

# Telephone bills (GRS-2329)

## Utah General Retention Schedule

### Description

Bills which document calls made by the Department. Includes the number called and the length, time, and date of phone call.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Financial Management

### Effective

10/2000

### Previous Schedule Number

SG-6(229)-21