

# Resident long distance phone call logs (GRS-2274)

## Utah General Retention Schedule

### Description

Log used to record long distance phone calls from Correctional facility phones made by residents. Information includes date, time, name of resident, phone number called, to where/whom call was made, and the reason for the call.

### Retention and Disposition

Retain for 1 year, and then destroy records.

### Categories

Communication

### Effective

06/1999

### Previous Schedule Number

SG-3(229)-10