Security equipment inventory control files (GRS-2303)

Utah General Retention Schedule

Description
These files are used to track security equipment assigned to Department personnel. Includes weapons inventory, ammunition inventory, inventories for radios, handcuffs, keys, chemical agents, flashlights, waist chains, badges, pagers and tactical team equipment. Information includes name of employee, date assigned, type of equipment, equipment serial number, initials of employee receiving the equipment and the employee releasing the equipment and the date equipment was returned.

Retention and Disposition
Retain for 3 years after final action, and then destroy records.

Categories
Facility and Property

Effective
08/1999

Previous Schedule Number
SG-5(229)-23