

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Retain until superseded, and then destroy records.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