Inmate personnel records (GRS-2376)

Utah General Retention Schedule

Description
Documents the employment history of the inmates or residents while under the jurisdiction of the Department of Corrections. Includes the employment application, correspondence, etc. Information includes the name of inmate, inmate number, position, rate of pay, date of hire, termination date, etc.

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

Categories
offender Supervision

Effective
07/2000

Previous Schedule Number
SG-9(229)-20