

# Special inmate management cell file (GRS-2392)

## Utah General Retention Schedule

### Description

These files are used to document special checks made on certain inmates for whom special management was suggested by the psychologist. The file includes the inmate's name and number, cell number, date form was filled out, date special checks were initiated, incident or discipline report number, any temporary restraining orders, name of psychologist or staff member who recommended the special management, name of the warden who authorized the special management, names of staff members in the Classification Office who were notified, special notes, any diet restrictions, items issued to the inmate, date of issue, amount of each item issued, date items were returned, amount of each item returned, list of items present when checks were made, sick call visits, special management team visits and other contact with inmates.

### Retention and Disposition

Retain for 4 years, and then destroy records.

### Categories

offender Supervision

### Effective

07/2000

### Previous Schedule Number

SG-9(229)-36