

Maintenance department tool control files (GRS-2294)

Utah General Retention Schedule

Description

These files are used to control the location of tools used by maintenance crew members. The files contain the physical inventory of equipment and the issue/turn-in sheets. Information includes the name of the maintenance worker, date, and tools issued.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-14