

# Warrant worksheets (GRS-1090)

## Utah General Retention Schedule

### Description

These are worksheets used to collect all information necessary for use in the processing and serving of warrants by the police department. They usually include addresses, telephone numbers, copies of return showing when warrant was served, any computer searches (e.g., motor vehicle), and investigation notes.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Municipality

Police Department

### Effective

08/1996

### Previous Schedule Number

MUN-21-42