Proclamations, Declarations, and Executive Orders (GRS-16582)

Utah General Retention Schedule

Description
These are proclamations, declarations, or executive orders issued by a governor, mayor, or other executive officer or body. Proclamations are formal public announcements related to certain matters of government. They may designate classes of cities, call special legislative sessions, publish states-of-emergency, or publicly avow or cause certain matters of state government to be made generally known. Declarations may recognize or call attention to people, groups, bodies, or actions that have a public purpose; designate special days or other time periods; or invoke specific legislative purposes. Executive orders set policy for an executive branch of government; create boards and commissions; provide for the transfer of authority; or otherwise interpret, implement, or give administrative effect to a provision of the Constitution, state law or executive policy.

Retention and Disposition
Retain permanently. Records may be transferred to the archives.

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

Appraisal Note
These have documentary evidence of significant actions and responses of executive bodies.

Categories
Administrative
Governor

Effective
08/2021