

Inmate-to-inmate correspondence request log (GRS-2271)

Utah General Retention Schedule

Description

These logs are used to track the requests received for one inmate to correspond with another inmate. Includes both approved and denied requests. Inmate-to-inmate correspondence is not permitted unless there is a compelling interest. The files include Inmate-to-Inmate Correspondence Request, Approved Inmate-to-Inmate Correspondence Log, Denied Inmate-to-Inmate Correspondence Log, and Notification of Inmate-to-Inmate Correspondence Requests. The approved request forms are placed in the inmate mail file after approval. The denied request forms are retained for 6 months and then placed into the inmate mail file. The inmate mail file is retained for 3 years after the release of the inmate.

Retention and Disposition

Retain for 2 years, and then destroy records.

Categories

Communication

Effective

06/1999

Previous Schedule Number

SG-3(229)-7