

Project management records (GRS-21)

Utah General Retention Schedule

Description

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

Retention and Disposition

Retain for 1 year after end of project or program, 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

06/1991

Previous Schedule Number

CO-1-21