

Electronic security alarm system printouts (GRS-2395)

Utah General Retention Schedule

Description

Documents any incident recorded on the security monitoring system. Includes location of alarm, type of alarm signal, time and date of the alarm signal, who acknowledged the alarm and the time the alarm was cleared.

Retention and Disposition

Retain for 6 months, and then destroy records.

Categories

Security

Effective

10/2000

Previous Schedule Number

SG-10(229)-2