

Leasing contract files (GRS-1362)

Utah General Retention Schedule

Description

These records document building or equipment leasing contracts between the school district and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

Retention and Disposition

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

Appraisal

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

Appraisal Note

These records have legal value based on the statute of limitations per Utah Code 78B-2-307(2019).

Categories

Purchasing

Effective

08/1996

Previous Schedule Number

SD-7-4