

Homebound cards (GRS-405)

Utah General Retention Schedule

Description

These are cards on all clients receiving meals at home (Meals-on- Wheels). They are used for reference purposes or in emergency situations. The cards include client's name, address and telephone number, days scheduled to receive meals, name and telephone number to contact in an emergency, physician's name and telephone number, date service started and date service canceled.

Retention and Disposition

Retain until superseded, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Aging and Adult Services

Effective

04/2018

Previous Schedule Number

CO-19-5