

Attorney request forms (GRS-2358)

Utah General Retention Schedule

Description

These records are generated when an inmate requests to see an attorney. The files include the inmate's name and number, date of request, inmate's housing location, inmate's employment location, dates (form was received, forwarded, and returned), status of appointment (seen, rescheduled, moved, cancelled, etc.), date signed and signatures of inmate and attorney.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

offender Supervision

Effective

07/2000

Previous Schedule Number

SG-9(229)-2