Security cell logs (GRS-2408)

Utah General Retention Schedule

Description
Documents all events that occur in a security cell. The security cell is used as a temporary holding cell for problem inmates/residents or inmates/residents that require temporary protection from other inmates/residents. Includes the name of the inmate/resident, date and time of arrival and release, name of person authorizing the placement and release, physical description, violations or charges, special instructions, inmate/resident property inventories and initial of staff members. A copy of the log is retained in the inmate/resident file.

Retention and Disposition
Retain for 2 years, and then destroy records.

Categories
Security

Effective
10/2000

Previous Schedule Number
SG-10(229)-15