Pre-construction records (GRS-2584)

Utah General Retention Schedule

Description
These record document the planning, design and construction of facilities, road or bridges. They are used to monitor compliance, and are a resource while projects are in progress. Records may include estimates, funding documents, scopes of work, and related correspondence and records.

Retention and Disposition
Retain for 7 years after final action, and then destroy records.

Appraisal
These records have administrative value(s).

Categories
Region

Effective
10/2017 – 09/2026

Previous Schedule Number
SG-1(1177)-1