

Administrative correspondence (GRS-1760)

Utah General Retention Schedule

Description

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.

Retention and Disposition

Retain for 7 years, and then destroy records.

Categories

Communication

Effective

06/2014

Previous Schedule Number

SG-4-12