

# Mail control records (GRS-2547)

## Utah General Retention Schedule

### Description

These are records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

People with Disabilities

### Effective

06/1995

### Previous Schedule Number

SG-4(1116)-23