

This schedule has been discontinued. Please use GRS-1731: Contract and lease records.

School district rental agreements (GRS-1404) (DISCONTINUED)

Utah General Retention Schedule

Description

These files contain agreements between the district and persons or organizations for renting space in district buildings. They are used to authorize the rental, collect fees, indicate the need of any equipment, and explain any applicable rules and regulations for the use of district buildings. They include date, name of individual, business, or organization; space to be rented and name of school; date and time of use; equipment needed; amount of rent; date fees due; rules for use of space, signature of district administrator approving rental; signature, address, and phone number of renter. After the use of rental space custodians complete a copy of the form indicating any additional fees to be charged and/or any problems with the rental.

Retention and Disposition

Retain for 4 years, and then destroy records.

Appraisal

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

Appraisal Note

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

Categories

Facility Management

Effective

08/2019 – 08/2019

Previous Schedule Number

SD-11-9