

## Retention and Classification Report

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

4501 South 2700 West  
Salt Lake City, UT 84119  
801-965-4463

**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