

Special assessment project administrative records (GRS-16554)

Utah General Retention Schedule

Description

Special assessments are charges levied against a specific geographic area for specific benefits from public projects. The records document the process of designating the assessment area, improvements, recommendations, protests, appeals, and related records. Project governance records are not included in this schedule.

Retention and Disposition

Retain for 5 years after final action, and then destroy records.

Retention Justification Note

Retention is based on Utah Code 11-42-401(7)(a) and 11-42-406(1)(a)(ii)(2019).

Appraisal

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

Appraisal Note

The value of these records is based on their usefulness for carrying out the agency's current business.

Categories

Clerk

Effective

12/2019