

State agency executive correspondence (GRS-1758)

Utah General Retention Schedule

Description

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of a state agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

Retention and Disposition

Permanent. Retain for 5 years after separation. Transfer records to the archives.

Appraisal

These records have historical value(s).

Appraisal Note

These records have historical value based on their evidence of government deliberations, decisions, and actions relating to major social, economic, and environmental issues.

Categories

Communication

Effective

07/2018

Previous Schedule Number

SG-4-10