

**BACKGROUND**

Utah State Prison's current system for tracking offender records had become out-of-date and was no longer supported. The Prison System also retained a building filled with old paper files in compliance with regulations requiring records retention for up to 75 years or until the offender died. It was clear that the State needed a digital document system that allowed for easy access and storage while maintaining several different types of documents related to each offender.

The documents were diverse including medical records, court orders, personal mail and others. The Prison needed a robust system that would not only store past records, but as prisoner statuses changed, would be easy to update. The new system needed to meet all these requirements while keeping within the State's budget.

**ARCHIVALWARE SOLVED UTAH STATE PRISON'S LARGE CRIMINAL RECORD STORAGE PROBLEM BY CREATING SEVERAL INTEGRAL ELECTRONIC DOCUMENT REPOSITORIES**

**BENEFITS**

Large amounts of physical space are now freed from paper file storage and documents are now preserved in digital format

Robust content management software is current and supported, allowing administrators to easily access a number of unique documents for an individual across different libraries within one digital repository

Perpetual licenses offer an affordable and easily scalable solution

**SOLUTION**

Utah State Prison chose PTFs's ArchivalWare™ for its easy to use interface and its pricing for perpetual licensing with no hidden fees, which allowed for an affordable solution even as content increased.

The Prison established a number of document libraries within ArchivalWare to maintain records within their appropriate categories and for ease of use. One library consists of Offender Records containing release papers, fingerprints, and official judgment(s); a second library retains Probation and Parole documents with pre- and post-evaluations; a third library consists of Medical Records including x-rays and physicals; a fourth library contains Inmate Accounting records which includes payroll, deposits, and receipts; while a fifth library was established to hold Mail Property which retains mail inventory and information on items issued to each prisoner.

Today the administrative offices of the two main Utah State Prisons now use ArchivalWare to retain all records for each state prisoner.

