

# Money transfer authorizations (GRS-2257)

## Utah General Retention Schedule

### Description

These are authorizations signed by the inmate allowing the Business Office to transfer money from an individual account to the Inmate Fund and transfer checks written on that account to pay a vendor. This is a source document for the check file and transaction file maintained on the computer system. Information includes date, signature of inmate, staff and witnesses, the amount and payee.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Business Services

### Effective

06/1999

### Previous Schedule Number

SG-2(229)-12