

# Public information files (GRS-2001)

## Utah General Retention Schedule

### Description

These are files of information which an agency collects on a particular topic and which relate to the agency's interaction with the public. Contents may include newspaper clippings, public opinion polls, studies and reports, or any other materials collected topically to assist the agency.

### Retention and Disposition

Retain for 1 year after end of project or program, and then destroy records.

### Appraisal

These records have administrative value(s).

### Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

### Categories

Public Affairs

### Effective

07/1990

### Previous Schedule Number

SG-15-7