

Forwarded and returned to sender mail logs (GRS-2266)

Utah General Retention Schedule

Description

These logs are created by the mail unit to document the "forwarded" and the "return to sender" mail for inmates who can not be located at the prison. The logs also include a list from Inmate Funds Accounting Office showing money sent through the mail that was denied and returned. Information includes the inmates name, date received, date returned or forwarded and name of sender.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Communication

Effective

06/1999

Previous Schedule Number

SG-3(229)-2