

# Evidence document books (GRS-2396)

## Utah General Retention Schedule

### Description

Provides a detailed summary of incoming evidence from incidents involving inmates/residents or Departmental personnel. Includes the evidence document number, case number, suspect/inmate/resident name, evidence location, description of evidence, officer receiving evidence, date received, reason released, date returned and final date of and manner of disposition of the evidence.

### Retention and Disposition

Retain for 30 years after final action, and then destroy records.

### Categories

Security

### Effective

10/2000

### Previous Schedule Number

SG-10(229)-3