Court ordered community service files (GRS-147)

Utah General Retention Schedule

Description
These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by which date, and any expectations; a copy of the court order; and time sheet showing how many hours are completed. The court having jurisdiction of the case retains the record copy of these records.

Retention and Disposition
Retain for 1 year after resolution of issue, and then destroy records.

Categories
Human Resources

Effective
04/2018

Previous Schedule Number
CO-8-3