This schedule has been discontinued. Please use GRS-1731: Contract and lease records.

Lease files (GRS-1022) (DISCONTINUED)

Utah General Retention Schedule

Description
These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

Retention and Disposition
Retain for 4 years after expiration of contractual agreement, and then destroy records.

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

Appraisal Note
Retention is based on the statute of limitations for unpaid debt per Utah Code 78B-2-307(1)(2018).

Categories
Clerk

Effective
12/1996 – 09/2019

Previous Schedule Number
MUN-18-17