

Cell capacity reports (GRS-321)

Utah General Retention Schedule

Description

These reports provide a summary of information on the jail population at specific times. They include the category of person, offense, arresting agency and they are used for jail management.

Retention and Disposition

Permanent. Retain for 3 years. Transfer records to the archives.

Appraisal

These records have historical value(s).

Appraisal Note

These records have historical value based on their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

Categories

Law Enforcement

Effective

12/1991

Previous Schedule Number

CO-16-5