

Production management records (GRS-2236)

Utah General Retention Schedule

Description

Records used to control the workload and quantity of work performed at Utah Correctional Industries. Series may include production schedules, monitoring reports, production quantities, and cost accounting reports.

Retention and Disposition

Retain for 5 years, and then destroy records.

Categories

Administrative

Effective

10/2000

Previous Schedule Number

SG-1(229)-24