

Maintenance complaints (GRS-1030)

Utah General Retention Schedule

Description

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

Retention and Disposition

Retain for 2 years after resolution of issue, and then destroy records.

Categories

Municipality

Parks and Recreation

Effective

06/1997

Previous Schedule Number

MUN-19-2