

# Master pass list (GRS-2384)

## Utah General Retention Schedule

### Description

This record provides a daily list of inmates who are cleared to work outside the secured perimeter of the facility. The file includes the work supervisor's name, hours inmate is cleared to be out, inmate name, inmate number, classification level, housing assignment, location where inmate is cleared to work, and date.

### Retention and Disposition

Retain for 2 years, and then destroy records.

### Categories

offender Supervision

### Effective

07/2000

### Previous Schedule Number

SG-9(229)-28