

Recreation equipment records (GRS-2301)

Utah General Retention Schedule

Description

This series is used to track and control all recreational equipment used by the inmates. Includes the type of equipment, the name of the inmate who checked out the equipment, the date the equipment was checked out and checked back in. It also includes a physical inventory of all games and equipment.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-21