

Court summons (GRS-325)

Utah General Retention Schedule

Description

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

Retention and Disposition

Retain for 2 years, and then destroy records.

Categories

County
Sheriff

Effective

12/1991

Previous Schedule Number

CO-16-9