

# Personal property audits (GRS-209)

## Utah General Retention Schedule

### Description

These are audits conducted on personal property by the State Tax Commission. Their results are reported to the county assessor. Information is usually more specific than that contained on the Personal Property Affidavits. The audits include the business name, address, serial number, auditor's name, property type, supply list, equipment, cost, assessed value and any additional comments.

### 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

Assessor

### Effective

06/1991

### Previous Schedule Number

CO-11-9