

Publications (GRS-1678)

Utah General Retention Schedule

Description

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

Retention and Disposition

Retain permanently. Transfer records to the archives.

Appraisal

These records have historical value(s).

Appraisal Note

These records have historical value as they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

Categories

Administrative

Effective

10/2018

Previous Schedule Number

SG-1-25