

Executive correspondence (GRS-1758)

Utah General Retention Schedule

Description

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. 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

Retain permanently. Records may be transferred to the archives.

Appraisal

These records have historical value(s).

Categories

Communication

Effective

05/2014

Previous Schedule Number

SG-4-10