

# **Inmate funds accounting correspondence (GRS-2251)**

## **Utah General Retention Schedule**

### **Description**

Correspondence documenting the communication between staff and inmates or vendors regarding account balances, payments, goods and services owed or money transfers. Includes inter-office memorandums, letters and notes from inmates, and correspondence with vendors.

### **Retention and Disposition**

Retain for 3 years, and then destroy records.

### **Categories**

Business Services

### **Effective**

06/1999

### **Previous Schedule Number**

SG-2(229)-6