

# Inmate purchase orders (GRS-2254)

## Utah General Retention Schedule

### Description

Provides a record of purchases by the inmates at the Commissary. May include name of inmate, inmate number, item purchases and amount of purchase.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Business Services

### Effective

06/1999

### Previous Schedule Number

SG-2(229)-9