

Administrative subject files (GRS-2123)

Utah General Retention Schedule

Description

These are subject files maintained for reference purposes. They contain a variety of types of information including general correspondence, newspaper clippings, reports, completed forms, flyers, copies of instructions, reports and brochures, and district memoranda, and instructions.

Retention and Disposition

Retain for 1 year after or until administrative need ends, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

School District

Elementary School

Effective

06/1994

Previous Schedule Number

SD-1(94)-2