Evidence tracking records (GRS-374)

Utah General Retention Schedule

Description
These records track the procurement and disposal of evidence. Information includes the case number or owner of evidence received, the list of evidence items, the reason for the collection of evidence, and the name of the officer submitting the evidence. Information also includes disposal area to which evidence is released, and date and authorization of release. Violent felony records including homicide, sexual assault and fatal crashes are not included in this schedule.

Retention and Disposition
Retain for 10 years after case is closed, and then destroy records.

Appraisal
These records have administrative value(s).

Categories
Law Enforcement

Effective
01/2024

Previous Schedule Number
CO-16-58