Passport application transmittal records (GRS-283)
Utah General Retention Schedule

Description
These records document the applications received and fees collected for passports on behalf of the federal government. Information includes applicant, transmittal and fee details, and related records.

Retention and Disposition
Retain for 2 years, and then destroy records.

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

Categories
Clerk

Effective
08/2019

Previous Schedule Number
CO-14-40