

# **Student daily meal payment report (GRS-1520)**

## **Utah General Retention Schedule**

### **Description**

These reports document the daily collection of payments for meal service. This report records deposits made to the lunch and breakfast funds. It includes the student's name, identification number, amount received, account balance, and total student sales.

### **Retention and Disposition**

Retain for 1 year, and then destroy records.

### **Appraisal**

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

### **Appraisal Note**

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

### **Categories**

Education

### **Effective**

06/1999

### **Previous Schedule Number**

SD-19-12