

Budget records (GRS-1856)

Utah General Retention Schedule

Description

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

Retention and Disposition

Retain for 4 years, and then destroy records.

Appraisal

These records have fiscal value(s).

Appraisal Note

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

Categories

Financial Management

Effective

12/2018

Previous Schedule Number

SG-7-67