

Adjustment entry files (GRS-2246)

Utah General Retention Schedule

Description

Records used to make corrections to transactions in an inmate's financial account. This record is a source document for the inmate accounting system and is used to audit the accounts. Information includes receipt copy of the error, a computer copy of the correction made, and a handwritten explanation of the change.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-1