

Resident and premises inspection records (GRS-2407)

Utah General Retention Schedule

Description

Documents random or routine searches of inmates or residents and their rooms or cells. Includes the name of the inmate or resident, inmate/resident number, location of search, date and time of search, name of officer conducting the search and a description of any contraband found.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Security

Effective

10/2000

Previous Schedule Number

SG-10(229)-14