

**This schedule has been discontinued. Please use GRS-1760: Local government routine administrative correspondence.**

## **Administrative correspondence (GRS-16546) (DISCONTINUED)**

### **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.

#### **Effective**

04/2018 – 04/2018

#### **Previous Schedule Number**

SG-1-63