

Public relations records (GRS-1716)

Utah General Retention Schedule

Description

These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements or similar records.

Retention and Disposition

Retain permanently. Records may be transferred to the archives.

Appraisal

These records have historical value(s).

Appraisal Note

These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

Categories

Administrative

Effective

12/2014

Previous Schedule Number

SG-1-69