

Resident check listing (GRS-2260)

Utah General Retention Schedule

Description

Listing of checks issued on a resident's account. These records are initiated when a money transfer has been requested and the accuracy of the transfer has been verified. Information includes date, check number, payee, reason check was issued, amount, control number, resident's name, voided (yes or no), and any other relevant ID number.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Business Services

Effective

06/1999

Previous Schedule Number

SG-2(229)-15