State government routine administrative correspondence (GRS-48)

Utah General Retention Schedule

Description
Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.

Retention and Disposition
Retain for 7 years, and then destroy records.

Retention Justification Note
This retention is based on retention rules being created by the Department of Technology Services for state employee email and Google Drive. This retention was previously approved by the State Records Committee as "Administrative Correspondence" with a 7-year retention in 2014.

Appraisal
These records have administrative value(s).

Appraisal Note
The value of these records is based on their usefulness for carrying out the agency's current business.

Categories
Administrative

Effective
11/2019

Previous Schedule Number
CO-1-48