

Indexes and check lists (GRS-2541)

Utah General Retention Schedule

Description

These records document bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to public relations files.

Retention and Disposition

Retain for 2 years, and then destroy records.

Categories

People with Disabilities

Effective

06/1995

Previous Schedule Number

SG-4(1116)-17