

Security equipment control files (GRS-2302)

Utah General Retention Schedule

Description

These records are used to manage the security of weapons and the issuance of weapons to correctional personnel. Includes weapons inventory, ammunition inventory, inventories for radios, handcuffs, keys, chemical agents, flashlights, waist chains, badges, pagers and tactical team equipment.

Retention and Disposition

Retain for 5 years, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-22