

# Homemaker time sheet (GRS-410)

## Utah General Retention Schedule

### Description

This worksheet is used to record the amount and types of services that a homemaker has provided to a specific client. All information is transferred to an official payroll record. This information is used in the creation of reports. It includes date, client's name, homemaker's name, dates worked, hours worked and services provided per day (special diet supervision, feeding, dressing and grooming, child care, cooking and meal preparation, general housework, errands, etc.).

### Retention and Disposition

Retain for 3 years after expiration of contractual agreement, and then destroy records.

### Appraisal

These records have administrative, and/or fiscal value(s).

### Categories

Aging and Adult Services

### Effective

12/1992

### Previous Schedule Number

CO-19-10