

# **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