

# Civil service of process records (GRS-323)

## Utah General Retention Schedule

### Description

These records document civil papers processed and served by the law enforcement agency. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). Two copies are created with one filed by defendant's name and the other by docket number. These records are traditionally know as the civil day book.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Appraisal

These records have administrative value(s).

### Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

### Categories

Law Enforcement

### Effective

04/2018

### Previous Schedule Number

CO-16-7