

Inmate mail records (GRS-2269)

Utah General Retention Schedule

Description

These documents are used to track the mail unit's dealings with inmates. Records may include inmate-to-inmate request forms, denied mail forms, memos between the mailroom and inmates, problem mail forms that may contain information on items such as excess mail weight, incomplete return address, or contraband found, inmate correspondence, and privileged mail forms.

Retention and Disposition

Retain for 7 years, and then destroy records.

Categories

Communication

Effective

06/2022

Previous Schedule Number

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