

Building management case files (GRS-2286)

Utah General Retention Schedule

Description

These files document the negotiations and the resulting agreements for leased facilities. Information includes specifications and procurement information, modifications made to buildings, space management analysis, contracts, agreements, correspondence and building modification work orders.

Retention and Disposition

Retain permanently. Records may be transferred to the archives.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-6