

Resident telephone logs (GRS-2275)

Utah General Retention Schedule

Description

Log of incoming calls from residents. The log is used to record the content of all messages for security and accountability reasons. Includes name of staff receiving message, name of resident placing the call, date and summary of the message.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Communication

Effective

06/1999

Previous Schedule Number

SG-3(229)-11