

# 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