Non-secure area access logs (GRS-2019)

Utah General Retention Schedule

Description
Registers or logs used to record names of outside contractors, service personnel, visitors, and employees admitted to non-secure areas in government offices and facilities.

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

Appraisal
These records have administrative value(s).

Categories
Security Services

Effective
04/2018

Previous Schedule Number
SG-16-15