

Television agreement logs (GRS-2263)

Utah General Retention Schedule

Description

This record documents the inmates who have been assigned televisions. The log maintained in electronic format contains the inmates' name and number, housing location, date request was received, date of approval, date television was received by the inmate, the television's serial number and the date the television was returned. A hard copy version is placed in the inmate property file which is retained for 3 years after parole or termination of jurisdiction.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-18