

Evidence/property records (GRS-2398)

Utah General Retention Schedule

Description

Documents the receipt of evidence or property gathered during an investigation. The series is also used to document the storage and movement of evidence from the time of receipt to the final disposition. Includes property receipts and destruction sheets. Information may include the date received, name of inmate, case number, description of evidence and date and manner of disposition.

Retention and Disposition

Retain for 5 years after final action, and then destroy records.

Categories

Security

Effective

10/2000

Previous Schedule Number

SG-10(229)-5