

# Kitchen knife control log (GRS-2291)

## Utah General Retention Schedule

### Description

This log is used to control the use of knives by resident cooks in order to maintain security. Information includes date and time knife/knives were taken to kitchen, identification of knife/knives signed out, resident to whom they were signed out, resident's and staff initials, date returned, and staff initials acknowledging their return.

### Retention and Disposition

Retain for 1 year, and then destroy records.

### Categories

Facility and Property

### Effective

08/1999

### Previous Schedule Number

SG-5(229)-11