

Returned property receipts (GRS-358)

Utah General Retention Schedule

Description

These receipts document the return of lost property in the custody of the sheriff's department to property owners. They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized sheriff's department personnel.

Retention and Disposition

Retain for 4 years, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Law Enforcement

Effective

04/2018

Previous Schedule Number

CO-16-42