

Dietary services records (GRS-2223)

Utah General Retention Schedule

Description

These files are used to control the administration of food service activities at the facilities. Includes meal counts, menus, health inspections, food inventories, purchase records, and accounting records.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Administrative

Effective

02/2001

Previous Schedule Number

SG-1(229)-11