

Surplus property records (GRS-2307)

Utah General Retention Schedule

Description

Provides a record of the sales of surplus personal property (including those transactions deviating from standard procedures), comprised of invitations, bid acceptance, lists of materials, evidence of sales, and related correspondence.

Retention and Disposition

Retain for 2 years, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-27