

Inmate release of funds authorizations (GRS-2255)

Utah General Retention Schedule

Description

These authorizations are used as source documents for data entry into the Inmate Accounting System. Authorization is required to close an inmate's account upon his release from the facility. Once the account has been closed, the balance is then released to the inmate. The Department provides \$100 to any inmate who does not have money in an individual account. Information includes name of inmate, inmate number, signature, account number, and a money transfer form.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-10