

# Inmate photos - negative (GRS-2377)

## Utah General Retention Schedule

### Description

Negative prints of all photographs taken of inmates housed at a facility. Includes the photograph, inmate name and number, the date the inmate was admitted, date the photograph was taken, and any requests for copies.

### Retention and Disposition

Retain permanently. Records may be transferred to the archives.

### Categories

offender Supervision

### Effective

07/2000

### Previous Schedule Number

SG-9(229)-21