

SENIOR SERVICES RECORDS LIST

RECORDS

Accruals - (current & 2 previous years)

Checking account records

Class registration information

Department contracts

Meals on Wheels (SOS Clients only) - HIPAA protected

Membership information

Monthly budget reports

Munis payroll/time sheets -(current & previous year)

Personnel files

Petty cash logs

Purchase orders -(current & previous year)

Purchasing card records -(current & previous year)

Revenue reports -(current & previous year)

Senior Outreach Services - HIPAA Protected

Senior Services Advisory Board information

Teacher/instructor information

Volunteer information