

Resident case files (GRS-2391)

Utah General Retention Schedule

Description

Documents the history of all residents of a community correctional center. Includes face sheet, judgment and commitment order, pre-sentence investigations, progress reports, employment information, program agreement, case plan, financial information, disciplinary/incident reports and discharge summary.

Retention and Disposition

Retain for 10 years after separation, and then destroy records.

Categories

offender Supervision

Effective

04/2003

Previous Schedule Number

SG-9(229)-35