# **Transitory tracking records (GRS-1720)**

# **Utah General Retention Schedule**

# Description

These records document transitory transactions. Information tracks services rendered, movement of people, materials, and includes internet website visitor information.

## **Retention and Disposition**

Retain for 1 year after or until final action, and then destroy records.

# Categories

State Government Administrative

### **Effective**

04/2015

### **Previous Schedule Number**

SG-1-73