

Inmate property records (GRS-2380)

Utah General Retention Schedule

Description

Documents personal property of an inmate. Includes confiscated property forms, released property forms, disposition forms, denials, receipts, property contracts, property correspondences and property inventory forms.

Retention and Disposition

Retain for 4 years after release or death of inmate, and then destroy records.

Categories

offender Supervision

Effective

05/2022

Previous Schedule Number

SG-9(229)-24