

Contract and lease records (GRS-1731)

Utah General Retention Schedule

Description

These records document contractual agreements for property use, products or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included.

Retention and Disposition

Retain for 7 years after expiration of contractual agreement, and then destroy records.

Appraisal

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

Appraisal Note

Retention is based on the statute of limitations for contracts in per Utah Code 78B-2-309(2018).

Categories

Administrative

Effective

07/2019

Previous Schedule Number

SG-1-84