

Vehicle direction station logs (GRS-2308)

Utah General Retention Schedule

Description

This log is used to document the passage of vehicles in and out of a facility. Information includes the officer's name, date, shift number, vehicle license number, number of persons in vehicle, driver's name, destination, time in and out, purpose of visit, and any notes. Inmates that are part of a work crew are recorded on the master pass list and are not part of this log.

Retention and Disposition

Retain for 2 years, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-28