

Transitory correspondence (GRS-1759)

Utah General Retention Schedule

Description

Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Retention and Disposition

Retain until resolution of issue, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Communication

Effective

11/2018

Previous Schedule Number

SG-4-11