

Inmate time sheet files (GRS-2382)

Utah General Retention Schedule

Description

Documents hours worked by an inmate or resident. Includes the name of the inmate or resident, inmate or resident number, dates and hours worked, etc.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

offender Supervision

Effective

07/2000

Previous Schedule Number

SG-9(229)-26