

# Rosters (GRS-2241)

## Utah General Retention Schedule

### Description

This series consist of various rosters which are used to monitor activities related to the residents. Examples of the rosters are the Weekly resident roster, clean-up rosters, Daily rosters, and Alphabetical offender listing. Information may include resident's name, name and type of program enrolled in, work schedule, employer information, date of birth, type of supervision, name of parole officer, duty assigned, warnings/demerits received, etc.

### Retention and Disposition

Retain for 2 years, and then destroy records.

### Categories

Administrative

### Effective

10/2000

### Previous Schedule Number

SG-1(229)-29