

**This schedule has been discontinued. Please use GRS-323: Civil service of process records.**

## **Court summons (GRS-325) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

#### **Retention and Disposition**

Retain for 2 years, and then destroy records.

#### **Categories**

Law Enforcement

#### **Effective**

12/1991 – 04/2018

#### **Previous Schedule Number**

CO-16-9