

Logs (GRS-2231)

Utah General Retention Schedule

Description

This series serves as a reference for information received or maintained. Examples include the Radio call logs and the Investigative case file log. Information may include name of resident or employee, case number, file number, date, type of complaint or incident, name of investigator, etc.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Administrative

Effective

10/2000

Previous Schedule Number

SG-1(229)-19