# **Executive correspondence (GRS-2538)**

## **Utah General Retention Schedule**

## Description

These are records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

### **Retention and Disposition**

Retain permanently. Transfer records to the archives.

## Categories

People with Disabilities

#### **Effective**

06/1995

#### **Previous Schedule Number**

SG-4(1116)-14