Visitor control files (GRS-2019)

Utah General Retention Schedule

Description
Registers or logs used to record names of outside contractors, service personnel, visitors, and employees admitted to areas, and reports of passengers in State automobiles.

Retention and Disposition
Retain for 2 years, and then destroy records.

Categories
State Government
Security Services

Effective
07/1990

Previous Schedule Number
SG-16-15