

Laundry count sheet files (GRS-2292)

Utah General Retention Schedule

Description

This file is used to track the number of bed linens processed for each housing unit. Information includes the number of sheets, pillow cases, blankets and bed pads received, housing unit, date, etc.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-12