Indigent mail logs (GRS-2267)

Utah General Retention Schedule

Description
Indigent lists are created by Inmate Funds Accounting Office to document indigency. They are used by the mail unit to identify indigent inmates authorized to receive postage issued to each inmate on a weekly basis. If an inmate has been declared indigent, they are eligible to receive an allowance of five first-class postage stamps per week. These logs are used to document an inmate's right to access attorneys, courts, government officials, and to maintain ties with their community and family. Information includes the name of the inmate and the postage issued.

Retention and Disposition
Retain for 3 years, and then destroy records.

Categories
Communication

Effective
06/1999

Previous Schedule Number
SG-3(229)-3