

Senior center meal reservation list (GRS-402)

Utah General Retention Schedule

Description

This list records reservations made for meals served at senior centers. It is used for meal planning and to create reports. The form includes center's name, dates, participant's names, days of week, indication of dates reservations made, whether meal served, and whether individual is a volunteer.

Retention and Disposition

Retain for 1 year after final action, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Aging and Adult Services

Effective

12/1992

Previous Schedule Number

CO-19-2