

Inmate movement authorization files (GRS-2401)

Utah General Retention Schedule

Description

Documents the authorization granting an inmate or resident to move from one facility within the prison or center to another. Includes the name of the inmate or resident, inmate number, date and time of movement, purpose of movement, destination and the name of person granting the move.

Retention and Disposition

Retain for 5 years, and then destroy records.

Categories

Security

Effective

10/2000

Previous Schedule Number

SG-10(229)-8