

Prison library circulation records (GRS-2299)

Utah General Retention Schedule

Description

This series is a daily, monthly, and annual record of the number of books checked out in each unit. Information includes the number of books checked out, the library units involved, and the date the books were checked out.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-19