

Resident account receipt listing (GRS-2259)

Utah General Retention Schedule

Description

Listing used to reconcile the offender loan account and to monitor deposits made to this account. The offender loan account provides loans in \$50.00 increments to residents who do not have their own money. Residents are expected to become employed while in the program to ensure the loan is paid back. Residents are required to maintain a checking account with a designated bank. Information includes computer printouts of receipts entered and posted to the resident's account.

Retention and Disposition

Retain for 3 years after separation, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-14