

# **Inmate funds accounting system (GRS-2252)**

## **Utah General Retention Schedule**

### **Description**

This is a complete accounting system inclusive of several data files and their respective applications. This accounting system is used to create and maintain a ledger file for each inmate account or fund. It updates accounts, creates a statement for each account, records store sales, and prepares reports of all transactions. Reports generated include inmate account record, inmate transaction ledger and inmate payroll registers. Information includes inmate name and number, account balance, control date, comments, transactions, reference number, audit number, transaction amount, date of transaction, and employment information (hours worked, rate paid, and type of work).

### **Retention and Disposition**

Retain for 3 years, and then destroy records.

### **Categories**

Business Services

### **Effective**

06/1999

### **Previous Schedule Number**

SG-2(229)-7