

This schedule has been discontinued. Please use GRS-1783: Customer request or complaint records.

Environmental health complaints (GRS-553) (DISCONTINUED)

Utah General Retention Schedule

Description

These forms record complaints received by the local health department from the public in reference to a wide-range of environmental concerns including air quality, solid waste, hazardous waste, epidemiology, indoor clean air, infectious waste, swimming pools, schools, vector control, food service, landlords, animals, housing, and yards. If complaint pertains to a specific facility it becomes part of the facility's inspection file. The form includes date, time, name of persons taking complaint, complainant's name, address, and telephone number; nature of complaint, date investigated, action taken, completion date, and signature of registered environmental health specialist.

Retention and Disposition

Retain for 4 years, and then destroy records.

Categories

Health

Effective

12/1992 – 04/2018

Previous Schedule Number

CO-25-31