

Inmate forwarding address file (GRS-2268)

Utah General Retention Schedule

Description

These files document an inmate's request for forwarding their mail after their release. The files also document an inmate's denial of authorization to have his mail forwarded. Information includes inmate name and number, date, new address and signature.

Retention and Disposition

Retain for 3 months after separation, and then destroy records.

Categories

Communication

Effective

06/1999

Previous Schedule Number

SG-3(229)-4