

Inmate property control records (GRS-2380)

Utah General Retention Schedule

Description

Documents the personal property turned over by an inmate to the Department for safekeeping until the inmate is released. Information includes received property forms, statements of loss, waivers, requests, memorandums, deceased or escape forms, confiscated property forms, released property clearance forms, donation forms, disposition forms and property inventory forms.

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)-24