

Financial reports (GRS-2249)

Utah General Retention Schedule

Description

Reports created by the Department to assist in balancing and recording daily transactions of individual residents' accounts. Information includes monthly balancing reports, service fee reports, receipt listings, posting reports, waiver listings, and residential account listings.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-4