

Public presentations files (GRS-2004)

Utah General Retention Schedule

Description

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies.

Retention and Disposition

Permanent. Retain for 7 years. Transfer records to the archives.

Appraisal

These records have administrative, and/or historical value(s).

Appraisal Note

These records have historical value based on the evidence of significant policy formulation and business processes of the government.

Categories

Public Affairs

Effective

02/2006

Previous Schedule Number

SG-15-10