

Staff property and inventory files (GRS-2306)

Utah General Retention Schedule

Description

These records are used to maintain control and accountability of state owned property issued to correctional staff. Includes inventory logs for keys, badges, identification cards, manuals, equipment and worksheets indicating person assigned the property, date property was issued and date returned.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-26