

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, amendments, 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