

Inmate account reconciliation files (GRS-2250)

Utah General Retention Schedule

Description

Financial records resulting from bank transactions. The files are used to reconcile any errors in transactions within the computer file and with the bank. Information includes bank statements, bank copy of deposit slips, register of checks written, returned checks, stop payment notifications and check listings.

Retention and Disposition

Retain for 5 years, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-5