

Inmate commissary accounts (GRS-343)

Utah General Retention Schedule

Description

These records provide an accounting of individual prisoners' funds maintained by the jail for use of those prisoners. They usually include the prisoner's name and number, date, and deposits and withdrawals.

Retention and Disposition

Retain for 3 years, and then destroy records.

Appraisal

These records have administrative, and/or fiscal value(s).

Categories

Law Enforcement

Effective

12/1991

Previous Schedule Number

CO-16-27