Food service shift leader report (GRS-2288)

Utah General Retention Schedule

Description
These logs are generated by each kitchen shift leader at the end of the shift. Includes description of incidents or events which occurred during the shift, condition of the kitchen, knife counts, check out and control sheets for knives and other kitchen materials and a menu if different from the master menu.

Retention and Disposition
Retain for 3 years, and then destroy records.

Categories
Facility and Property

Effective
08/1999

Previous Schedule Number
SG-5(229)-8