

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