

This schedule has been discontinued.

School's accounts payable (GRS-1600) (DISCONTINUED)

Utah General Retention Schedule

Description

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

Retention and Disposition

Retain for 4 years, and then destroy records.

Appraisal

These records have administrative, and/or fiscal value(s).

Categories

Junior High/Middle School
School District

Effective

10/1999 – 08/2008

Previous Schedule Number

SD-21-31