

Weekly activity sheets (GRS-2245)

Utah General Retention Schedule

Description

These records list all of the activities occurring at each facility every week. They include schedules for events affecting staff and/or inmates. Information includes a weekly calendar showing the activity, date and time of the activity. May also include the menu for the week.

Retention and Disposition

Retain for 1 month, and then destroy records.

Categories

Administrative

Effective

10/2000

Previous Schedule Number

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