Incident reports (GRS-2400)

Utah General Retention Schedule

Description
Documents incidents occurring within the facility. May include reports involving staff members, inmates or non-individual incidents such as doors ajar, etc. Includes date, time and location of incident, name of individuals involved, names of witnesses, description of incident or security breach, and action taken or recommended. Any incident resulting in disciplinary action would be retained in the inmate/resident file or the employee file.

Retention and Disposition
Retain for 6 years, and then destroy records.

Categories
Security

Effective
10/2000

Previous Schedule Number
SG-10(229)-7