

# Visitor's files (GRS-2393)

## Utah General Retention Schedule

### Description

Provides documentation of inmate visitation requests. Includes the name of the person, reason for visit, name of inmate, date and time of visit, etc.

### Retention and Disposition

Retain for 2 years after separation, and then destroy records.

### Categories

offender Supervision

### Effective

04/2000

### Previous Schedule Number

SG-9(229)-37