

Senior center food delivery report (GRS-403)

Utah General Retention Schedule

Description

This is a report on the condition of foods delivered to senior centers. It is used for compiling reports and for future planning. The report includes center name, date, time food arrived at center, temperatures for milk and hot and cold foods, homebound and congregate meals, time homebound meals left kitchen, a list of any missing items, a list of any additional foods, any comments from center staff and clients, and suggestions.

Retention and Disposition

Retain until completion of publication or report, 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-19-3