

# Transitory correspondence (GRS-1759)

## Utah General Retention Schedule

### Description

Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

### Retention and Disposition

Retain until resolution of issue, and then destroy records.

### Categories

Communication

### Effective

05/2014

### Previous Schedule Number

SG-4-11