

# 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