

# Budget planning files (GRS-2312)

## Utah General Retention Schedule

### Description

Records used to assist in the preparation of the Department's budget and to justify budget requests presented to the Governor's Office. Includes working papers, cost estimates, rough data accumulated in the preparation of annual budget estimates, narrative statements, reports on the status of appropriation accounts and apportionment, quarterly and annual reports regarding the effectiveness of the budget as a whole.

### Retention and Disposition

Retain permanently. Records may be transferred to the archives.

### Categories

Financial Management

### Effective

10/2000

### Previous Schedule Number

SG-6(229)-4