

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