

Policy and procedure records (GRS-1717)

Utah General Retention Schedule

Description

These records are created by executive decision makers to document the dissemination of agency programs, policies and procedures. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

Retention and Disposition

Permanent. Retain for 3 years. Transfer records to the archives.

Appraisal

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

Categories

State Government
Administrative

Effective

02/2015

Previous Schedule Number

SG-1-70