

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