

# **Contract files (GRS-2216)**

## **Utah General Retention Schedule**

### **Description**

These records are used to monitor and track the approval process for awarding contacts and document the contractor's performance. Includes the request for proposal, the proposal, the contract, amendements, correspondence, and review documents.

### **Retention and Disposition**

Retain for 6 years after expiration of contractual agreement, and then destroy records.

### **Categories**

Administrative

### **Effective**

10/2000

### **Previous Schedule Number**

SG-1(229)-4