

# Warning logs (GRS-2414)

## Utah General Retention Schedule

### Description

These logs record warnings issued to residents or inmates for rule infractions or noncompliance. The logs are used to monitor the frequency of infractions or noncompliance in order to determine if a disciplinary report should be issued. Includes resident or inmate name and number, date and time of infraction, warning given and the initials of the staff member.

### Retention and Disposition

Retain for 1 year, and then destroy records.

### Categories

Security

### Effective

10/2000

### Previous Schedule Number

SG-10(229)-21