

Retention and Classification Report

Agency: Department of Public Safety. Budget Analyst (73)

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Salt Lake City, UT 84119
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Records Officer: _____

11492 Press releases

AGENCY: Department of Public Safety. Budget Analyst

SERIES: 11492

3

TITLE: Press releases

DATES: 1992-

ARRANGEMENT: None

DESCRIPTION:

One copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

PRIMARY DESIGNATION:

Public