

Volunteers' movement authorization files (GRS-2244)

Utah General Retention Schedule

Description

These records are used to document the authorization granted to a volunteer to move from one facility within the prison to another. Includes the date and times of movement, purpose of movement, name of the activity supervisor, name of volunteer and final destination of volunteer.

Retention and Disposition

Retain for 5 years, and then destroy records.

Categories

Administrative

Effective

10/2000

Previous Schedule Number

SG-1(229)-32