

**This schedule has been discontinued. Please use GRS-1759: Transitory correspondence.**

## **School bulletins (GRS-1549) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

These are daily bulletins printed or e-mailed by the principal's office for the faculty and staff. They include announcements and other items of interest to the school's employees.

#### **Retention and Disposition**

Retain for 1 year, and then destroy records.

#### **Categories**

Administrative

#### **Effective**

06/1999 – 07/2015

#### **Previous Schedule Number**

SD-19-41