

# Inmate count sheets (GRS-2370)

## Utah General Retention Schedule

### Description

This series documents that an inmate was accounted for and the location of the inmate or resident during each inmate check. Includes the name of inmate, inmate number, location of inmate, date and time of check, name of officer conducting the check, and cell, block and facility totals.

### Retention and Disposition

Retain for 2 years, and then destroy records.

### Categories

offender Supervision

### Effective

07/2000

### Previous Schedule Number

SG-9(229)-14