

Receipt books (GRS-2258)

Utah General Retention Schedule

Description

These records are used to verify that a resident received his paycheck from the agency. The resident receives a receipt verifying that his paycheck was deposited into his individual account. Information includes receipt number, resident's name, date, name/address of facility, resident's employer and amount of check.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-13