

## Retention and Classification Report

**Agency:** Department of Social Services. Office of Community Operations. District 2N (1588)

554 South 300 East  
Salt Lake City, UT 84111

**Records Officer:** \_\_\_\_\_

04361    \*Executive correspondence

**AGENCY:** Department of Social Services. Office of Community Operations. District 2N

**SERIES:** 4361

1

**TITLE:** Executive correspondence

**DATES:** 1980-1988.

**ARRANGEMENT:** Alphabetical by bureau.

**DESCRIPTION:**

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 AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the Utah General Retention Schedule  
1 Item 9 (1990).

**PRIMARY DESIGNATION:**

Private