

# State property assessment records (GRS-391)

## Utah General Retention Schedule

### Description

These are appraisal records for property assessed by the state. They are used to collect property taxes. The records include the year, company name and address, legal descriptions of real estate, description of improvement and personal property, and total value.

### Retention and Disposition

Retain for 5 years, 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

Facility Management

### Effective

04/2018

### Previous Schedule Number

CO-18-4