

Resident work assignment records (GRS-2242)

Utah General Retention Schedule

Description

Documents the work assignments made by the staff to residents to perform standard cleaning routines in and around the facilities. Includes daily welfare inspection worksheets, room cleaning assignments, kitchen cleaning schedules, general facility cleanup assignments and living area cleanup schedules.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Administrative

Effective

10/2000

Previous Schedule Number

SG-1(229)-30