

# Certified mail receipts (GRS-2265)

## Utah General Retention Schedule

### Description

Records of receipts and routing of incoming and outgoing mail handled by private delivery companies such as United Parcel Service. Information may include fees paid for private deliveries (special delivery, registered, certified), date mailed, address, etc.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Communication

### Effective

06/1999

### Previous Schedule Number

SG-3(229)-1