

Building maintenance requests (GRS-2285)

Utah General Retention Schedule

Description

Provides a record of requests for maintenance and repairs at the Correctional facilities. Includes the date, name of requestor, and a description of the problem.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-5