

Intake logs (GRS-2383)

Utah General Retention Schedule

Description

These logs are used to track new inmates coming into the facility. Includes the name of the inmate, inmate number, date of birth, date inmate was received, criminal history information, and housing assignment. In addition, the log may indentify any special concerns such as special medical problems and potential problems with other inmates or escape risk concerns.

Retention and Disposition

Retain for 2 years, and then destroy records.

Categories

offender Supervision

Effective

07/2000

Previous Schedule Number

SG-9(229)-27