Management information systems daily log (GRS-2277)

Utah General Retention Schedule

Description
This log provides a record of work assignments and problems that occur on various shifts of the Management Information Systems (MIS) section. The information contains work assignments, plans, date, shift, name of employee, problems and comments.

Retention and Disposition
Retain for 2 years, and then destroy records.

Categories
Data Processing

Effective
10/2000

Previous Schedule Number
SG-4(229)-2