

Inmate property file (GRS-2253)

Utah General Retention Schedule

Description

Provides an inventory of all moves, release and disposition of property, confiscation copies, TV contracts, TV closures, and incoming property. The file also contains the property confiscation log and property destruction log.

Retention and Disposition

Retain for 3 years after separation, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-8