

Senior centers' monthly report (GRS-419)

Utah General Retention Schedule

Description

This is a monthly report on senior center activities. It is used to compile quarterly reports for the State Division of Aging Services. This report includes senior center name, date, actual service units provided, service (general category access service, in-home, community service, other services, meals, and transportation), year-to-date budget, actual budget, and current budget.

Retention and Disposition

Retain for 4 years after completion of publication or report, and then destroy records.

Appraisal

These records have administrative, and/or fiscal 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-19-19