

# K-9 reports (GRS-2403)

## Utah General Retention Schedule

### Description

Documents the activities of the K-9 unit. Includes quarterly reports, monthly statistical reports, daily reports and an annual report. Information includes the number of case reports, reports filed, arrests, yard checks, shakedowns, drug searches, explosive searches, demonstrations, impounds, citations, and inmate identification checks. The information from the daily, monthly and quarterly reports is compiled into the annual report.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Security

### Effective

10/2000

### Previous Schedule Number

SG-10(229)-10