Emergency contact records (GRS-16583)

Utah General Retention Schedule

Description
These are records of emergency contacts for participants in programs for which such information is requested. Examples may include emergency contact information for senior center program participants, participants in special events, enrolled students, or employees for whom such information is requested or required. Records may include name and contact information of emergency contact, relation to subject, and other relevant notes.

Retention and Disposition
Retain until separation, and then destroy records.
Retain until superseded, and then destroy records.

Categories
Education

Effective
10/2021