

Agency history records (GRS-1723)

Utah General Retention Schedule

Description

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

Retention and Disposition

Retain permanently. Transfer records to the archives.

Appraisal

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

Appraisal Note

These records are historical as they document the creation, operation, and closure of governmental entities.

Categories

Administrative

Effective

11/2018

Previous Schedule Number

SG-1-76