

# **Proof of publication files (GRS-46)**

## **Utah General Retention Schedule**

### **Description**

When a statute, court order, or judge requires publication of a document or notice in a local newspaper (UCA 78B-5-613 (2009)) evidence of the publication may be given by the affidavit of the publisher along with a copy of the document or notice and specification of the dates of publication. These files may contain proof of publication affidavits, copies of actual newspaper notices and related evidence of the publication.

### **Retention and Disposition**

Retain for 6 years after completion of publication or report, and then destroy records.

### **Appraisal**

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

### **Appraisal Note**

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah Code 78B-5-613(2019).

### **Categories**

Administrative

### **Effective**

04/2018

### **Previous Schedule Number**

CO-1-46