

# Space management records (GRS-2305)

## Utah General Retention Schedule

### Description

These records are used to manage space allocation as efficiently as possible. They include shop layout, building plans, schematics, office layouts, and electrical layouts.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Categories

Facility and Property

### Effective

08/1999

### Previous Schedule Number

SG-5(229)-25