

Returned property receipts (GRS-358)

Utah General Retention Schedule

Description

These receipts document the return of property in the custody of the sheriff's department to property owners in accordance with UCA 77-24-3 (1988). They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized sheriff's department personnel. "The receipt shall be retained as a permanent in the files of the agency involved or the court where the case is finally resolved." (UCA 77-24-3 (1980)).

Retention and Disposition

Retain permanently. Transfer records to the archives.

Categories

County
Sheriff

Effective

12/1991

Previous Schedule Number

CO-16-42