

# **Court ordered community service files (GRS-901)**

## **Utah General Retention Schedule**

### **Description**

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

### **Retention and Disposition**

Retain for 1 year after resolution of issue, and then destroy records.

### **Categories**

Municipality

Human Resources

### **Effective**

11/1996

### **Previous Schedule Number**

MUN-9-17