

# Monthly planning calendars (GRS-2233)

## Utah General Retention Schedule

### Description

These records are used to identify and notify the volunteers and part-time staff who perform religious services and individual counseling at the facilities. Information includes weekly work schedules, time of counseling sessions or religious services, and the name of the individual conducting the activity.

### Retention and Disposition

Retain for 1 year, and then destroy records.

### Categories

Administrative

### Effective

10/2000

### Previous Schedule Number

SG-1(229)-21