

# Facility evidence technician's logs (GRS-2399)

## Utah General Retention Schedule

### Description

Documents the removal of evidence from the evidence safe by law enforcement personnel. Includes the date removed, description of evidence or property, technician's name, name of witness to the removal, case number, inmate name, name of the law enforcement personnel removing the evidence and date the evidence was returned.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Categories

Security

### Effective

10/2000

### Previous Schedule Number

SG-10(229)-6