Program and policy development records (GRS-1717)

Utah General Retention Schedule

Description
These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Includes development and decisions behind the policy or program, and the final product (e.g., approved policies). Related correspondence and email is included.

Retention and Disposition
Permanent. Retain for 3 years after final action. Transfer records to the archives.

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

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

Categories
Administrative

Effective
02/2020

Previous Schedule Number
SG-1-70