

Equipment standards guide (GRS-1253)

Utah General Retention Schedule

Description

These are standards developed for equipment purchases. They are used to ensure the most efficient expenditure of district funds. The standards are normally organized by subject and include an item-by-item description, estimated or guaranteed price, and quantity allowed.

Retention and Disposition

Retain for 1 year, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Administrative

Effective

12/1996

Previous Schedule Number

SD-1-5