

# Privileged mail log (GRS-2273)

## Utah General Retention Schedule

### Description

These files are used to document the delivery of an inmate's incoming and outgoing legal correspondence. The files are also used to acknowledge that an inmate's right to correspondence is properly fulfilled. Information includes the date received, officer on duty, name of sender, name of addressee, condition of mail when received (whether sealed or unsealed), and notations for in/out processing.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Communication

### Effective

06/1999

### Previous Schedule Number

SG-3(229)-9