

Cash receipts (GRS-2248)

Utah General Retention Schedule

Description

These receipts serve as source documents for data entry into the Inmate Accounting System and record money collected from outside sources for deposit into each inmate's account. These sources may be relatives, friends, or any other source. Each receipt includes the date, name of person making the transaction, amount, file number, receipt number, and name of inmate who owns the account.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-3