

REQUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE NO. 52 PAGE NO. 1

Hall of Records Commission

1. Requesting Agency SECRETARY OF STATE

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A [] Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B [] Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C [X] Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

Superseded by No. 457

4. Item No. 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. 6. Recommendation of Hall of Records and Board of Public Works.

1. PARDON AND PAROLE FILE Until July 1, 1953 the granting of paroles as well as pardons was a gubernatorial function. On that date the function of granting paroles (except those involving persons serving life terms) was transferred to the Department of Parole and Probation. Dating from Colonial days records have been kept of pardons; in 1914, the date that parole procedure was instituted, records concerning paroles were made a part of the Pardon File. Existing records for pardons prior to 1905 (up to and including Docket No. 3223) have been transferred to the Hall of Records. Records dating from 1905 (beginning with Docket No. 3224) to July 1, 1953 have been maintained in the office of the Secretary of State. Commencing in 1914 a similar but not an entirely duplicate file was maintained in the Department of Parole and Probation; the file in the office of the Secretary of State contains important correspondence which is not present in the file of the Department. Beginning with July 1, 1953 the file in the Secretary of State's office relates only to pardons. This schedule is concerned with the file maintained by the Secretary of State from 1905 to July 1, 1953.

AND PAROLS CONCERNED WITH LIFE OR DEATH SENTENCES

The file in the office of the Secretary of State consists of records which, although changing in format during the years, contain the same basic data. An individual case file consists of the following:

The Folder

An individual folder is provided to house the material for each case. The folder cover generally indicates the docket number (by which the file is maintained), date of filing for parole, name of prisoner, date and place and crime for which convicted, Governor's

7. Agency, Division or Bureau Representative

James P. Brock Signature

Commissioner Title

4/8/54 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 13 1954

Morris S. Radoff Archivist

APR 13 1954

Secretary