet), progress reports, incident reports, treatment plans, detainers, disciplinary reports, education and work records, correspondence regarding the inmate, psychological profiles, and pre-sentence investigations. Upon meeting retention of this series, the Board of Pardons will continue to retain "high profile" cases as part of Series 20374. Documents the history of all offenders on probation or parole. Includes offender's name, history of charges, commitments, name of case worker, monthly reports to probation or parole officer, copies of court records, a history of probation or parole, incident reports, restitution data, correspondence and the probation or parole agreement.

**RETENTION:**

Retain 20 years after parole is terminated.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/2004.

**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 parole is terminated and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 80134
**TITLE:** Criminal history case files

(continued)

**APPRAISAL:**

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 9, Item 29.

This disposition is based on administrative need. In Utah, there are no statutes mandating a retention for inmate records, but there is a statute that limits the maximum parole period for a released inmate to ten years. Because of potential recidivism of the parolees, criminal records should be kept for the entire ten year period. Previous decision: RDR# 76-45, 5 years after closed. In November 2005, the Board determined that the ten years was inadequate to meet their administrative needs and requested it be lengthened to 15 years. In 2010, the retention was lengthened to 20 years.

**PRIMARY CLASSIFICATION:**

| | |
|---|---|
| Public | Name of individual, status (whether on probation or parole), crimes committed, whether or not the individual is an inmate, and name of probation officer. |

**SECONDARY CLASSIFICATION(S):**

| | |
|---|---|
| Private. | Social security number, home address, and home phone number. |
| Exempt. | Pre-sentence investigation information. |
| Controlled. | All other data. |

**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).

**RETENTION:**

Retain 15 years

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**
This retention was approved by the State Records Committee on 07/01/1990.

**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 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:**

Administrative Historical Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

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.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 14829 3
**TITLE:** Hearing tapes
**DATES:** 1982-
**ARRANGEMENT:** Chronological by date of hearing.
**ANNUAL ACCUMULATION:** 3.50 cubic feet.
**DESCRIPTION:**

These are the official audio tapes of the boards's proceedings. The tapes contain the following types of hearings: original, recision, re-hearings, restitution, parole, violation, new offenses, and special attention hearings. Some State Hospital hearings for individuals committed for criminal offenses are also heard by the board. Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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.

Sound recordings: For records beginning in 1982 through 2008. 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.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 15 years and then transfer to State Archives with authority to weed.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 14829
**TITLE:** Hearing tapes

(continued)

**APPRAISAL:**

Administrative Historical Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

This disposition is based on administrative needs expressed by the agency. It is also based on UCA 77-27-8 (1) 1994.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 20374 1
**TITLE:** High-profile criminal history case files
**DATES:** 1987-
**ARRANGEMENT:** Alphabetical by surname
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These files contain a comprehensive history of high-profile criminal offenders. Included in these records are commitment papers, Board of Pardons reports, admittance and assessment records (face sheet), progress reports, incident reports, treatment plans, detainers, disciplinary reports, education and work records, correspondence regarding the inmate, psychological profiles, and pre-sentence investigations. Criminal history case files, series 80134 are to be retained for 20 years after parole is terminated and then destroyed provided high-profile cases have been extracted.

**RETENTION:**

Retain for 15 years as part of series 80134 - Criminal history case files.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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

This disposition is based on the historical value of this series to document high-profile criminal cases within Utah.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 20374
**TITLE:** High-profile criminal history case files

(continued)

**PRIMARY CLASSIFICATION:**

| | |
|---|---|
| Public | Name of individual, crimes committed. |

**SECONDARY CLASSIFICATION(S):**

| | |
|---|---|
| Private. | Social Security number, home address, and home phone number. |
| Controlled. | Medical data |

**AGENCY:** Board of Pardons and Parole

**SERIES:** 80135 1
**TITLE:** Inmate reference card files
**DATES:** 1960-
**ARRANGEMENT:** Alphabetical by name
**ANNUAL ACCUMULATION:**
**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:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 permanently and then retain in office for permanent storage & reference.

**APPRAISAL:**

Administrative

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

**AGENCY:** Board of Pardons and Parole

**SERIES:** 80135
**TITLE:** Inmate reference card files

(continued)

**PRIMARY CLASSIFICATION:**
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 10 years. Transfer to Archives.

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**
This retention has not been approved by the State Records Committee.

**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 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.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 332
**TITLE:** Minutes

(continued)

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

**APPRAISAL:**
Administrative Historical Legal

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.

**PRIMARY CLASSIFICATION:**
Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 28265 3
**TITLE:** Performance audit records
**DATES:** 2013-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These records contain information used in gathering and creating performance audits and evaluations of Pardons and Parole by an outside agency.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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.

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

**APPRAISAL:**

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 22.

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 28266 3
**TITLE:** Policies and procedures
**DATES:** 2013-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**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 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**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.

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

**APPRAISAL:**

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Administrative

**AGENCY:** Board of Pardons and Parole

**SERIES:** 28266
**TITLE:** Policies and procedures

(continued)

**PRIMARY CLASSIFICATION:**
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.
**ANNUAL ACCUMULATION:**
**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:**

Retain Permanent. In Archives custody.

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**
This retention has not been approved by the State Records Committee.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 328
**TITLE:** Prisoners' pardon application case files

(continued)

**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 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.

**APPRAISAL:**
Historical

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

**PRIMARY CLASSIFICATION:**
Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 28264 1
**TITLE:** Proposed legislation records
**DATES:** 2013-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

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

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Protected

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 25353 3
**TITLE:** Publications
**DATES:** 1952-
**ARRANGEMENT:** Chronological by year
**ANNUAL ACCUMULATION:**
**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)

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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.

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 on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Publications help document the history and functions of agencies.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 25353
**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**
Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 28267 3
**TITLE:** Record transfer sheets (RTS)
**DATES:** 2013-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These records document records transferred and received by the State Records Center and State Archives. These are retained for reference and informational purposes. 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 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/2005.

**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.

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

**APPRAISAL:**

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 26.

**AGENCY:** Board of Pardons and Parole

**SERIES:** 28267
**TITLE:** Record transfer sheets (RTS)

(continued)

**PRIMARY CLASSIFICATION:**
Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 330 4
**TITLE:** Schedule of proceedings
**DATES:** 1896-1918.
**ARRANGEMENT:** Chronological by date.
**ANNUAL ACCUMULATION:**
**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:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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

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

**AGENCY:** Board of Pardons and Parole

**SERIES:** 330
**TITLE:** Schedule of proceedings

(continued)

**PRIMARY CLASSIFICATION:**
Public

**AGENCY:** Board of Pardons and Parole

**SERIES:** 17153 3
**TITLE:** Summaries of hearings
**DATES:** 1936-1948.
**ARRANGEMENT:** None
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 Pardons and Parole

**SERIES:** 27827 3
**TITLE:** Territorial Prison Painting
**DATES:** 1887.
**ARRANGEMENT:** None.
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**
This retention has not been approved by the State Records Committee.

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

**PRIMARY CLASSIFICATION:**
Public