

Inmate transportation order files (GRS-2402)

Utah General Retention Schedule

Description

Documents authorized movement of an inmate or resident from the facility to an off-site location. Includes the name of the inmate or resident, inmate number, date, destination, name of accompanying officer, and authorization of the transportation.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Security

Effective

10/2000

Previous Schedule Number

SG-10(229)-9