

Inmate mail control files (GRS-2269)

Utah General Retention Schedule

Description

These files are used to track the mail unit's dealings with the inmates. The files include problem forms that may contain information on items such as excess mail weight, incomplete return address, and any contraband found. Files may include inmate-to-inmate request forms, denied mail forms, requests for information, memos between the mail room and the inmates, problem mail forms, incident report forms, grievance forms, inmate correspondence, reference information, and privileged mail forms. The files may also contain disciplinary information including, discipline reports, discipline appeal forms, as well as information relating to investigative mail watches.

Retention and Disposition

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

Categories

Communication

Effective

06/1999

Previous Schedule Number

SG-3(229)-5