SCHEDULE 1
ADMINISTRATIVE RECORDS

AGENDA (Item 1-2)

These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION

Retain for 2 years or until administrative need ends, if not part of official minutes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

ANNUAL REPORTS (Item 1-3)

These are reports on program activities and accomplishments of the county or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CENSUS INFORMATION FILES (Item 1-4)

These files contain copies of U.S. Census Bureau forms completed by counties on government employment and tax revenues. They are used to compile state and national statistical reports and to make financial information available to the public.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

COUNTY SCRAPBOOKS (Item 1-5)

These are a chronological record of the activities of the county or individual county department. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to county activities and actions and reactions of county citizens.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CONSTITUTION AND BYLAWS (Item 1-43)

These are the constitution and bylaws of county governing/advisory boards (e.g., library board, hospital board, fair board). They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc).

RETENTION

Permanent. May be transferred to the State Archives after disbanding of committee.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COUNTY HISTORIES (Item 1-31)

These are published or unpublished histories written by or financed from county funds on the county government or an individual county agency. They may include title, author, date written, and a historical narrative.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

DAILY ACTIVITY SCHEDULES (Item 1-6)

These are records of county employees who are not elected or exempt status revealing substantive information about official county activities, the substance of which has not been incorporated into official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other county activities. (See also Executive/Elected official calendars or Routine activity calendars).

RETENTION

Retain until administrative need ends (They are not records according to UCA 63-2-103 (18)(b) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EXECUTIVE/ELECTED OFFICIALS CALENDARS (Item 1-8)

These are records containing substantive information relating to the official activities of high-level county officials which is not incorporated into memoranda, reports, correspondence or other records included in the official files. These records could include calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of county employees. (See Daily activity schedules

RETENTION

Retain until administrative use ends (According to UCA 63-2-103 (18)(b) they are not records) and then destroy.

(Approved 06/91)

FEASIBILITY STUDIES (Item 1-9)

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63-2-304 (21) and UCA 63-2-304 (10) (1995)

(Approved 06/91)

FINDING AIDS (Item 1-10)

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION

Retain until records to which they pertain are destroyed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

GENERAL ADMINISTRATIVE RECORDS (Item 1-11)

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

RETENTION

Retain for 2 years or until no longer needed for reference and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS (Item 1-41)

These request forms document individuals seeking access to county records as provided under UCA 63-2-204. They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) COUNTY APPEALS CASE FILES (Item 1-40)

These case files document the appeals for access of county records to separate county appeals bodies (i.e., county commission or separate board) in accordance with county ordinances adopted under authority granted in the Government Records Access and Management Act (GRAMA) (UCA 63-3-701 (1995)). These case files include copies of the access request and denial forms, the appeal, research notes, commission or board decision, and any other documentation concerning the appeal process.

RETENTION

Permanent. May be transferred to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) STATE APEALS CASE FILES (Item 1-42)

These case files document appeals for access of county records to the State Records Committee in compliance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63-2-701(1)(c); 63-2-403 (1995). These case files include copies of the access request and denial forms, the appeal, research notes, statements, State Records Committee's order, and any other documentation concerning the appeals process.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

GRANT CASE FILES (Item 1-45)

Files contain information about funds allocated by state or federal agencies to county entities through grants which counties administer to aid in specific causes or projects. Grant files may include accepted proposals and applications, contracts, project reports, memoranda, correspondence, or other records relating to receipt, review, award, evaluation, status and monitoring of grant funds.

RETENTION

Record copy: Retain for 3 years after grant has expired and then destroy.

Duplicate copies: Retain for 1 year after grant has expired and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/06)

HOUSEKEEPING FILES (Item 1-12)

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INCOMING DOCUMENT LOG (Item 1-13)

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INTERNAL COMMITTEE RECORDS (Item 1-32)

These records document actions of an internal staff committee handling problems within a county agency. These committees do not make countywide policy. These records usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION

Retain for 2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

MAILING LISTS (Item 1-14)

These are lists of names and addresses used for various county mailings (billings and other administrative purposes).

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-302 (2)(d) (1995)

(Approved 06/91)

MEETING MINUTES TAPE RECORDINGS (Item 1-44)

These are the tape recordings of the proceedings of regularly scheduled, special and emergency county board and committee meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." For closed meetings, "the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION

Retain for 1 year after approval of official minutes and then destroy; provided resolution of any related litigation.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63-2-301 (1)(e) (1997).

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-304(32) (1997); UCA 52-4-7.5(2) (1997)

(Approved 03/98)

MINUTES (Item 1-15)

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

NOTARY BOND FILES (Item 1-35)

These files document county employees providing service to county agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

Retain for 1 year after expiration or renewal of bond and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

ORGANIZATIONAL FILES (Item 1-16)

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the county. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibility assigned to executive officers.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PENDING FILES (Item 1-17)

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION

Retain until reply received or action taken and then incorporate with official files.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PERFORMANCE AUDITS (Item 1-33)

These are reports written and prepared as a result of a performance audit on a county entity. These studies are frequently contracted with private consultants. They contain summary documentation on agencies programs, operations and productivity.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

POLICIES AND PROCEDURE MANUALS (Item 1-18)

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63-2-304 (10) and UCA 63-2-304 (11) (1995)

(Approved 06/91)

POLICY AND PROCEDURE CASE FILES (Item 1-19)

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).

RETENTION

Retain for 2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

POLICY AND PROGRAM CORRESPONDENCE (Item 1-7)

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/05)

PRESS RELEASE FILES (Item 1-20)

These files contain a 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. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PROJECT CONTROL FILES (Item 1-21)

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

RETENTION

Retain for 1 year after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PROOF OF PUBLICATION FILES (Item 1-46)

When a statute, court order, or judge requires publication of a document or notice in a local newspaper (UCA 78-25-14) evidence of the publication may be given by the affidavit of the publisher along with a copy of the document or notice and specification of the dates of publication. These files may contain proof of publication affidavits, copies of actual newspaper notices and related evidence of the publication.

RETENTION

Retain for 6 years after publication and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/06)

PUBLIC RELATIONS FILES (Item 1-23)

These files contain speeches, addresses, and official comments or remarks made at formal county ceremonies by elected county officials. The format may be paper, videotape, motion picture film, etc.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PUBLICATIONS (Item 1-22)

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION

Record copy: Permanent. A copy should be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

READING OR CHRONOLOGICAL FILES (Item 1-24)

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION

Retain for 1 year or until administrative needs ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

RECORDS TRANSFER SHEETS (Item 1-38)

These are the listings of county agency records transferred to the State or a county records centers. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION

Retain for 5 years after records are destroyed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

ROUTINE ACTIVITY SCHEDULES (Item 1-25)

These records are routine materials containing no substantive information, regarding daily activities such as meeting appointments, telephone calls, and other employee activities.

RETENTION

Retain for 5 years after records are destroyed and then destroy.

(Approved 06/91)

ROUTINE CONTROL FILES (Item 1-26)

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

RETENTION

Retain until no longer needed for operational purposes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SYSTEM STUDIES AND REPORT FILES (Item 1-27)

These are documents related to various studies (i.e. program analyses, project studies) by private and other government agencies. Includes working papers, correspondence, related documents and final report.

RETENTION

Permanent. May transfer to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TECHNICAL REFERENCE FILES (Item 1-28)

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION

Retain until annual review and destroy material no longer needed for reference.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TELEPHONE MESSAGE REGISTERS (Item 1-36)

These registers compile all the daily telephone message taken by a county office. They also include logs and similar records.

RETENTION

Retain for 6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

TELEPHONE MESSAGES (Item 1-37)

These are the actual incoming telephone messages received by a county office. They normally include date, time, names of person receiving and leaving message, and action request (e.g., return call, etc).

RETENTION

Retain for 1 week or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

TRANSITORY CORRESPONDENCE (Item 1-34)

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/05)

UNSUCCESSFUL GRANT APPLICATION FILES (Item 1-39)

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION

Retain for 3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

WORD PROCESSING FILES (Item 1-29)

These are documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes and used to produce hard copy which is maintained in organized files.

RETENTION

Retain until hard copy is filed and administrative need ends and then delete.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

WORKING PAPERS (Item 1-30)

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION

Retain for 5 years after project completion and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 2
BONDS AND BONDING RECORDS

BOND ANTICIPATION NOTES (Item 2-1)

These are notes used by counties pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the county, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the county" (UCA 11-14-19.5 (1995)).in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 17-4-4 (1995)).

RETENTION

Retain for 1 year after being redeemed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BOND ISSUE FILES (Item 2-2)

These files document the implementation of significant county bonds (i.e., revenue or special bonds), but not general obligation bonds. These files includes authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of county indebtedness.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BOND REDEMPTION AND DESTRUCTION CERTIFICATES (Item 2-3)

These are certificates sent to the county by the paying agent which track pay and destruction of bond coupons.

RETENTION

Retain for 3 years after expiration of bonds and then file in Bond issue files.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BOND REDEMPTION REGISTERS (Item 2-4)

These are registers used to record the redemption of coupons for county bonds.

RETENTION

Retain for 3 years after redemption of coupon and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BOND REGISTRATION FILES (Item 2-5)

These are the issuing agent's copies of bond registration stubs.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BONDS, NOTES AND COUPONS PAID FILES (Item 2-6)

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

RETENTION

Retain for 1 year after being redeemed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

GENERAL OBLIGATION BONDS (Item 2-7)

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the county for the prompt and punctual payment of principal and interest. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the county legislative body (UCA 17-17-1 (1995)).

RETENTION

Retain for 1 year after being paid or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

REVENUE BONDS (Item 2-8)

These bonds are issued by the county commission payable solely from revenues attributable to the extension and improvements to revenue producing facilities (UCA 17-12-1 (1995)).

RETENTION

Retain for 1 year after being paid or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 3
BUDGET RECORDS

ANNUAL BUDGET (Item 3-1)

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14) (1995)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BUDGET APPORTIONMENT RECORDS (Item 3-2)

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION

Retain for 5 years after close of the fiscal year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BUDGET BACKGROUND RECORDS (Item 3-3)

These records are used to assist in the preparation of department budget requests presented to the county commission.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302(1)(f) (1995)

(Approved 06/91)

BUDGET ESTIMATES AND JUSTIFICATION FILES (Item 3-4)

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302(1)(f) (1995)

(Approved 06/91)

BUDGET INFORMATION FILES (Item 3-5)

These files document the adoption of the county's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION

Retain for 1 year after budget has been adopted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BUDGET WORKING FILES (Item 3-6)

These files contain working papers used to assist in the preparation of county budgets and to justify budget requests presented to the county commission. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION

Retain for 1 year after the close of the calendar year covered by the budget.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-302(1)(f) (1995)

(Approved 06/91)

PERIODIC BUDGET REPORTS (Item 3-8)

These are routine budget reports prepared monthly or quarterly. They document the status of county appropriation accounts and apportionment and are only used for reference purposes.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

REGULAR BUDGET REPORTS (Item 3-9)

These regular reports are prepared monthly and quarterly. They document the status of county accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

TENTATIVE BUDGET FILES (Item 3-7)

These files contain tentative budget requests. "On or before the first day of the next to last month of every fiscal year, the budget officer shall prepare for the next budget year and file with the governing body a tentative budget for each fund for which a budget is required" (UCA 17-36-10 (1995)).

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 4
FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORTS (Item 4-1)

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DISPOSITION RECORDS (Item 4-2)

These are either forms or records completed by county agencies when county property is disposed of either by public auction, competitive bidding or destruction. Includes date, department name, description of item, value, disposition, method, and reason, condition, value and approval signature.

RETENTION

Retain for 3 years after disposition of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EQUIPMENT INVENTORIES FILES (Item 4-3)

These files contain the annual inventory of county equipment, supplies and other items owned or administered by the county.

RETENTION

Retain for 1 year after being reconciled with subsequent inventory and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

FIXED ASSET LISTS (Item 4-4)

These are listings of all county property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SURPLUS PROPERTY CASE FILES (Item 4-5)

These files document the sale of surplus county property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION

Retain for 6 years after final payment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE (Item 5-1)

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION

Retain for 4 years and then destroy (UCA 70A-2-725 (2003)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

ACCOUNTS RECEIVABLE (Item 5-2)

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

RETENTION

Retain for 4 years and then destroy (UCA 70A-2-725 (2003)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

ADDING MACHINE TAPES (Item 5-31)

These are adding machine tabulations. They are used to calculate cost report data or for other accounting purposes and are not attached to another record series. This does not include routine tabulations.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

ANNUAL FINANCIAL REPORTS (Item 5-3)

These are statistical reports on the financial affairs of the entire county or a specific department. These reports usually include a statement on the value of all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

AUDIT REPORTS (Item 5-4)

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (2003)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identifies any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (2003)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 51-2-3 (3) (2003).

(Approved 06/91)

BANK DEPOSIT (PASS) BOOKS (Item 5-5)

These books record county savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BANK STATEMENTS (Item 5-6)

These are monthly statements showing the amount of money on deposit to the credit of the county showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CHECK COPY FILES (Item 5-7)

These are carbon copies or photocopies of checks issued and are maintained solely as a quick reference source.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CHECK REGISTERS (Item 5-8)

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CHECKBOOK STUBS (Item 5-9)

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of county funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DAILY CASH REPORTS (Item 5-10)

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DEPOSIT SLIPS (Item 5-11)

These are bank cashiers' slips showing the amount and date of deposit of monies into county accounts.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

FREIGHT RECORDS (Item 5-32)

These records document the receipt of freight. They include export certificates, transit certificates, record books, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

GENERAL LEDGERS (Item 5-12)

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION

Retain for 10 years and then destroy (UCA 17-19-28 (2003)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INTERDEPARTMENTAL BILLINGS (Item 5-13)

These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INVESTMENT ACCOUNTING DAILY SHEETS (Item 5-14)

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INVESTMENT ACCOUNTING MONTHLY REPORTS (Item 5-15)

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INVESTMENT REGISTERS (Item 5-16)

These are registers of all investments made by the county. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the county.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

RECEIPT BOOKS (Item 5-17)

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

REFUND REQUEST (Item 5-18)

This is a form signed by the customer which requests a refund of monies paid to the agency.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

SALES AND USE TAX RETURN FORMS (FORM TC-71) (Item 5-19)

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., county recreational facilities).

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

STATE TREASURER'S DEPOSITS (Item 5-33)

These are multi-copy deposit forms which accompanying agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SUBSIDIARY LEDGER AND JOURNALS FILES (Item 5-20)

These are account books showing details of daily receipts and expenditures such as deposit payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TELEPHONE BILLS (Item 5-21)

These are the actual bills for telephone service and long distance toll charges.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TRAVEL - PRIVATE VEHICLE USAGE FILES (Item 5-24)

These are authorization forms for county officials or employees to use a private vehicle for county business when it is the most economical method of travel.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-302 (1)(f) (2003)

(Approved 06/91)

TRAVEL/PASSENGER REIMBURSEMENT FILES (Item 5-22)

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302(1)(f) (2003)

(Approved 06/91)

UNCLAIMED CHECKS/WARRANTS (Item 5-25)

These are unclaimed checks covering disbursements for county expenses. Includes check number, date, amount, purpose, and name of payee.

RETENTION
Retain for 1 year and then transfer to the State Treasurer, Unclaimed Property Division.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

WARRANT REGISTERS (Item 5-28)

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION
Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

WARRANT REQUESTS (Item 5-29)

These are requests from county agencies to the county treasurer to pay vendors.

RETENTION
Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302 (1)(e) (2003)

(Approved 06/91)

WARRANT REQUESTS - CANCELLED (Item 5-30)

This is the manual documentation method of inputting data about cancelled warrants which then becomes part of the general ledger.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302(1)(f) (2003)

(Approved 06/91)

WARRANT/CHECK REDEEMED (Item 5-27)

The actual warrant or check cut from a warrant request. A warrant must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the county executive" (UCA 17-19-3 (1995)).

RETENTION
Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302 (1)(f) (2003)

(Approved 06/91)

WARRANT/CHECKS - LOST (Item 5-26)

This is legal documentation explaining and justifying a lost warrant.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302(1)(f) (2003)

(Approved 06/91)

SCHEDULE 6
MAINTENANCE RECORDS

AMERICANS WITH DISABILITIES ACT RECORDS (Item 6-15)

These records document compliance to the Americans with Disabilities Act (ADA). They include surveys of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION

Retain for 15 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS (Item 6-14)

These are the final plans and specifications for approved and constructed county buildings.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

BUILDINGS AND GROUNDS MAINTENANCE LOG (Item 6-1)

This log records all repairs made to county buildings and grounds. It is used to verify that repairs were made.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DAILY VEHICLE USAGE REPORT (Item 6-2)

This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

DAILY WORK LOGS (Item 6-3)

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

EQUIPMENT MAINTENANCE AND REPAIR RECORD (Item 6-4)

These are records of service repair and maintenance of county equipment, including office machines and furniture.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

FUEL RECORDS (Item 6-5)

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the county vehicles.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

GASOLINE SALES TICKETS (Item 6-6)

These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INSURANCE ADJUSTER'S ESTIMATES (Item 6-17)

These are insurance adjuster's reports on repair estimates for county vehicles.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

MILEAGE CERTIFICATES (Item 6-16)

These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each county purchased vehicle.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

SERVICE REQUESTS (Item 6-7)

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any county department.

RETENTION

Retain for 6 months after maintenance completed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SPACE UTILIZATION REPORTS (Item 6-8)

These are reports on the amount of floor space in county buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

VEHICLE ASSIGNMENT RECORDS (Item 6-9)

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by county employees or officials.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

VEHICLE MAINTENANCE RECORDS (Item 6-10)

These are daily maintenance records on all county vehicles. They are used to provide a maintenance history of all county vehicles. Includes work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's mame, and action taken.

RETENTION

Retain for 1 year after disposition of vehicle and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

VEHICLE REGISTRATION CERTIFICATES (Item 6-11)

These motor vehicle registration forms document county ownership.

RETENTION

Retain until vehicle is transferred or sold and then transfer with vehicle.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

WORK ORDER LOG (Item 6-13)

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

WORK ORDERS (Item 6-12)

These are authorization forms for the repair or maintenance work on department vehicles, equipment, or county owned facilities or structures.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 7
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 7-1)

These are reports and statistics with supporting and related records which document payroll operations and pay administration. They include reports and data used for workload and personnel management purposes.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63-2-301 (1)(b) (1995)

(Approved 06/91)

BUDGET AUTHORIZATION REFERENCE FILES (Item 7-2)

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63-2-301 (1)(b) (1995)

(Approved 06/91)

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 7-3)

These registers record by department code amounts deducted from employees payroll checks. They are used for reference of retirement and other miscellaneous deductions.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301 (1)(b) (1995)

(Approved 06/91)

EMPLOYEE EARNINGS HISTORY FILES (Item 7-4)

These files are an accumulative salary history for individual county employees. They contain the name and address of employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year to date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

RETENTION

Retain until separation of employee and then place in Personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301 (1)(b) (1995)

(Approved 06/91)

FLEXTIME ATTENDANCE RECORDS (Item 7-5)

These are supplemental time and attendance records (e.g., sign-in/sign-out sheets and work reports). They are used for payroll accounting under flextime systems.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-302 (1)(e) (1995)

(Approved 06/91)

GARNISHMENT RECORDS (Item 7-6)

These are records of garnishments or levies for debts owed by employees and attached to employees earnings.

RETENTION

Retain for 3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-3-301 (1)(b) (1995)

(Approved 06/91)

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES (Item 7-7)

These files contain forms for individual employees exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION

Retain for 4 years after form is superseded or termination of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

INDIVIDUAL AUTHORIZED ALLOTMENTS FILES (Item 7-8)

These are records of employee authorizations for payroll deductions for allotments (i.e., U.S. Savings Bonds).

RETENTION

Retain until superseded or 3 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

INSURANCE DEDUCTION FILES (Item 7-9)

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION

Retain for 3 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

LEAVE ADJUSTMENT REPORT (Item 7-10)

These are reports of all leave adjustments made during a pay period. This report includes category of adjustments, the amount, social security number, and name.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63-2-301 (1)(b) (1995)

(Approved 06/91)

LEAVE APPLICATION FILES (Item 7-11)

These are applications for leave and supporting papers relating to request for, and the approval of taking leave time (vacation, sick, etc.).

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/91)

LEAVE DATA FILES (Item 7-12)

These files contain records of compilations of leave earned and taken. Includes the annual leave compilation card.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63-2-301 (1)(b) (1995)

(Approved 06/91)

PAYROLL REGISTER (Item 7-13)

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION

Retain for 7 years if agency has employee earnings history files and then destroy. Retain for 65 years, if agency does not have employee history files and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301 (1)(b) (2002)

(Approved 03/03)

RETIREMENT BENEFITS ASSISTANCE FILES (Item 7-14)

These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301 (l)(b) (1995)

(Approved 06/91)

RETIREMENT FILES (Item 7-15)

These are reports and register control documents relating to an employee's retirement.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63-2-301 (1)(b) (1995)

(Approved 06/91)

SAVINGS BOND PURCHASE RECORDS (Item 7-19)

These records document the payroll deduction and purchase of U.S. Savings Bonds.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

SAVINGS BOND PURCHASE SUMMARY REPORT (Item 7-20)

These reports list employee U.S. Savings bond purchases and remaining bond balances.

RETENTION
Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/95)

TAXABLE WAGE EARNING REPORTS (Item 7-16)

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/91)

TIME SHEETS (Item 7-17)

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-3-302 (1)(e) (1995)

(Approved 06/91)

WAGE SURVEY FILES (Item 7-18)

These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION

Retain until completion of second succeeding wage survey and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

SCHEDULE 8
PERSONNEL RECORDS

ADVERSE ACTION FILES (Item 8-1)

These are case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in official personnel files.

RETENTION

Retain for 3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) PERSONNEL FILES (Item 8-2)

These personnel files contain information on all persons (full-time, part-time, and temporary employees) hired through federally funded CETA programs. These employees were not later hired as full-time regular county employees. CETA is an obsolete federally funded employment program.

RETENTION

Retain for 5 years from the date of enrollment and then destroy (20 CFR 678 (1990)).

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (1995)

(Approved 06/91)

COURT ORDERED COMMUNITY SERVICE FILES (Item 8-3)

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by which date, and any expectations; a copy of the court order; and time sheet showing how many hours are completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION

Retain for 1 year after completion of community service and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Exempt: Rule 4-202.03(10) (1995), CJA

(Approved 06/91)

COURSE ANNOUNCEMENT FILES (Item 8-31)

These are informational files on county employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to county employees by government agencies or non-governmental organizations.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

ELIGIBILITY REGISTER (Item 8-4)

This is a register of persons identified as qualified (eligible) to fill specific county positions. The county hires from this register.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

EMPLOYEE HISTORY CARD (Item 8-5)

These cards provide a summary of individual county employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

RETENTION

Retain for 7 years after separation or 2 years after retirement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (1995)

(Approved 06/91)

EMPLOYEE TRAINING FILES (Item 8-6)

These files document course availability and county employee participation in training programs sponsored by the county, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EMPLOYEE WARNING FILES (Item 8-7)

These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not effected, and all related documents.

RETENTION

Retain for 1 year after employee completes an acceptable performance review from the date of the written advance notice of proposed removal or reduction in grade and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

EMPLOYMENT APPLICATIONS (NOT HIRED) (Item 8-8)

These are application forms completed by persons seeking county employment who were not hired. They include the name, address, and phone number of the applicant, employment history, education, and a list of references.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

EMPLOYMENT ELIGIBILITY RECORDS (I-9) (Item 8-34)

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, or when recuiting for a fee or when continuing to employe individuals in accordance with 8 CFR 274a.2 (1993). It is used to verify that the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION

Retain for 3 years after date of hire or one year after date the individual's employment is terminated, whichever is longer (8 CFR 274a.2 (1993)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 11/95)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES (Item 8-9)

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES (Item 8-10)

These files document official discrimination complaints received and resolved by the county. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION
Retain for 4 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63-2-301(1)(b) (1995)

(Approved 06/91)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES (Item 8-11)

These files document the adoption and administration of county affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports and may include antidiscrimination committee meeting records and reports.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 8-12)

These files contain employment statistics and statistical reports relating to race and gender.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS (Item 8-36)

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

GREEN THUMB PROGRAM FILES (Item 8-13)

These files document the county's participation in the Green Thumb Program. This is a program designed to improve the economic and social conditions of older Americans and rural communities in providing essential community services and promoting the employment and training of older Americans. The Green Thumb Program is sponsored by the National Farmer's Union and is funded by the U.S. Department of Labor. Participants are low income persons 55 years and older who work an average of 20 to 24 hours per week. The files include time cards, Green thumb employment form, performance review forms, enrollee job description, work schedule, and medical examination form; memoranda, surveys and related correspondence.

RETENTION

Retain for 3 years after final expenditure report submitted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (1995)

(Approved 06/91)

GRIEVANCE AND DISCIPLINARY FILES (Item 8-14)

These files document the review of grievances and appeals raised by county employees, except EEO complaints. These case files include witnesses' statements, reports of interviews, and hearings; examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION

Retain for 3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: unsubstantiated.

SUGGESTED SECONDARY DESIGNATION

Public: substantiated (UCA 63-2-301(2)(o) (1995))

(Approved 06/91)

INTERVIEW RECORDS (Item 8-15)

These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (1992). They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION

Retain for 6 months after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

JOB OPENING FILES (Item 8-16)

These files contain a listing of all current county jobs openings with job descriptions.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

LABOR-MANAGEMENT RELATIONS FILES (Item 8-17)

These files document the relationship between county management and employee unions or associations. They include correspondence, memoranda, and reports.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

MERIT EMPLOYEE PERFORMANCE-RELATED RECORDS (Item 8-18)

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION

Retain for 3 years after date of appraisal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (1995)

(Approved 06/91)

PERSONAL INJURY FILES (Item 8-19)

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

PERSONNEL FILES (Item 8-20)

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION

Record copy: Retain for 65 years from the date of employment or 3 years after retirement or death, whichever is earliest, and then destroy (UCA 49-11-602 (2004)).

Duplicate copies: Retain for 1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63-2-302(1)(f) (2004).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (2004)

(Approved 07/04)

PERSONNEL REQUISITION AND ANALYSIS FILES (Item 8-21)

These forms are used by county departments to fill vacant positions and to request new positions. The form includes position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether county employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

POSITION DESCRIPTION FILES (Item 8-22)

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION

Record copy: Retain for 5 years after position is abolished or description is superseded and then destroy.

Duplicate copies: Retain until position is abolished or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

POSITION SURVEY FILES (Item 8-23)

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

RETENTION

Retain for 3 years or until position is resurveyed whichever is first and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PRE-EMPLOYMENT TESTS (Item 8-29)

These examinations are required of applicants for specific county positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and score.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private: applicant's name and score

(Approved 09/95)

PREEMPLOYMENT HEALTH RECORDS (Item 8-37)

These health records document preemployment physicals for county positions providing the baseline health data on county employees who qualified for specific positions particularly for the sheriff's office and the fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.

RETENTION

Retain for 30 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 11/95)

PROMOTIONAL TESTS (Item 8-33)

These are tests taken by county employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 09/95)

PUBLIC DISCLOSURE STATEMENTS (Item 8-30)

These statements are required to be filed by elected or appointed county officials to disclose any actual or potential conflict of interest in accordance with UCA 17-16a-5. They include date, employees name and address, name and address of person or business entity being assisted, or in which appointed or elected official has a serious substantial conflict; and a brief description of the transaction as to which service is rendered or is to be rendered and the nature of service performed or to be performed (UCA 17-16a-5(3) (1995)).

RETENTION

Retain for 5 years after potential conflict resolved, employee separation or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

QUARTERLY WAGE LIST REPORTS (Item 8-24)

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages of quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third, and fourth quarters, insured workers' names; phone number and department of person completing form.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

RECRUITMENT FILES (Item 8-25)

These files document the offering of county positions to potential employees. These files contain job offers which were declined. The accepted offers are maintained in individual personnel files.

RETENTION

Retain for 6 months after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SALARY SURVEYS (Item 8-32)

These are salary survey reports on various county positions. They are used to compare salary ranges, benefits, education and experience required. They include employees names, positions, grades, salaries, benefits, education, and experience.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-302 (1995)

(Approved 09/95)

SUMMER YOUTH PROGRAM FILES (Item 8-26)

These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and eighteen. The files include time cards, copies of office of labor training/modification form, employment applications, and related correspondence.

RETENTION

Retain for 3 years after termination of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (1995)

(Approved 06/91)

TEACHING AIDS TRAINING RECORDS (Item 8-27)

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

RETENTION

Record copy: Permanent. Retain teaching aids created by agency; retain training aids from other agencies or private institutions until obsolete or superseded and then destroy.

Duplicate copies: Retain until obsolete or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 8-28)

These are files maintained on temporary employees which were provided no benefits by the county. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION

Retain for 1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (1995)

(Approved 06/91)

SCHEDULE 9
PURCHASING RECORDS

CONTRACT PURCHASING RECORDS (Item 9-12)

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION

Retain for 6 years after expiration of contract (UCA 78-12-23(2) (1994)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

INVOICES (Item 9-1)

These records document the procurement of goods and services for the county. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the Accounts payable files or purchase order files.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

LEASING CONTRACT FILES (Item 9-2)

These records document building or equipment leasing contracts between the county and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

RETENTION

Retain for 4 years after contract expires (UCA 70A-2a-506) (1995)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PROFESSIONAL SERVICE AGREEMENT RECORDS (Item 9-3)

These records document the professional service agreements between any county agency and professional individuals or between agencies for temporary services. They include the service agreement and other related records.

RETENTION

Retain for 4 years after last payment (UCA 78-12-25(1) (1994)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

PURCHASE ORDERS (Item 9-4)

These are forms authorizing the order to purchase supplies or equipment by the county. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PURCHASE REQUISITION FILES (Item 9-5)

These files contain requisitions for supplies and equipment for current inventory.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

REQUESTS FOR PROPOSALS (Item 9-6)

These are proposals submitted by private vendors in response to bid requests by the county. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and phone number of company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION

Retain for 2 years after decision and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

REAL ESTATE ACQUISITION FILES (Item 9-14)

These records document the purchase of real property by the county. They include the contract and related correspondence.

RETENTION

Retain for 7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63-2-304(7) records prepared in contemplation of sale, exchange, lease, rental

(Approved 09/95)

SUCCESSFUL BID PROPOSALS FILES (Item 9-7)

These files contain formal proposals submitted in response to the bidding process to provide products or services to a county agency by a private vendor which was awarded the county contract.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TAX EXEMPTION RECORDS (Item 9-13)

These records document the county's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION

Retain for 3 years after period covered by related account and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

UNOPENED BIDS PROPOSALS FILES (Item 9-8)

These are solicited and unsolicited bids and proposals to provide products or services which, due to funding or administrative reevaluation, are no longer required by the county agency or will not be opened to the bidding process.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 9-9)

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

VENDOR LIST (Item 9-10)

This is a list of vendors providing goods and services to the county. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

RETENTION
Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

VOUCHERS (Item 9-11)

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 10
RISK MANAGEMENT RECORDS

DISASTER PLANNING FILES (Item 10-1)

These files are used to prepare county-wide plans for action to address emergency conditions (e.g., fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the county and the completed disaster plan.

RETENTION

Permanent. May be transferred to the State Archives with the authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63-3-304 (10) (1995)

(Approved 06/91)

INSURANCE POLICY FILES (Item 10-2)

These are insurance policy contracts between the county and private insurers.

RETENTION

Retain for 15 years after expiration of policy and settlement of all claims and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INSURANCE REPORTS (Item 10-3)

These reports are used for the reference and generation of claim files.

RETENTION

Retain for 12 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

LIABILITY RISK MANAGEMENT CASE FILES (Item 10-4)

These case files document the reporting, investigation and settlement of liability claims filed against the county.

RETENTION

Retain for 20 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63-3-304 (23) (1995)

(Approved 06/91)

LOSS CONTROL INSPECTION REPORTS (Item 10-5)

Each year a county agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION

Retain for 12 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63-3-304 (23) (1995)

(Approved 06/91)

MEDICAL AND DENTAL INSURANCE CLAIM FILES (Item 10-6)

These files contain medical and dental claims for county employees. They are used to track claims and for cost analysis of insurance programs.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-3-302 (1)(a) (1995)

(Approved 06/91)

SCHEDULE 11
COUNTY ASSESSOR RECORDS

APPRAISAL CARDS (Item 11-1)

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

RETENTION

Permanent. Cards for demolished structures and major reappraisals are permanent. Cards for split properties and other appraisals should be retained only for 4 years and then destroyed.

SUGGESTED PRIMARY DESIGNATION

Public: All other information.

SUGGESTED SECONDARY DESIGNATION

Private: Income data

(Approved 06/91)

ASSESSMENT CERTIFICATE (Item 11-2)

This is a three-part personal property tax notice for motor vehicles, trailers and campers, and boats. After payment of taxes and validation, notice becomes a vehicle receipt. This notice includes county name and year, name and address, make, model and style, vehicle identification number, year of vehicle, assessed valuation, and an indication of property type.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

ASSESSMENT ROLL PRINTOUT (Item 11-3)

This is a summary of annual real property assessments and payments. It is used as a work sheet. This printout includes the assessments, payments, date, serial number, location and equalizations. THE RECORD COPY OF THE TAX ASSESSMENT ROLL IS MAINTAINED BY THE COUNTY TREASURER PERMANENTLY.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

GREENBELT APPLICATIONS (Item 11-4)

These application forms are used to request taxation under the Farmland Assessment Act which allows for the assessment of agricultural land on the basis of its productive value rather than its market value. "The owner of land eligible for valuation [under the Farmland Assessment Act] must submit an application to the county assessor of the county in which the land is located" (UCA 59-2-508 (1995)). The application shall be filed by March 1 on forms prescribed by the State Tax Commission and supplied by the county assessor. The original is kept by the county assessor and is recorded by the county recorder.

RETENTION

Retain for 5 years after property withdrawn from greenbelt status and then destroy, if recorded with county recorder; permanent, if not recorded.

SUGGESTED PRIMARY DESIGNATION

Public: All other information.

SUGGESTED SECONDARY DESIGNATION

Private: Lease information, income tax forms (Schedule F)

(Approved 10/95)

GREENBELT ROLL-BACK RECORDS (Item 11-5)

These records are of additional tax or a "roll-back" tax, assessed on land no longer in agricultural use (UCA 59-2-506 (1995)). These records usually include a certificate of roll-back tax lien and a computation sheet. In some counties, these records are filed with the Appraisal Cards.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

GREENBELT WITHDRAWAL RECORDS (Item 11-6)

These State Tax Commission forms are used to request the withdrawal of land from greenbelt status. Owners "shall within 180 days after the change in land use notify the county assessor of the change in land use and pay roll-back tax" (UCA 59-2-512 (1995)). They include the name, property serial number, date filed, complete legal description, reason for withdrawal, and signature. In some counties, these forms are filed with the Appraisal Cards.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

MOBILE HOME ASSESSMENT RECORDS (Item 11-7)

These are a five-year record of tax assessments on mobile homes. They include the owner's name, taxing district, account number, address, make, model, location, vehicle identification number, cost and percentage of assessment, a record of payment and sometimes a picture of the unit.

RETENTION

Retain for 6 years or 1 year after removal from county and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PERSONAL PROPERTY AFFIDAVITS (Item 11-8)

These are forms sent to businesses to report personal property. In some counties the form is returned to the county assessor for computation of tax, in others, taxpayer computes his own taxes and return payment with form. The affidavits include serial number, taxable property location, equipment listing, trade fixtures, other personal equipment, purchase price, rented and leased equipment listings, rent/lease payments, business license number, and sales tax number or taxpayer number.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 06/91)

PERSONAL PROPERTY AUDITS (Item 11-9)

These are audits conducted on personal property by the State Tax Commission. Their results are reported to the county assessor. Information is usually more specific than that contained on the Personal Property Affidavits. The audits include the business name, address, serial number, auditor's name,property type, supply list, equipment, cost, assessed value and any additional comments.

RETENTION

Record copy: Retain by State Tax Commission for 5 years and then destroy.

Duplicate copies: Retain by County Assessors for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 59-2-705 (1995).

(Approved 06/91)

PERSONAL PROPERTY CARDS (Item 11-10)

These cards are a five-year record for each personal property account. Includes name and address, account number, tax district, assessed value, tax amount, date paid and receipt number, years in which the account was estimated because the taxpayer failed to file an affidavit, years in which the account was audited, and notations of partial payments made. Some counties use the cards as a tickler device to follow up on delinquent accounts. Also called Personal property blotter.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

PERSONAL PROPERTY TAX NOTICE (Item 11-11)

This is a notice sent to taxpayers for personal property taxes. It includes name, address, identification number, property description, quantity, taxable value, total personal property value, tax rate, tax amount, any interest due on taxes, total tax amount, balance due, and date payable. Upon payment of taxes and validation, the tax notice becomes the Personal property receipt.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PLATS (Item 11-12)

These are copies of county recorders plats of property within the county. "The assessor shall keep in a map book a plat of the various parcels within any county, city or town, and identify for each parcel the name of the person to whom it is assessed" (UCA 59-2-312 (1995)). These plats must comply with prescribed minimum standards (UCA 59-2-317 (1995)).

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PROPERTY INFORMATION REPORT (Item 11-13)

This are lists of all parcels within the county. The report includes serial number, owner's name, address, taxing district and land description.

RETENTION

Retain for 2 years after information is updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

REFUNDS RECORDS (Item 11-14)

These are forms used for refunds made for double or erroneous payments of personal property tax. The forms include value, rate and tax dollars in error. In some counties, the assessor does not issue refunds, but only recommends a refund to the county auditor. Such recommendations usually contain name, address, taxing district, year and make of vehicle, value and tax amount paid, reason for refund and amount refunded.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

SALES RATIO REPORTS (Item 11-15)

This computer report contains information compiled from the annual survey of property sales conducted by the State Tax Commission and in some cases local assessors. It is used to verify the accuracy of the assessment level. Sales are compared with the respective assessed valuations. The sales ratio study consists of data on individual sales together with statistical summaries and reports. The data is normally compiled on magnetic tape.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/91)

TAX COLLECTION REPORT (Item 11-16)

This is a report of personal property tax collections. The report includes account number, tax year, taxing district, business or farm name, date, time, receipt number, amount, daily totals, and grand totals.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

TAX RELEASES (Item 11-17)

This is a release form completed on motor vehicles or mobile homes when property tax is not due or the property is exempt. It may also be referred to as a tax clearance. It is used mainly for income tax audits and tax sale information on vehicles that have been attached or secured to real property. A tax release must be completed before an auto dealer shifts inventory outside the county or a mobile home is moved out of the county as evidence of personal property tax payment.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 12
COUNTY ATTORNEY RECORDS

CIVIL CASE FILES (Item 12-1)

These case files document significant civil court cases in which the county is a party or represents the interest of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case closed.

RETENTION

Record copy: Retain for 10 years after case closed and then destroy.

Duplicate copies: Retain for 1 year after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

COLLECTION CASE FILES (Item 12-2)

These case files document the "prosecut[ion of] all actions for the recovery of debts, fines, penalties, and forfeitures accruing to the county" (UCA 17-18-1(8)(b) (1995)). They include various court filings, attorney's notes, and final judgment.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

FELONY CASE FILES (Item 12-3)

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION

Record copy: Retain for 10 years after case closed and then destroy.

Duplicate copies: Retain for 1 year after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

HOMICIDE AND OTHER MAJOR CRIMINAL CASE FILES (Item 12-4)

These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain for 10 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

LEGAL CASE INDEX (Item 12-5)

This is an index to civil and criminal (felony and misdemeanor) case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

MISDEMEANOR CASE FILES (Item 12-6)

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION

Record copy: Retain for 7 years after case closed and then destroy.

Duplicate copies: Retain for 1 year after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

OPINIONS (Item 12-7)

These are the formal legal opinions written by county attorneys in response to requests received from "county, district, and precinct officers on matters relating to the duties of their respective offices" (UCA 17-18-1(8)(c) (1995)). They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SCHEDULE 13
COUNTY AUDITOR RECORDS

ABATEMENT APPLICATION FILES (Item 13-1)

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. The actual numbers and types of abatements vary according to size of the auditor's office. These files contain application forms completed by taxpayers requesting exemption of property tax. Includes applicant's name, address, birth date, age, social security number; property serial number; name of county; a series of questions concerning financial situations; numbers of acres; computation of household income; the notarized signatures of applicant and applicant's spouse; all necessary supporting documentation; and action taken. Since abatement records are historically valuable, the retention of these records is dependent upon which records are created by the office.

RETENTION

Retain for 6 years and then destroy, if agency has the Abatement Card Index. Permanent; if agency has no Abatement Card Index.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: Applicant's name, amount of exemption, property tax serial number, number of acres

(Approved 03/91)

ABATEMENT CARD INDEX (Item 13-2)

This card index describes property held by applicants for tax abatements. It is used to reference information on persons receiving tax relief. Includes serial numbers, names of applicant, address, value of property exempt, amount of exemption, date of approval and approving initials.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ABATEMENT REGISTER (Item 13-3)

This computer printout lists the names of persons receiving tax exemptions because of disability, age, veteran status or extreme hardship. The register also lists all parcels owned, the amount of abatement, and status (widow, orphan, veteran, indigent, blind or disabled).

RETENTION

Retain until superseded or updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ASSESSED VALUATION AFFIDAVITS AND CERTIFICATE FILES (Item 13-4)

These files contain various forms which report to the county auditor the official levies set by the county commission, city councils, school boards, and special district directors. Includes the names of the government entity, year, purpose of levy, legal authorization, mills levied, total levy, certification by taxing unit (date and authorizing signature), and certification by county auditor. Attached to these forms are all necessary back up information.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ASSESSED VALUATION REGISTER (Item 13-5)

This register lists all assessed valuations in the county. Includes the property serial number, name and address of owners, and assessed value of property. In some counties the assessor and treasurer maintain the record copy while auditor only has a duplicate.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

AUDIT REPORTS (Item 13-6)

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. Includes statements of receipts and disbursements and established funds of the county.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

AUDITOR'S ANNUAL REPORTS (Item 13-8)

These are the official public financial reports of budget accounts and expenditures of all county agencies. The auditor is required within 180 days after the close of each fiscal year to "prepare and make available" to county commissioners an annual financial report (UCA 17-36-37 (1995)). Copies of this report are filed with the state auditor.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

AUDITOR'S TAX DEEDS (Item 13-7)

These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" UCA 59-2-1351.1(9)(a) (1995)). The deed issued by the county auditor "shall be recorded by the county recorder" (UCA 59-2-1351.1(9)(c) (1995)).

RETENTION

Retain for 10 years and then destroy, if County Recorder maintains official copy. Permanent, if Auditor's copy is the official copy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BOARD OF EQUALIZATION MINUTES (Item 13-9)

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the book, page, line numbers, and letters of the assessment roll, the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

CIRCUIT BREAKER REIMBURSEMENT RECORDS (Item 13-16)

These records document reimbursements from the State Tax Commission to the county on circuit breaker tax abatements. The indigent and elderly may file a claim for a homeowner's credit with the county commission by or before May 1 of each year. The county commission "shall compile a list of claimants and the homeowner's credits granted to them for purposes of obtaining payment from the General Fund for that portion of the claimant's liability for property taxes accrued represented by the credits granted. Upon certification by the [state tax] commission the payment shall be made to the county" (UCA 59-2-1206 (1995)). The records include transmittal letter, a circuit breaker adjustment report including district number, serial number, name, tax, comment, date entered, user, totals, and grand totals.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

CORRECTED ASSESSMENT ROLL (Item 13-17)

These rolls are a record of all property tax assessments within the county. The county auditor is required to correct the assessment roll to "conform to the requirements of the county board of equalization and Commission" and to deliver it to the county treasurer by November 1, (UCA 59-2-326 (1995)). The county auditor maintains a COPY for reference purposes and to respond to questions and complaints while the county treasurer maintains the permanent copy. The rolls include date, serial number, property description, total evaluation, assessed valuation, total exemptions, value as corrected, and property tax amount due.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

DEPOSITS WITH THE STATE TREASURER (Item 13-18)

These forms accompany deposits to the State Treasurer's office for fees collected for the Children's Trust Fund and Displaced Homemaker as part of the marriage license fees. They serve as a receipt for deposits. They include depositor document number, collecting organization's name and address, collection period, accounting distribution organization and account codes, organization name, amount collected, total remittance, preparer's name and telephone number, authorizing judge or agent and date.

RETENTION

Retain for 3 years or until audit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

EQUALIZATION FILES (Item 13-10)

These files document the activities of the Board of Equalization. Includes copies of agenda, valuation notices, appraisal reports, notices of adjustment, and lists of appeals.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

FINAL VALUE AND TAX RATE STATE REPORT (Item 13-15)

This is a report of property tax adjusted values and tax rates after equalization. It is submitted to the State Tax Commission by March 1 of the following year. It includes date, county code, area code, tax rate, numbers and taxable values of all centrally assessed-values (transportation and utilities) locally-assessed values (residential, commercial, industrial, and agricultural real estate and mobile homes), relief values (veterans, blind, etc.), and totals.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

FINAL VALUE AND TAX RATE STATE REPORT (Item 13-15)

This is a report of property tax adjusted values and tax rates after equalization. It is submitted to the State Tax Commission by March 1 of the following year. It includes date, county code, area code, tax rate, numbers and taxable values of all centrally assessed-values (transportation and utilities) locally-assessed values (residential, commercial, industrial, and agricultural real estate and mobile homes), relief values (veterans, blind, etc.), and totals.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

MONTHLY DEPARTMENT REPORTS (Item 13-11)

These are monthly reports submitted to the county auditor from the various county departments (e.g., county assessor, county clerk, county recorder, county treasurer, justice courts). They are used in creating monthly financial reports for the county commission. Includes the month and year, the amount of fines, fees, taxes, and other monies collected by the departments.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

STATE TAX COMMISSION REPORTS (Item 13-12)

These reports are two annual statements which are submitted to the State Tax Commission. The first is due before June 8 and the second before November 1. The county auditor will "prepare from the assessment book of that year a statement showing in separate columns: total value of all property; total value of all real estate including patented mining claims, stated separately; value of improvements; the value of personal property exclusive of money; and the number of acres of land and the number of patented mining claims, state separately" (UCA 59-2-322 (1995)). The second statement reports "the amount and value of all property in the county, as classified by the county assessment rolls, and the value of each class; the total amount of taxes remitted; the rate of county taxes" (UCA 59-2-325 (1995)). This statement is made in duplicate upon blanks furnished by the state auditor. One copy is sent to the State Tax Commission and one to State Auditor.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

TAX DISTRIBUTION REPORTS (Item 13-13)

These are the monthly and yearly summary reports of appropriations of collected taxes by taxing districts.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

TAX SALE MINUTES (Item 13-14)

These are the minutes of the actual sale of real property at tax sales. Includes the date, time and place of sale, names of persons conducting the sale, description of proceedings, listing of properties sold, amount of taxes owed, purchase price, and name(s) of purchaser.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

VALUATION NOTICES (Item 13-19)

This notice is required to be sent by the county auditor to "all owners of real estate" on or before July 22 of each year prior to the proposed increase of tax revenues (UCA 59-2-919(4) (1993)), to notify property owners of their proposed valuations. It includes year, tax district number, serial number, property location information, name and address of property owner, property's market value, property type, previous year's market value, and current year's market value, property tax listing taxing entities current tax amounts if no budget change made and if proposed budget adopted, date, time, and location of public budget meeting, total property tax, and explanation and instruction sheet explaining evaluation.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SCHEDULE 14
COUNTY CLERK RECORDS

ABSENT VOTER REGISTERS (Item 14-1)

These are the official registers of absentee voters. They are used to document registered voters who were unable to vote in person and made application to vote absentee. The register includes election and year, name of absent voter, address of absent voter, date ballot mailed, voting district, date absent voter application received, ballot number, date mailed to absent voter, and date ballot received.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

APPROVED CLAIMS LIST (Item 14-2)

This is a monthly listing of all claims certified by the county clerk for payment. It is used for auditing purposes. The listing includes name of payee, warrant number, amount, date redeemed, totals, and a signed statement certifying that it is a full and correct list of all claims approved by the County Commissioners.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

BEER LICENSE FILES (Item 14-3)

These files document the issuance of beer licenses within the unincorporated areas of the county. They are used for the application, the investigation, and the issuance or denial of beer licenses. Some counties have chosen to regulate the sale of beer in accordance with Utah law. "Any local authority may . . . issue, suspend, and revoke permits or licenses to sell beer for on-premise consumption . . . [and] "to general food stores and other establishments to sell beer at retail for off-premise consumption" (UCA 32A-10-101(1)(c,d) (1995)). The files include investigative Sheriff's reports, correspondence, and the original application.

RETENTION

Retain for 5 years after expiration of license and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BIRTH REGISTERS (Item 14-4)

These volumes register births which occur within the county. They were created from certified birth reports filed with the county clerk. From 1898 to 1905, the county clerk was required to "keep separate registers to be known as the 'register of births' and 'register of deaths' in which births and deaths certified to him must be numbered in the order to which they were reported to him" (Utah Rev. Stat. 57:3032 (1898)). In 1905, the responsibility of recording births was transferred to the Department of Health.
OBSOLETE RECORD

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BOUNTY RECORD AND INDEX (Item 14-5)

These books document the payment of county and state bounties for the killing of various predators. To receive payment hunters completed appropriate forms and filed them with the county clerk. The clerk then issued "a certification under the seal of his office stating the number and kind of skins involved and stating the sum person entitled" (UCA 4-6-8 (1953)). The county clerk was also required to "keep a record in a bounty book of all county certificates issued by him" (UCA 4-6-11 (1953)). In 1975, the law was repealed and the responsibility was given to the Commissioner of Agriculture. OBSOLETE RECORD

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BULL REGISTER (Item 14-6)

This volume is a register of certificates issued for purebred bulls ranged within the county. By law, only purebred bulls of some "recognized breed of beef cattle" could be ranged on public lands in Utah (see Laws of Utah, 1915, chapter 52). Until amended by the state legislature in 1945 (Laws of Utah 1945, chapter 3), the law required county clerks to register certificates from breeding associations for purebreed bulls ranged within their county. OBSOLETE RECORD

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS (Item 14-39)

These are financial reports required to be submitted by all candidates for county elected offices in accordance with UCA 17-16-16.5 (1995)). Each candidate is required to report his itemized and total campaign contributions at least once within two weeks before the election and at least once within two months of the election. The financial report must identify each contribution over $50, the donor's name, and amount, and each expenditure, the name of the recipient and the amount of the expenditure.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CERTIFICATES OF CITIZENSHIP (Item 14-8)

These books contain copies of certificates of citizenship issued to newly naturalized United States citizens. The certificates are printed forms containing blanks for the date, individual's name, place of birth, current county of residence, and the notarized signature of person seeking citizenship renouncing allegiance to any other country.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

CERTIFIED CANDIDATES LIST (Item 14-7)

"Each registered political party [participating in the primary election] shall submit the names of its county candidates to the county clerks . . . by 5 p.m. on May 20 of each even-numbered year" (UCA 20A-9-403(2)(a) (1995)). Parties not participating in the primary election "shall submit the names of its county candidates to the county clerks . . . by 5 p.m. on August 15 of each even-numbered year" (UCA 20A-9-903(2)(b) (1995)). After receiving and reviewing the certified lists the county clerk "conducts a lottery to determine the order of the candidates' names on the ballot" and "shall post or publish a primary election notice as specified by UCA 20A-9-403(3,4) (1995).

RETENTION
Retain for 1 year after the election and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

COMMISSION AGENDA FILES (Item 14-9)

These files document the public notification of regular and special commission meetings. The files include agenda (containing date, time, location of meeting, items to be discussed) and completed forms requesting items to be included on the agenda.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

COUNTY COMMISSION MINUTES AND INDEXES (Item 14-10)

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

COUNTY OFFICIALS REGISTER (Item 14-11)

This register contains a listing of all elected and appointed county officials. It is used for reference purposes. It includes the name of the elected or appointed official, residence, office, date of election or appointment, beginning and ending term dates, amount of bond posted, name of sureties, and remarks (usually date of resignation or date of death).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

DEATH REGISTERS (Item 14-12)

These registers record deaths occurring in the county. They were created from certified death reports filed with the county clerk. From 1898 to 1905, the county clerk was required "to keep separate registers, to be known as the 'register of births' and the 'register of deaths' in which births and deaths certified to him must be registered in the order by which they are reported to him" (Utah Rev. Stat. 57:1032 (1898)). In 1905, the responsibility of recording deaths was transferred to the State Department of Health. OBSOLETE RECORD

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

DECLARATIONS OF INTENTION (Item 14-13)

These volumes contain completed preprinted declaration of intention forms for county residents seeking to become United States citizens. A declaration of intention preceded a petition to become a citizen by two or more years. The forms included the following information: state; county; name, age, occupation, and description of applicant; place and date of birth; current residence; information on immigration (name of vessel, port arrived, date of arrival); and last foreign residence and name and title of ruler to whom he would renounce allegiance.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

DEED FILES (Item 14-14)

These files document the county purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder and statements of delinquencies. The county clerk shall "execute under his seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county pursuant to resolutions of the board of county commissioners" (UCA 17-20-4(2)(1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ELECTION BALLOTS (Item 14-15)

These are the official ballots cast by voters in county elections. They shall be preserved "for at least 22 months after an election . . . destroy them without opening or examining them" (UCA 20A-4-202(2)(a) (1995)).

RETENTION

Retain for 22 months after the election or until time has expired during which ballots could be contested (UCA 20A-4-202(2) (1995) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 20A-4-106 (1995) and 20A-4-401 (1995).

(Approved 04/95)

ELECTION DISTRICT MAPS (Item 14-16)

These blueprint maps are used to illustrate the boundaries of election districts. They are used for reference purposes. The maps include roads, streams, mountains, cities and towns and have had the boundaries of the voting districts added.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ELECTION FILES (Item 14-17)

These files document primary, general and school elections. They are used to verify that elections were held in accordance with state statutes (see Election Code, 20A UCA et. seq. (1995)). The files include forms listing official party candidates and delegates; reports of county officers, state delegates to primary convention reports for printing on primary election ballot; names of candidates to be printed on the November ballot; list of party delegates by district to county convention; a letter detailing expenditures for campaigns by county committees and lists of applicants for registration agents; abstract of primary election returns by county; copies of official and primary ballots; information on mass meetings; expenses of candidates; and lists of registration agents and judges.

RETENTION

Retain for 4 years after general election and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ELECTION REGISTRATION FILES (Item 14-18)

These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (1995)). They include the voter's name, address, birthdate, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent countywide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (1995).

RETENTION

Permanent. (UCA 20A-2-104(2) (1995).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

ELECTION RETURNS (Item 14-19)

These are books containing the tabulations of paper ballots counted by the election judges. They serve as the official tally of votes for primary, special, and general elections.

RETENTION

Retain for 22 months after the election and then destroy (UCA 20A-4-202(2)(c) (1995)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/95)

ELECTION CANVASSES (Item 14-41)

These are the official canvass of primary, general, or special elections which provde a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

FEE BOOKS (Item 14-20)

These books record the collection of fees by the county clerk. They are used to compile reports for the county commission and the court administrator's office. These fees are usually court and marriage license fees, but through the years county clerks have been required to collect other fees. The books contain the date, name of the person making payment, purpose of payment, receipt number, amount and totals. The county clerk shall "keep a fee book as provided by law" (UCA 17-20-4 (1995)).

RETENTION

Retain for 4 years after completion of book and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

FRANCHISE BOOK (Item 14-21)

This book documents franchises granted by the county commission. The commissioners "must cause to be kept a franchise book containing all franchises granted by the board for that purpose, the length of time and to whom granted, the amount of bond and license tax required or other consideration to be paid" (UCA 17-5-210(4) (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

JURY MASTER FILE REPORT (Item 14-22)

This was a computer report compiled by the county clerk of all persons serving on juries within the county during the previous year. The county clerk was required until 1992 to maintain "a master list of all juries" (UCA 78-46-10; 17-2-4(5)(1990)). In 1992, the Judicial Council and Court Administrator's office were given the responsibility (UCA 78-40-10 (1995)).

RETENTION

Retain for 2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

LICENSE BOOKS (Item 14-23)

This is a record of all business licenses issued by the county. "The governing body of a county may license for the purpose of regulation and revenue any business within the unincorporated areas of the county" (UCA 17-5-222 (1995)). The type of licenses recorded in these books may vary according to the county issuing and when license was issued.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

MARRIAGE LICENSE APPLICATIONS (Item 14-24)

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), andthe distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (1995).

(Approved 03/91)

MARRIAGE LICENSE REGISTER (Item 14-26)

This is a register of all marriage licenses issued. The county clerk shall "keep a register of marriage as provided by law" (UCA 17-20-4(1)(1995)). The register usually contains the following information: certificate number; month, date, year license issued; name and age of female; name and age of male; name of person officiating at wedding; book and page marriage recorded; license number; and remarks (usually the type of service).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

MARRIAGE LICENSES (Item 14-25)

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1995)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

NOTARIES PUBLIC INDEX (Item 14-27)

This is an index to all notaries public in the county. After the county clerk receives "certification of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within the county "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

OATHS OF OFFICE (Item 14-28)

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

OFFICIAL BONDS (Item 14-29)

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

OFFICIAL ELECTION REGISTERS (Item 14-30)

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (1995)) . The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (1995)). These lists are used at the polls by the election judges to identify registered voters andto record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

RETENTION

Retain for 4 years and destroy--Post-1940 registers; Pre-1940 registers -- permanent. May be transfer to State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ORDINANCES AND INDEXES (Item 14-31)

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effort or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

PASSPORT APPLICATION TRANSMITTAL RECORDS (Item 14-40)

These records document the applications received and fees collected daily for passports. The county clerk provides a service by taking the applications and collecting fees and then transmitting applications and the fees to the U.S. State Department. The office only serves as a collections center and does not process the applications. Passport fees must be paid in "U.S. currency or by draft, check, or money order payable to the Dept. of State or the Passport Office" (22 CFR 51.60 (1993)). The transmittal form includes the facility's name, address, and telephone number, applicants' names, birthdate, telephone numbers, departure date, check amount, type of fee (regular, amendments, no fees), total number of applications processed, final totals, name and signature of person preparing report, and any necessary remarks.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/94)

PETITION FILES (Item 14-32)

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-209(7) (1995)). Signatures must be verified to determine whether petitioners are registered voters.

RETENTION

Retain for 5 years after issue resolved or final decision is made and then transfer to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

PETITIONS FOR NATURALIZATION (Item 14-33)

These books contain completed federal naturalization forms. These petitions are filed by individuals declaring their intention to become U.S. citizens and who have met the residency requirements to make formal application for U.S. citizenship. A petition is the final step in becoming a United State citizen. It includes the the individual's name, residence, occupation, birth date and place; the place emigrated from; date and place of arrival, and vessel name; date and court of declaration of intention; spouse's name, birthplace, and residence; children's names, birth dates, birthplaces, and residences; and any previous applications filed. Also included are the affidavits of two witnesses, the oath of allegiance, and a court order admitting the person to citizenship.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

PROJECT COMMENCEMENT NOTICES FILES (Item 14-34)

These files contain project commencement notices. Each original contractor taking a mechanic's lien shall file with the county clerk "a notice of commencement of the project or improvement with the county clerk for the county or counties where project is located within 30 days after commencement of the project." The county clerk "shall create and maintain a file for the maintenance of the notices of commencement" (UCA 38-1-27 (11)(1990)). In 1991, the county recorder was given the responsibility of filing these notices.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/91)

RESOLUTIONS (Item 14-35)

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 (1995)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION

Permanent. May be transferred to he State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

STATE DRIVERS' LICENSE MASTER LICENSE REPORT (Item 14-36)

This was a computer report of all licensed drivers within the county. It was used with the voter registrations to create jury lists for district, circuit, and justice courts. The report included the driver's name, address, date of birth, and date the license was issued. In 1992, the Judicial Council and the Court Administrator's Office were given the responsibility to create jury lists (UCA 78-40-10 (1995)). OBSOLETE RECORD.

RETENTION
Retain for 1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

VOTER REGISTRATION NOTICE (Item 14-38)

These notices are sent to registered voters to check current addresses. This notice is required to be sent by the county clerk to registered voters "where address has changed and it appears the voter now resides in another county" to verify the change of address (UCA 20A-2-306(2)(b) (1995)). These records include the notice containing a statement requesting the voter read and complete, voter's current address, explanation that if form is not returned the voter will be required to show evidence of current address before voting and if voter fails to vote in either of next two regular general elections they will no longer be registered to vote, voter's signature, and a listing of voters to whom notice was sent.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 20A-2-308(2)(b) (1995).

(Approved 09/95)

WILLS FILED AND INDEX (Item 14-37)

These are wills filed with the county clerk for safekeeping. As a service to county residents, the county clerk stores the wills for security purposes until needed or retrieved. The files include the actual signed and duly witnessed wills numbered chronologically by date of receipt. The index is divided into two sections, wills for probate and will not for probate. The index includes name of testator and number of will.

RETENTION

Retain for 75 years or until will probated, superseded, or removed and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

SCHEDULE 15
COUNTY RECORDER RECORDS

ABSTRACT RECORDS (TRACT INDEXES) (Item 15-1)

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2004)). They contain "every instrument recorded, the date and kid of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2004).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2004).

(Approved 09/91)

ANNEXATION MAPS (Item 15-2)

These are maps of incorporated areas annexed by municipalities. "Within 30 days after enacting an ordinance . . . the municipal legislative body shall . . . record with the county recorder a certified copy of the ordinance approving [the annexation] . . . with a plat or map prepared by a licensed surveyor and approved by the legislative body, showing boundaries" (UCA 10-2-425 (2004)). Disconnection orders and maps are also recorded with the county recorder (UCA 10-2-507 (2004)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2004).

(Approved 09/91)

CHATTEL MORTGAGES AND INDEXES (Item 15-3)

These are loans which use personal property as collateral filed with the county recorder. They include the date due, lenders name and address, mortgagor's name and address, date of mortgage, amount of loan, installment payments, date of installments, contractual agreement, list of personal property held as collateral. Chattel mortgages are obsolete. In 1965, chattel mortgages were supplanted by the Uniform Commercial Code and in 1983 all mention of chattel mortgages was removed from the statutes of the county recorder. OBSOLETE RECORD

RETENTION

Retain for 10 years and then destroy. Mortgages created prior to 1940 may be transferred to the State Archives for permanent storage.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 and 63-2-301(1)(g) (2004).

(Approved 09/91)

CONDOMINIUM FILINGS AND INDEXES (Item 15-4)

The county recorder is required to maintain an index "whereby the record of each condominium project contains a reference to the declaration, each conveyance of, lien against, and all other instruments referring to a unit affected by such declaration, and the record of each conveyance of, lien against, and all other instruments referring to a unit shall contain a reference to the declaration of the property of which the unit is a part" (UCA 57-8-12(2) (2004)).

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 and 63-2-301(1)(g) (2004).

(Approved 09/91)

CONDOMINIUM PLATS (Item 15-5)

These are "standard size original linen condominium plats . . . made by a registered Utah land surveyor," recorded with the county recorder. They include "a description of the surface of the land included within the project, including all angular and linear data along the exterior boundaries of the property . . . linear measurements and location, with reference to the exterior boundaries, of building or buildings . . . diagrammatic floor plans . . . description or delineation of the boundaries of the unit or convertible space . . . a distinguishing number or other symbol for every physical unit identified on the condominium plat; . . . to the location and dimensions of all easements appurtenant to the land included in the project; the 'convertible space' for each space . . . the location and dimension of any convertible lands" (UCA 57-8-13(1) (2004).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2004).

(Approved 09/91)

DEED RECORDS (Item 15-6)

These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records."

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

FEDERAL TAX LIEN NOTICES AND CERTIFICATES OF DISCHARGE (Item 15-7)

These are notices of liens "payable to the United States of America, other federal liens created under acts of Congress or regulation" . . . "shall be recorded in the office of the county recorder" (UCA 38-6-1 (2003)). "A certificate of discharge of any federal tax lien issued by the proper officer, is recorded in the office of the county recorder where the notice of lien is recorded" (UCA 38-6-3 (2003)). The notice of lien is required to either be listed in an alphabetical federal lien index or by the grantor or grantee or grantor index(UCA 38-6-2 (2003)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (2003)).

RETENTION

Retain for 13 months after the expiration of 10 years after date of the assessment of the tax and the close of the preceding required refiling period (26 USCS 6323(3)) and and then destroy; retain index permanently.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

FEE AND ENTRY RECORDS (Item 15-8)

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry" (UCA 17-21-6(1)(f) (2003)). They contain the amount of fee paid for recording, names of parties, recordation date and time, a brief description, and entry number.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

GENERAL FILING INDEX (Item 15-9)

This is an index to "all executions and writs of attachments and any other instruments not required by law to be spread upon the record," (UCA 17-21-6(1)(k) (2003)). The index contains separate columns which include the names of plaintiffs in the execution, the defendants in the execution, purchaser at the sale and date of sale, and filing number of document.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

GRANTORS' AND GRANTEES' INDEX (PARTY OR SINGLE NAME INDEX) (Item 15-10)

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2003)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (2003)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

MAPS, PLATS,SUBDIVISIONS INDEX (Item 15-23)

This is an index to recorded maps, plats, and subdivisions within the county (UCA 17-21-6(1)(g) (2003)). It includes the name or number of the subdivision, map, or plat; location, and map file number.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

MILITARY SERVICE RECORDS AND INDEX (Item 15-11)

These are "discharges from the military, naval, or marine service of the United States . . . any and all citations, and decorations of honor to a person while the person was in the military, naval, marine service of the United States" is recorded with the county recorder (UCA 17-21-14 (2003)). An alphabetical name index is also maintained.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

MINING RECORDS AND INDEXES (Item 15-12)

These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

MISCELLANEOUS RECORDS AND INDEX (Item 15-13)

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2003)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

MONTHLY RECORDER'S REPORT (Item 15-14)

This monthly report certifies the amount of money collected by the county recorder. It is submitted to the county auditor with a copy given to the county treasurer. It is used to create the monthly report to the county commission. It includes the following information: month and year, amount of total collections, entry numbers used, a certification statement by the county recorder that the amount certified is a true and accurate accounting of monies collected and sworn before the county auditor, the notarized signature of the county recorder, and the signature and seal of the county auditor.

RETENTION

Record copy: Retain by county auditor for 3 years and then destroy.

Duplicate copies: Retain by county recorder for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

MORTGAGE RECORDS AND INDEXES (Item 15-15)

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(1)(d,e) (2003)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

OFFICIAL RECORDS (Item 15-16)

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record' book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

OWNERSHIP PLAT MAPS (Item 15-17)

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep ownership plats drawn to a convenient scale, which show the owners of each tract of land in the county, together with the dimension of the tract" (UCA 17-21-21 (2003)).

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

POWERS OF ATTORNEY INDEX (Item 15-18)

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. They include "the date and time of recording, the book, the page, and entry date (UCA 17-21-6(1)(h)(2003)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

PROFESSIONAL CERTIFICATES AND INDEXES (Item 15-19)

These are professional certificates recorded with the county recorder. The index includes name, book and page, entry number, date of recording, and date of issuance of certificate.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

REAL ESTATE JUDGMENT RECORDS AND INDEXES (Item 15-20)

These are recorded judgments "affecting real estate or certified copies of final judgments or decrees partitioning or affecting the title or possession of real estate property any part of which is located in the county" (UCA 17-21-10 (2003)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

REDEMPTION CERTIFICATES (Item 15-21)

These certificates are issued by the county treasurer for money received in payment of delinquent real property taxes and have been recorded by the county recorder. They include serial number of property, name of owner, address, legal description of property, number of acres, valuation, amount of original taxes, years for which delinquent, total of tax due, including penalty and interest.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

RETURNED OR UNDELIVERABLE INSTRUMENTS (Item 15-22)

These original records are those which were returned to the recorder's office as undeliverable by the postal service, or the office was unable to locate the owner. They are only maintained as evidence that the original was not received by owners.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/91)

SUBDIVISION MAPS (Item 15-24)

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder "in the county in which the lands platted and laid out as situated"(UCA 10-9-804(3)(a) (2004).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2004).

(Approved 09/91)

TAX SALE RECORDS (Item 15-25)

These are the recorded tax deeds issued by the county auditor conveying property to purchaser of real property sold for delinquent taxes (UCA 59-2-1351.1(9)(c) (2003)) and records for property not sold (UCA 59-2-1351.3(1) (2003)). The tax sale record "shall become a part of the official records of the recorder and is considered to have been recorded by the recorder" (UCA 59-2-1351.3 (2003)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

UNIFORM COMMERICAL CODE FILINGS (Item 15-27)

These are financial statements, continuation statements, statements of assignment, and releases filed with the county recorder "in each county in which any mortgage on the real estate would be recorded" when "collateral is timber to be cut or minerals or the like (including oil and gas), or when financing statement is filed as a fixture filing and the collateral is goods which are to become fixtures" (UCA 70A-9-401 (1995)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

WATER RECORDS AND INDEXES (Item 15-26)

These records contain the official records of recorded water claims. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases. The alphabetical index includes name, entry number, book and page recorded, and type of instrument. In some counties water records are compiled separately, while in others they are part of the "Official records".

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 and 63-2-301(1)(g) (2003).

(Approved 09/91)

SCHEDULE 16
COUNTY SHERIFF RECORDS

ACCIDENT REPORTS (Item 16-1)

These files document traffic accidents investigated by the sheriff's office. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds $750, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 41-6-35(5) (1995).

(Approved 12/91)

ARREST REPORTS (Item 16-2)

These are forms used to report arrests made by the sheriff's office. They usually include complete information and description of person arrested, date, arrest time, charges, description of offense, witnesses, and name of officer(s) making arrest. Sometimes arrest and booking reports are one form.

RETENTION

Retain for 5 years if not part of case file, and then destroy. Arrest and booking reports on form see Jail bookings.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: Initial Contact Report (UCA 63-2-301 (1995))

(Approved 12/91)

BAIL COMMISSIONER'S RELEASE FORM (Item 16-3)

This is a form completed by the county bail commissioner indicating the payment of bail, providing for the payment and allowing for the release of prisoner. "The county executive . . . may appoint one or more responsible and discreet members of the sheriff's department . . . as a bail commissioner . . . have authority to fix and receive bail for persons arrested in the county for misdemeanors under laws of the state; or for violation of county ordinances" (UCA 17-32-1 (1995)). This form may also be considered as an agreement to appear for trial if prisoner is released on own recognizance. One copy is kept with prisoner's packet, one copy is sent to clerk of the court or pre-trial services, and one is sent to court.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

CASE REPORTS (Item 16-4)

These are reports of crimes and other cases investigated by the sheriff's office. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a sheriff's investigation. The reports are usually filed by case number and frequently are a part of case file. It is also called Incident Report or Offense Report.

RETENTION
Retain for 5 years if not part of case file.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 12/91)

CELL CAPACITY REPORTS (Item 16-5)

These reports provide a summary of information on the jail population at specific times. They include the category of person, offense, arresting agency and they are used for jail management.

RETENTION

Retain for 3 years and then destroy. If not part of annual report may then be transferred to State Archives for sampling purposes.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CHEMICAL ANALYSIS RECORDS (Item 16-6)

These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (UCA 41-6-44.3 (1995)). Usually these tests are part of the case file and are filed by case number. A copy is frequently attached to the arrestee's criminal history file.

RETENTION

Retain for 3 years if not part of case file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

CIVIL PROCESS RECORDS (Item 16-7)

These records document civil papers processed and served by the Sheriff's Office. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a Civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. These records are traditionally know as the civil day book.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

COMMITMENT ORDERS (Item 16-8)

These are the orders to commit persons to the county jail. They include defendant's name, commitment order number, order date, court, offense charged, imprisonment term and/or conditions (i.e., payment of specific bail or fines), judge's signature, and date received by sheriff's office. In some counties they become part of prisoners packet.

RETENTION

Retain until commitment is served and the original is returned to the court and the sheriff's office records action in the criminal history file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

COURT SUMMONS (Item 16-9)

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

RETENTION

Retain for 2 years if not part of case file.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CRIME ANALYSES FILES (Item 16-10)

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems, and forecasts.

RETENTION

Retain for 2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CRIMINAL HISTORY DISSEMINATING LOG (Item 16-11)

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR Subpart C and state regulations under UCA 53-5-214 (1995).

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CRIMINAL HISTORY RECORDS (Item 16-12)

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individuals death or seventy-five years, an individual agency maintains one at its own discretion.

RETENTION

Retain for 5 years provided no further arrest or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 53-5-213 (1995).

(Approved 12/91)

DAILY ACTIVITY REPORT (Item 16-13)

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DISPATCH LOGS (Item 16-14)

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, time, shift, and a summary of daily events. In some offices the record is only maintained as a computer file.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DISPATCH TAPE RECORDINGS (Item 16-15)

These are twenty-four hour tape recordings of incoming and outgoing phone or radio calls made from the dispatch office. They are used to document the actions of dispatch personnel. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION

Retain for 30 days and erase provided any questionable actions are transferred to cassette tapes.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

DUI (DRIVING UNDER THE INFLUENCE) REPORTS (Item 16-16)

These reports are a three-part state form used for reporting persons arrested for Driving Under the Influence of Alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days afater the date of arrest and service of notice" (UCA 53-3-223(5) (1995)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION

Retain for 2 years if not part of case file and then destroy and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

EVIDENCE DISPOSITION FORMS (Item 16-18)

These forms document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

EVIDENCE LOG (Item 16-17)

This is a log that shows the chain of possession of all evidence gathered by the sheriff's office. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION

Retain for 4 years if not part of case file.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

EXPUNGEMENTS (Item 16-19)

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony . . . within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1995)).

RETENTION

Retain for 80 years or until confirmed death and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected: UCA 77-18-15(7) and 63-2-304(8) (1995).

(Approved 01/96)

FELONY INVESTIGATION CASE FILES (Item 16-20)

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION

Retain for 5 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

FIELD INTERROGATION REPORTS (Item 16-21)

This is a limited informational report filled out by the sheriff's deputy. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

FINGERPRINT CARDS (Item 16-22)

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.

RETENTION

Retain until subject's confirmed death, the card is superseded, or administrative need has been met and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

FIREARM QUALIFICATION RECORDS (Item 16-25)

These files contain records for sheriffs and deputies qualifying to carry a firearm. Each sheriff and deputy must qualify twice a year. These files include type of firearms used, date, identification number, sheriff or deputies name, pass/fail score, and time span for score.

RETENTION

Retain for 2 years after separation or termination of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

FIREARMS DISPOSAL RECORDS (Item 16-23)

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

FIREARMS INVENTORY CARDS (Item 16-24)

These card files list all firearms in sheriff's department inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

RETENTION

Retain for 2 years after the disposal of firearms and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

HOMICIDE AND THEFT OF PUBLIC FUNDS CASE FILES (Item 16-26)

These case files are created as a result of a homicide complaint or investigation by the sheriff's offices. They are the central case files for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

IMPOUNDED VEHICLES REPORTS (Item 16-46)

These reports document motor vehicles impounded by the sheriff's office. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date; the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

RETENTION

Retain for 3 years if not part of case file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

INMATE COMMISSARY ACCOUNTS (Item 16-27)

These records provide an accounting of individual prisoners funds maintained by the jail for use of those prisoners. They usually include the prisoner's name and number, date, and deposits and withdrawals.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

INMATE MEDICAL RECORDS (Item 16-28)

These files are the complete medical records for all prisoners. They may include all prescriptions authorized, a log for all doctor or hospital visits, inmates medical complaints, and other medical information.

RETENTION

Retain for 7 years provided no further bookings in county jail and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

INTELLIGENCE FILES (Item 16-29)

These files are a compilation of information relating to organizations or individuals that may be involved in criminal activities or enterprises. The nature of investigation leads to the collection of much unsubstantiated information. The files include case reports, media articles, documents and other records.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

INTERNAL AFFAIRS SUMMARY REPORT (Item 16-31)

This is a statistical report on all internal investigations of the sheriff's deputies and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific officers.

RETENTION

Permanent. May be transferred to the State Archives, if not part of annual report.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES (Item 16-30)

These files contain records relating to the internal affairs of the sheriff's department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled like any other criminal investigation and files become a part of investigative case files (misdemeanor, felony, homicide).

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

JAIL BOOKINGS (Item 16-32)

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

JAIL DOCKET SUMMARY (Item 16-33)

This is a summary report on all jail bookings. It is used for planning purposes. It includes name, charge, address, sex, and race.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

JAIL LOGS (Item 16-34)

These logs document the daily accounting of all prisoner activities. They include the prisoner's name and number, date, time, activity, and reporting deputy's name.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

JAIL VISITORS LIST (Item 16-35)

These are a daily lists of all visitors to county jail facilities. They include the date, time, visitors names, and name of inmate visited.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

MASTER NAME INDEX (Item 16-36)

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as suspect or accomplice in a crime, and the names of victims, complainants and witnesses to sheriff's incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the sheriff departments, notice of content, and report of recorded event.

RETENTION

Retain until obsolete, superseded, or administrative value ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

MISDEMEANOR CASE FILES (Item 16-37)

These case files are created as a result of a misdemeanor complaints and investigations by the sheriff's department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, pertinent laboratory tests, copies of booking sheets and arrest reports. (See also Felony case files and Homicide case files).

RETENTION

Retain for 3 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

MUG SHOTS (Item 16-38)

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.

RETENTION

Retain until confirmed death of subject or 75 years and then transfer to Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS (Item 16-39)

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

RETENTION

Retain for 1 year if not part of case file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

PAWN SHOP RECEIPTS (Item 16-40)

These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, type of merchandise, serial number, and description of item.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 16-56)

These are audio cassette tapes containing portions of the Dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing phone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.

RETENTION

Retain for 2 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/92)

RECEIVED PROPERTY RECORDS (Item 16-41)

These are a "proper record" of custodial property that are required to be maintained by peace officers in accordance with UCA 77-24-1.5 (1995). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.

RETENTION

Retain for 3 years after return or disposal of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

RETURNED PROPERTY RECEIPTS (Item 16-42)

These receipts document the return of property in the custody of the sheriff's department to property owners in accordance with UCA 77-24-3 (1995). They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized sheriff's department personnel. "The receipt shall be retained as a permanent in the files of the agency involved or the court where the case is finally resolved." (UCA 77-24-3 (1995)).

RETENTION

Permanent. (UCA 77-24-3 (1995)).

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

RELEASE ORDERS (Item 16-57)

These are the orders for the release of persons committed to the county jail. They include the defendant's name, order date, court, any conditions for release (i.e., date and time of release), and judge's signature. In some counties they become part of prisoner's packet.

RETENTION

Retain until release is served, the orginal is returned to the court, and the sheriff's office records action in the criminal history file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

ROBBERY BULLETIN RECORDS (Item 16-43)

These files contain information to distributed to other law enforcment agencies concerning robberies. The form includes date, time, case number, suspect vehicle, suspect's description, victim's name and location, type of weapon used, amount and description of loss, facts of case summary, and investigating officer's name.

RETENTION

Retain for 4 years or until robbery is solved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SEX OFFENDER FILES (Item 16-44)

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders not in the custody of the [department of corrections] . . . upon release from confinement, be registered with the department by the sheriff of the county in which the offender is confined" (UCA 77-27-21.5(6) (1995)).

RETENTION

Retain for 10 years or until person moves from jurisdiction and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 77-27-21.5(12) (1995).

(Approved 12/91)

SHERIFF SALES DOCKET (Item 16-45)

These are a record of all sales ordered in foreclosures and partition proceedings. The records are held for six months until deed is delivered. The order of execution and levy are returned to court, and the deed is delivered to purchaser. The docket book is used to record transactions and includes date of order, litigants, attorneys, case titles, judgment, interest rate, appraisement amount, date of sale, advertised description of property to be sold, date and amount, and to whom sold.

RETENTION

Retain for 5 years if recorded with county recorder; permanent, if not recorded with county recorder.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

STOLEN/RECOVERED PROPERTY LISTS (Item 16-47)

These are lists of all recovered stolen property including description of property value, and serial number. This is usually a part of the original incident report.

RETENTION

Retain until lists become obsolete or administrative need ends, or if on state computer system, until expunged from system and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TELETYPES (Item 16-48)

These documents contain information received from or disseminated to various law enforcement agencies through the teletype system. This information network notifies law enforcement agencies of crimes, lost property, wanted suspects, arrests, missing persons, runaways, etc.

RETENTION

Retain for 1 year or until obsolete, administrative need ends, or until expunged from system, whichever comes first and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

TRAFFIC CITATIONS (Item 16-49)

This is a copy of a citation issued by the sheriffs' deputies to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, deputies' name, and signature of person receiving citation.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

UNCLAIMED PROPERTY FILES (Item 16-50)

These files document the disposition of unclaimed property held by the sheriffs' department. The files contain verified annual reports submitted to the State Treasurer. The reports are required to be filed before May of each year as of the preceding December 31 and to transfer the property identified in the report in accordance with UCA 67-4a-301(1)(a) (1995). The report includes the name of property's owner if known and last known address, description of property including any identification numbers, and the verification of the person completing form to the report's accuracy.

RETENTION
Retain for 10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

UNIFORM CRIME REPORT FILES (Item 16-51)

These files contain copies of a monthly statistical report of all offenses known to the sheriffs' offices. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

RETENTION
Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 53-5-208 (1995).

(Approved 12/91)

WARRANT LOG (Item 16-53)

These are court authorization for the sheriff to make an arrest. After the warrant is served the original is returned to the court. A log is kept of all warrants served indicating date and time served, name of person served, and purpose. Log is usually arranged chronologically.

RETENTION

Retain for 1 year after warrant is served and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

WARRANT WORKSHEETS (Item 16-52)

These are worksheets used to collect all information necessary for use in the processing and serving of warrants by the sheriff's office. They usually include addresses, phone numbers, copies of return showing when warrant was served, any computer searches (e.g., motor vehicle), and investigation notes.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

WARRANTS (Item 16-54)

These are documents issued by a court directing a person to be taken into custody to answer charge(s) filed. Only active warrants are kept on file. The original is returned to the court with return of service showing when and by whom warrant served.

RETENTION

Retain until warrant served or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63-2-301(2)(m) and UCA 63-2-301(2)(n) (1995).

(Approved 12/91)

WRECKER SERVICE RECORDS (Item 16-55)

These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, phone number, address dispatched to, date, time, and identification number of person making call.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SCHEDULE 17
COUNTY SURVEYOR RECORDS

ADDRESS MAPS (Item 17-1)

These official maps document all addresses within the county. They include the township, range, section, towns, streets, roads, and actual addresses. These maps are updated with new streets, roads, and addresses added. New maps are only created when additions make existing maps too cumbersome to use. In some counties each incorporated city or town is responsible for maintaining their own addressing system.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

AS-BUILT DRAWINGS (Item 17-2)

These are final "as-built" drawings for waterlines, sewerlines, and roads constructed within the county by private contractors or other governmental agencies. They document construction of the lines and reflect last minute changes or adjustments. The drawings are created from information collected by the surveyor and recorded in the field books. They include elevation, survey lines, range, section, and measurements.

RETENTION

Record copy: Permanent. Retain by governmental agency constructing facilities.

Duplicate copies: Retain until adminstrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CITY AND COUNTY MAPS (Item 17-3)

These maps provide an overview of all incorporated and unincorporated areas of the county. They are used for reference purposes. Since many small communities cannot afford to have maps drawn some county surveyors provide this service. These maps serve as a basic representation of locations showing township, range, sections, streets, roads and blocks. In most counties, larger communities provide their own maps.

RETENTION
Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

EMERGENCY RESPONSE MAPS (Item 17-4)

These official maps document the ambulance and fire dispatching zones. They include the township, section, range, and the drawn boundaries of the response zones.

RETENTION
Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

FIELD BOOKS (Item 17-5)

These books contain the original survey notes and measurements by surveyors. They are used to create maps and diagrams for specific projects and to update reference sheets. They include township, section, range, survey measurements, elevations, and grade with some sketches of area and notes regarding the project.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

LOCAL TIE SHEETS (Item 17-6)

These sheets document the permanent corner locations of each section or quarter section. Since all surveys are tied to these corners it is critical that they can be perpetually located. The county surveyor is required to "to establish all corners of government surveys and reestablish all corners of government surveys where corners have been destroyed" (UCA 17-23-1(1)(4) (1995). These drawings include township, section, range, monuments, corners, survey measurements, and markers (e.g., manhole covers, telephone poles, walls) and survey or replacement date to allow for accurate location of corner. These sheets are updated as new information is collected. They may also be called reference sheets.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

MINOR SUBDIVISION MAPS (Item 17-7)

These are maps of subdivisions which contain nine lots or less. "Subdivisions of less than ten lots, may be sold by metes and bounds" (UCA 17-27-806 (1995)). These maps are not recordable with the county recorder, but may be filed with the county surveyor. These maps include township, section, range, lot boundaries, and surveyor's certificate attesting to the accuracy to all measurements.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

PLAT MAPS INDEX (Item 17-8)

These are plat maps used as an index to illustrate the location of recorded surveys. They show locations of recorded surveys with the entry number of the recorded survey.

RETENTION

Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

RECORDED SURVEY INDEX (Item 17-10)

This is a chronological index to recorded surveys. It is used to locate specific surveys. It includes the following information: survey date and date filed (month, day, year, time); entry, file, page and book numbers; surveyor's name; person's name requesting survey; filing fee; parcel number; and description.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

RECORDED SURVEYS (Item 17-9)

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproduciable materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

SPECIAL SERVICE DISTRICT MAPS (Item 17-11)

These maps document the boundaries of special service districts within the county. These maps are not recordable with the county recorder, but are filed with the county surveyor. They are used for reference purposes. They include township, section, range, roads, and special district boundaries.

RETENTION

Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TOPOGRAPHICAL MAPS (Item 17-12)

These are contour maps which illustrate natural features of the land. They are usually produced by other agencies, but are retained by the county surveyor for reference purposes. They include township, sections, range, elevations, rivers, lakes, and mountains, etc.

RETENTION

Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TOWNSHIP PLAT MAPS (Item 17-13)

These township plat maps are used to identify specific locations. They include township, section, range, elevation, monument, coordinates, section corners, surveyor's signature and date. In some counties they are recorded with the county recorder and therefore also include date recorded, seal, and recorder's signature.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SCHEDULE 18
COUNTY TREASURER RECORDS

COUNTY CLERK'S BONDS (Item 18-1)

These are the official bonds of the county clerk. "All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk." The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION

Retain for 6 years after clerk leaves office (UCA 78-12-24 (1995)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

DELINQUENT TAX LISTINGS (Item 18-3)

These monthly reports list delinquent taxes within the county. They are used for reference purposes. The reports include the account number, serial number, district number, owner's name, and amounts of delinquent taxes for the current and previous three years.

RETENTION

Retain for 1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

DUPLICATE TAX NOTICES (Item 18-2)

This file contains "duplicates" tax notices which are sent to taxpayers. They are used for reference purposes. Each notice includes "the kind and value of property assessed to the taxpayer; the street address of the property, if available to the county; that the property may be subject to the detailed review in the next year; and the amount of tax levied property tax relief, option for payment of taxes, and collection procedures, other information specifically authorized, and other property tax information approved by the commission." (UCA 59-2-1317(1) (2003)). The notice shall also "separately state all taxes levied . . . have printed or stamped on when and where taxes are payable , state the date on which the taxes will be delinquent, and state the penalty provided by law." (UCA 59-2-1317 (1)(b) (2003).

RETENTION

Retain for 1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

REDEMPTION CERTIFICATES (Item 18-5)

These are duplicates of certificates issued for money received in payment of delinquent real property taxes. "The county treasurer shall make the proper entry in the record of tax sales filed in the treasurer's office and issue a certificate of redemption" (UCA 59-2-1348 (2003)). Each includes account number, date issued, and serial number. Sometimes the certificate also provides owner's name, location, legal description of property, number of acres, valuation, amount of original taxes, years for which delinquent, total tax due including penalty and interest, date sold, to whom, and amount paid to redeem and date.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/95)

RETURNED TAX NOTICES (Item 18-6)

This file contains tax notices which were mailed to taxpayers, but were returned from the post office as undeliverable. They are used to document the mailing and nonreceipt of the original tax notices.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

STATE ASSESSED PROPERTY SHEETS (Item 18-4)

These are appraisal sheets for property assessed by the state. The State Tax Commission assesses "all property which operates as a unit across county lines, if the value must be apportioned among more than one county or state; all property of public utilities; all operating property of an airline, air charter service, and air contract service; all geothermal fluids and geothermal resources; all mines and mining claims except in cases, as determined by the commission . . ., all machinery used in mining, all property or surfaced improvements upon or appurtenant to mines or mining claims . . ." (UCA 59-2-201(1) (2003)). They are used by the county treasurer in the collection of property taxes. The sheets include the sheet number, year, company name and address, legal descriptions of real estate, description of improvement and personal property, and total value.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX DISTRIBUTION REPORTS (Item 18-8)

These are monthly and yearly summary reports of appropriations of collected taxes by taxing districts.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX RECEIPTS (Item 18-7)

These are receipts issued for the payment of taxes. They include receipt number, date of payment, parcel number, owner's name, current or delinquent tax payment, and amount paid.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX ROLL (Item 18-9)

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with a signed statement" (UCA 59-2-326 (2003)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX ROLL INDEX (Item 18-10)

This index is a listing of all property owners in the county. The index includes the property owner's name and reference number where listed in the tax roll.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX SALE LISTING (Item 18-13)

Any property "not redeemed May 15 following the lapse of four years from date when property tax became delinquent, the county treasurer shall immediately file a listing with the county auditor with the county auditor of all properties whose redemption period is expiring in the nearest forthcoming tax sale" (UCA 59-3-1343 (2003)).

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX SALE RECORDS (Item 18-11)

These are records required to be prepared by county treasurers as the "official record of delinquent taxes in the same order as property appears in the assessment rolls" (UCA 59-2-1338(1) (2003)). They are required to include the name of the person to whom property is assessed; description of the delinquent parcel, and a reference to the parcel, serial, or account number under which the property was listed in the assessment roll; the amount of delinquent taxes, penalties, and administrative costs; and the date of redemption and by whom the property is redeemed(UCA 59-2-1338 (2003)). The record shall provide space for "entering delinquent taxes assessed years against each parcel which remains unredeemed" (UCA 49-2-1338(2) (2003)).

RETENTION

Retain for 5 years and then destroy, if recorded with the County Recorder; Permanent, if not recorded with the County Recorder.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/95)

TAX SALE REPORTS (Item 18-12)

These are reports submitted to the county auditor by the county treasurer upon the completion of the preliminary tax sale. They are used to notify auditor of its completion and to certify previous year's delinquent tax for property not sold "because it is still held by the county under preliminary sale for the delinquent taxes for preceding year." The report includes "the year of the original sale and book, page, and line numbers, or property serial number of the entry in the original tax sale record (UCA 59-2-1344 (1994)." In 1995, the statutory provisions creating this report were repealed.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

SCHEDULE 19
AGING AND ADULT SERVICES RECORDS

ALTERNATIVES PROGRAM CASE FILES (Item 19-1)

These case files document the participation of individuals in the Alternatives Program (TAP). This is a state funded program designed to keep "high risk" individuals (18 years of age or older) as independent as possible in the least restrictive environment and to prevent premature institutionalization. A physician's statement must be obtained stating that services brought into the home are needed for individual to remain at home. Services include case management, homemaker services, respite care, nurses aide, equipment, and coordination with other agencies. Quarterly visits are made to evaluate the care. The files include yearly assessment forms, care plan, client's rights form, client contract, eligibility declaration, summary sheets, needs assessment forms (social and physical, a nurse does the physical assessment), and quarterly review visit forms.

RETENTION

Retain for 4 years after client leaves program and then destroy, provided all audits have been completed.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CONGREGATE RESERVATION LIST (Item 19-2)

This list records reservations made for meals served at senior centers. It is used for meal planning and to create reports. The form includes center's name, dates, participant's names, days of week, indication of dates reservations made, whether meal served, and whether individual is a volunteer.

RETENTION

Retain for 1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

FOOD DELIVERY REPORT (Item 19-3)

This is a report on the condition of foods delivered to senior centers. It is used for compiling reports and for future planning. The report includes center name, date, time food arrived at center, temperatures for milk and hot and cold foods, homebound and congregate meals, time homebound meals left kitchen, a list of any missing items, a list of any additional foods, any comments from center staff and clients, and suggestions.

RETENTION

Retain until monthly report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

FOOD INVOICES (Item 19-4)

This invoice lists foods being delivered to senior centers for congregate and homebound meals. It is used for planning purposes. The invoice includes date, center name, food list, alternatives provided, and signature.

RETENTION

Retain for 3 years after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

HOMEBOUND CARDS (Item 19-5)

These are cards on all clients receiving meals at home (Meals-on-Wheels). They are used for reference purposes. The cards include client's name, address and telephone number, days scheduled to receive meals, name and telephone number to contact in an emergency, physician's name and telephone number, date service started and date service cancelled.

RETENTION

Retain until superseded or 1 year after participation ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

HOMEBOUND MEALS CASE FILES (Item 19-6)

These case files document participation in the Homebound Meals Program (or Meals-on-Wheel). This is a program which provides one meal a day, five days a week, to a homebound person over the age of sixty. The meals are delivered by staff or volunteers and clients make donations pursuant to a suggested donation. The files include client application, eligibility form, intake evaluation form, disclosure form, and any related correspondence.

RETENTION

Retain for 4 years after client leaves program and then destroy, provided all audits have been completed.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

HOMEBOUND MEALS EMERGENCY CARDS (Item 19-7)

These are cards used by the homebound program in emergency situations. They include client's name, address, and telephone number, meal schedule, any special instructions, physician's information, client's signature, and date.

RETENTION

Retain for 1 year after participation ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

HOMEBOUND RESERVATION LIST (Item 19-8)

This weekly list documents those individuals who have made reservations to receive meals at home under the Homebound Program (Meals-on-Wheels). It is used for meal planning and to create billings. The list include site, week and year, clients' names and addresses, days of week, indication which days reservations were made for delivery of meals, and a check by driver to indicate whether meal was delivered.

RETENTION

Retain for 1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

HOMEMAKER PROGRAM CASE FILES (Item 19-9)

These case files document the participation of persons in the Homemaker Program. This program provides homemaker assistance to low income disabled persons or persons over the age of sixty. The client is billed according to ability to pay. The files include an eligibility declaration, long term support form, client rights form, personal care/in-home rehabilitation form, actual number of hours spent per client, and any related correspondence.

RETENTION

Retain for 4 years after client leaves program and then destroy, provided all audits have been completed.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

HOMEMAKER TIME SHEET (Item 19-10)

This worksheet is used to record the amount and types of services that a homemaker has provided to a specific client. All information is transferred to an official payroll record. This information is used in the creation of reports. It includes date, client's name, homemaker's name, dates worked, hours worked and services provided per day (special diet supervision, feeding, dressing and grooming, child care, cooking and meal preparation, general housework, errands, etc.).

RETENTION

Retain for 3 years after contract ends and then destroy, provided all audits completed.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

MASTER PARTICIPANT LIST (Item 19-11)

These are lists of persons participating in specific senior center activities. They are used for planning purposes. They are updated at least annually. The lists include date, program or activity title, and participants' names.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

PARTICIPANT CARDS (Item 19-12)

These are cards on all participants in senior center programs. These programs include both those held at the center and any others provided (e.g., friendly visits, homebound meals, reassurance calls). The cards record the individual's participation for four quarters. They are used to compile an annual report. They include participant's name, quarter and year, and code for services provided.

RETENTION

Retain for 1 year after participation ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

QUARTERLY PROGRAM PERFORMANCE REPORT (Item 19-13)

This is a quarterly statistical report on all programs administered by the agency which is submitted to the State Division of Aging. The state compiles statistics and returns the report to local agency for subsequent quarters and a final annual report.

RETENTION

Retain for 2 years after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTER ANNUAL REPORT (Item 19-14)

This report is submitted to the local aging and adult services administrative office on senior center activities. It compares the current year's activities with the previous year's. It is used for future planning.

RETENTION

Record copy: Permanent. May be transferred to State Archives, if information is not compiled in an aging and adult services annual report.

Duplicate copies: Retain for 1 year or until administrative need ends, whichever comes first and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTER CLASS ROLLS (Item 19-15)

These forms record the participation of individuals in programs or activities held at senior centers. These activities include creative arts, transportation, income tax assistance, and health screenings. The rolls are used to compile monthly, quarterly, and annual reports. They include program or activity title, month and year, participant's name, date, and a check indicating whether person participated in activity or program.

RETENTION

Retain for 1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.5 (1993).

(Approved 12/92)

SENIOR CENTER EMERGENCY CARDS (Item 19-16)

These are cards on all senior center members. They are used to contact senior center member's next of kin. They include member's name, address, birth date, telephone, whether they are a member, health information, name and telephone number of next of kin.

RETENTION

Retain for 1 year after participation ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (1993).

(Approved 12/92)

SENIOR CENTER MONTHLY FINANCIAL STATEMENT (Item 19-17)

This is a monthly financial statement submitted by senior centers to the county aging administrative office. It is used for accounting purposes. This statement includes center name, year, petty cash amount (current month, year-to-date), general account (class fees, center donations), less amount remitted to county, activity account, and total expenditures.

RETENTION

Record copy: Retain for 4 years after final payment on contract and then destroy, provided all audits have been completed and then destroy.

Duplicate copies: Retain until quarterly report submitted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTER WEEKLY MEAL REPORT (Item 19-18)

This is a report on meals served by all senior centers. It is compiled daily and submitted weekly to the local aging and adult services administrative office. The report is used to compile reports for the State Division of Aging and for future planning. It includes month and year, senior center's name, daily and weekly totals for congregate meals served, homebound meals received for participants over 60 years of age and spouses, staff, and volunteers for one meal or two meals a day, total meals served, total meals ordered, and amount of donations received for meals, ensure, coffee, and extra food, and total deposit, and accounts receivable for congregate meals.

RETENTION

Retain for 1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTERS' MONTHLY REPORT (Item 19-19)

This is a monthly report on senior center activities. It is used to compile quarterly reports for the State Division of Aging Services. This report includes senior center name, date, actual service units provided, service (general category access service, in-home, community service, other services, meals, and transportation), year-to-date budget, actual budget, and current budget.

RETENTION

Record copy: Retain for 4 years after final payment on contract and then destroy, provided all audits have been completed later and then destroy.

Duplicate copies: Retain until quarterly report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTERS' QUARTERLY REPORT (Item 19-20)

This is a quarterly report on all service units provided at senior centers. It is submitted to the aging and adult services administrative office and is used to compile reports for the State Division of Aging. This report includes senior center name, date, actual service units provided, service (general category access service, in-home, community service, other services, and transportation), year-to-date budget, actual budget, and current budget.

RETENTION

Record copy: Retain for 4 years after final payment has been made on contract and then destroy, provided all audits have been completed.

Duplicate copies: Retain until annual report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

TITLE V PERSONNEL CASE FILES (Item 19-21)

These files document the participation of persons in the Senior Service Employment Program under 29 CFR 89 (1995). This program provides for the hiring of low-income persons over the age of fifty-five. The files include income certification form, client intake form, any related correspondence, and if applicable termination forms.

RETENTION

Retain for 4 years after client leaves the program and then destroy, provided all audits have been completed.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

TITLE V QUARTERLY REPORT (Item 19-22)

This is a quarterly report that is submitted to the U.S. Department of Health and Human Services on persons employed through the Senior Community Service Program. It includes the sponsor's name and address, month and year, program number, agreement number, subproject number, project period, number of enrolled positions established, unsubsidized placement goal, number of enrollees and enrollment levels, job inventory, categories indicating services to general community and services to elderly community, enrollee characteristics (sex, education, race/ethnic group, income, age), signature, date, and may include an attached narrative report.

RETENTION

Retain for 2 years after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

TITLE XX ELIGIBILITY DECLARATION (Item 19-24)

This form is completed by a service worker to determine whether an individual is eligible to receive services from the agency. It includes applicant's name, address, and social security number; reason for eligibility; birth date, income declaration, indication of action taken (open, close, redetermination), and applicant's and service worker's signatures.

RETENTION

Retain for 4 years after client leaves the program and then destroy, provided all audits have been completed.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

TITLE XX TRANSPORTATION PROVIDER SERVICE REPORT (Item 19-23)

This report is used to receive reimbursement from the federal government for provided transportation services. It includes service provider name and address, billing period, service category, contract number, name of clients provided transportation, eligibility code, service activity, number of service units, rate of reimbursements, reimbursement request, fee assessed, subtotals, grand totals, provider's signature, and date.

RETENTION

Retain for 4 years after final payment on contract has been made and then destroy, provided all audits have been completed.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

VAN DRIVER'S STATEMENT (Item 19-25)

This is a form signed by all senior center van drivers. It is used to inform the driver of all driving policies. The statement includes a listing of driving policies, general statement on van insurance information, comments on winter driving, driver's signature and date.

RETENTION

Retain for 1 year separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

VOLUNTEER CALENDAR (Item 19-26)

This calendar documents the scheduling of volunteers at the senior centers. It is a monthly calendar containing notations indicating volunteer's name and specific times scheduled to work at center.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SCHEDULE 20
ANIMAL CONTROL RECORDS

ACTIVITY REPORTS (Item 20-1)

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals, dead animals, home or other quarantines, total animals handled, licenses sold, total citations issued, warnings issued, response to calls, and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION

Retain for 2 years and destroy, if annual report produced; retain permanently, if no annual report produced.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

ANIMAL ADOPTION AGREEMENTS (Item 20-2)

These records are completed by persons adopting animals. They are used to determine whether prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-302(2)(d) (1995)

(Approved 09/93)

ANIMAL CITATIONS (Item 20-3)

These are citations issued to animal owners for infractions of county ordinances. They may contain the citation number, license number, owner's name and address, violation, ordinance number, date and time.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

ANIMAL MASTER REPORT CARDS (Item 20-4)

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and phone number; location of pickup, type of animal, breed, sex, and color; reason animal impounded and other information related to adoption or disposal.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

BITE REPORTS (Item 20-5)

This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification will be quarantined for 10 days to guarantee the dog does not have rabies (UCA 26-6-11 (1995)). The report usually includes the case number, information on person bitten, informant's name, and information on incident, treatment, animal and investigation.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-2-302(2)(d) and 63-2-302(1)(b) (1995)

(Approved 09/93)

COMPLAINT RECORDS (Item 20-6)

These are complaints received by animal control officers. They may contain the following information: date, time, initials of person taking complaint, complainant's name, address, phone number, owner's name, address, animals's license number, and complaint details.

RETENTION
Retain for 2 years or until resolution of litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/93)

CONTRACT BILLINGS (Item 20-7)

These are monthly bills sent to cities with contractual agreements with county to provide animal control services. They are used to collect fees for services provided. The bills may include date, invoice number, name and address of city, description of services provided, amount due, contract-agreement number, account number, amount, and a statement certifying billing accuracy.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

CONTROLLED SUBSTANCES EUTHANASIA LICENSE RECORDS (Item 20-8)

These records document the annual registration process required to purchase and dispense controlled substances in accordance with 21 CFR 1301.21 (1993). These substances are used for the disposing of unwanted animals. These records must include the license, copy of the application, and related correspondence.

RETENTION

Retain for 5 years after expiration of license and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

CONTROLLED SUBSTANCES EUTHANASIA LOG (Item 20-9)

This log documents the amount of controlled substance (e.g., sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.

RETENTION

Retain for 2 years (21 CFR 1304.03 (1993)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

DOG LICENSE RECORDS (Item 20-10)

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was altered, license fee, and date paid.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

MASTER LOGS (Item 20-11)

These logs record all animals brought into the animal shelter. They may include date animal was brought in, breed, sex, color, location picked up, owner's name, and information on disposition of animal (whether adopted or euthanized).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

SCHEDULE 21
BUILDING INSPECTION RECORDS

BUILDING CARDS (Item 21-1)

These reference card files record the issuance of building permits, names of owner and contractor, address and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

BUILDING PERMIT FILES (Item 21-2)

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION

Permanent. May may be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

BUILDING PERMIT REGISTERS (Item 21-3)

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

RETENTION

Permanent. If only record of building permits; Other registers, retain for 6 years or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CONSTRUCTION REPORTS (Item 21-7)

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and the Utah Bureau of Economic and Business Research.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DEMOLITION CASE FILES (Item 21-8)

These case files document county ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.

RETENTION

Record copy: Permanent. May be transferred to the State Archives with authority to weed.

Duplicate copies: Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

ENFORCEMENT CASE FILES (Item 21-9)

These case files document housing and zoning complaint. They are used to document county actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

NONRESIDENTIAL BUILDING PLANS (Item 21-5)

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Retain for 7 years and destroy. *For historical reasons, agencies should contact the Archives before the destruction of any building plans.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS (Item 21-6)

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, government agency and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

RESIDENTIAL BUILDING PLANS (Item 21-4)

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used employed. They also identify the the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Retain for 1 year after completion of contruction and final inspection and then destroy. *For historical reasons, agencies should contact the Archives before the destruction of any building plans.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SCHEDULE 22
FIRE DEPARTMENT RECORDS

ACTIVITY REPORT (Item 22-1)

This is a daily and monthly activity report per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, and fire number, but may also show officer's name, shift, vehicle number, case number, and total hours on and off duty.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

BICYCLE REGISTRATIONS (Item 22-2)

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale, their respective city or county police departm ent with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1995)). Bicycle registration may be handled by either the fire or police department.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DISPATCH LOGS (Item 22-3)

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of dispatch office. It includes names of personnel working, time, shift, and a summary of daily events.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DISPATCH TAPE RECORDINGS (Item 22-4)

These are twenty-four hour tape recordings of incoming and outgoing phone or radio calls made from the dispatch office. They are used to document the actions of dispatch personnel. The tapes are rotated on a regular basis. Portions of the tapes concerning questionable cases are transferred to cassette tape recordings.

RETENTION

Retain for 30 days and erase provided any questionable actions are transferred to cassette tape.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

EMERGENCY MEDICAL EQUIPMENT MAINTENANCE RECORDS (Item 22-6)

These are maintenance records for all fire department emergency medical equipment. They are used to verify that fire equipment has had regular maintenance. They include copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports.

RETENTION

Retain for 1 year after equipment is out of service and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

EMERGENCY SERVICES BILLINGS (Item 22-23)

These are billings for transporting patients treated by Emergency Medical Services (EMS) personnel. Patients are billed ambulance costs for transporting to hospital facilities. They include account number, incident number, service date and time, patient information, insurance information, next of kin information, information on responsible party, services provided and charges, signature authorizing insurance payments, and signature of patient or next of kin recognizing financial responsibility.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 01/96)

EQUIPMENT RUN LOGS (Item 22-7)

These logs record information on each run (fire, medical, public assistance) and each apparatus used (ladder, engine, rescue unit) in each station. It is used to compile annual statistical reports for projecting future service, budget needs and planning for future liability. These logs include time of occurrence, address, run number, time in service, type of run, and equipment used.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

EVIDENCE LOG (Item 22-8)

This is a log that shows the chain of possession of all evidence gathered by the fire department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes a part of the investigative file.

RETENTION

Retain for 4 years if not part of the investigative file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

EXPOSURE REPORTS (Item 22-9)

This report is completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. It includes employee's name, position, station, address where injury occurred, name and type of occupancy, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor.

RETENTION

Retain for 30 years (29 CFR 1910.20 (1992)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 01/96)

FATAL FIRE INVESTIGATION CASE FILES (Item 22-24)

These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. See also Investigation case files.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 01/96)

FIRE RUN REPORTS (Item 22-10)

These reports document each dispatched fire run. They are used for budget planning, summary reports, and litigation. They include identification number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of person completing report.

RETENTION
Retain for 6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

HOSE TEST REPORTS (Item 22-11)

These reports record tests required by fire departments of all fire hoses. They are used to determine whether hoses are in good working condition. They include test date, date previously tested, apparatus number, hose diameter, conditions found, service date, defects corrected, and officer's signature in charge of test.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

HYDRANT MAINTENANCE CARD FILES (Item 22-12)

These card files (or other similar discrete media) document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

RETENTION

Retain for 1 year after hydrant removed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

HYDRANT MAINTENANCE INVENTORIES (Item 22-13)

These inventories are regularly updated and reprinted to document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating physical characteristics, operation, flow check, pressure, and leakage.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

INVESTIGATION CASE FILES (Item 22-14)

These case files document all nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Fatal fire investigation case files.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 01/96)

INVESTIGATION REPORTS (Item 22-15)

These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, whether arrests or convictions are made, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed.

RETENTION

Retain for 6 years and destroy if annual report compiled. If annual report not compiled retain permanently, may be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

PUMP TEST RECORDS (Item 22-16)

These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.

RETENTION

Retain for 2 years after equipment replaced and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 22-22)

These are audio cassette tapes containing portions of the Dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing phone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.

RETENTION

Retain for 2 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SUPERVISED FIRE DRILL REPORTS (Item 22-17)

These monthly report forms are completed on all supervised school and hospital fire drills. They are used to verify fire drills were held and to compile annual reports. They include drill number, date, school or hospital name, grade, fire fighters present, number of students involved, and signature of chief or supervisor.

RETENTION

Retain for 2 years or 1 year after annual report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TANK APPLICATIONS AND PERMIT RECORDS (Item 22-18)

These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch or diagram of location along with tank dimensions, and an inspection report.

RETENTION

Retain for 6 years after removal of tank and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

UNAPPROVED TANK APPLICATIONS (Item 22-19)

These are applications received by the fire department requesting a permit to store flammable liquid or liquid petroleum, but were denied after inspection. They include the application form and an inspection report indicating reasons for permit's denial.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

UTAH EMERGENCY MEDICAL SERVICES (EMS) INCIDENT REPORT (Item 22-20)

These report forms record both statistical and patient information on all EMS calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1995)), and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 01/96)

UTAH FIRE INCIDENT REPORTING SYSTEM (UFIRS) (Item 22-21)

These report forms are completed for each fire and are submitted to the State Fire Marshal. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SCHEDULE 23
HOSPITAL AND NURSING FACILITIES RECORDS

BILLING CHECKLIST (Item 23-24)

These checklists document patient care showing all chargeable items billed to individual patients. They are used to determine patient bills. Includes patient name, identification number, date, chargeable item, code, and amount charge. They are commonly know as charge slips.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

BOARD OF DIRECTORS MINUTES (Item 23-28)

These are the official minutes of regular and special board meetings of the hospital board of directors. "Each licensed hospital shall have a [board]"which is "legally responsible for the conduct of the hospital" and "for the appointment of all medical staff" in accordance with Utah Administrative Code, R432 -100-33(5)(2001). The minutes include meeting date and time, members in attendance and absent, agenda items, summary of proceedings including motions and votes, decisions, next meeting date and time, and adjournment time. May also include quality assurance and utilization reports.

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

COMMODITY PROGRAM RECORDS (Item 23-1)

These files document the use of U.S. surplus food received through the U.S. Department of Agriculture (USDA) Commodity Program. The files include a questionnaire for charitable institutions, correspondence with the Utah Department of Human Services; monthly inventory report; USDA Commodities Order form; and monthly commodity report.

RETENTION

Retain for 3 years after close of fiscal year which records pertain and then destroy provided all claims resolved and audits completed (7 CFR 250.16(6)(b) (2001)).

SUGGESTED PRIMARY DESIGNATION

Public.

DAILY CENSUS REPORTS (Item 23-22)

This report is generated by the nursing unit to provide a daily accounting of all patients for a twenty-four hour period (midnight to midnight). It is compiled to create a daily report on patients admitted, transferred and discharged including outpatients. The report includes date, time, patient's name, patient's number, diagnosis, physician, and insurance number of all patients admitted, transferred, released during the twenty-four hour period.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

FACILITY COST PROFILE REPORT (Item 23-2)

This annual financial report is required by the Utah Division of Health Care Financing. It is used as the basis for establishing a data base for rate calculations and is due two months after the end of the reporting period. The report includes balance sheets (containing current assets, description and amount, with handwritten notations), a statement of revenues and expenditures (description, current year, year to date, totals); and the facility cost profile report form. The profile report form resembles an income tax form and consists of four individual schedules (Schedules A, C, D, and E). The report's cover sheet includes the name and address of the facility, type of facility, total number of licensed beds, type of ownership, and a certification attesting to the accuracy of the report signed by the center's administrator and report's preparer. Schedule A includes the provider number, name of auditing firm and dates of last audit, questions concerning ownership, changes in rates, an attached balance sheet for the beginning and ending of period covered (expenses per general ledger, adjustments, facility cost profile reported expenses, audit adjustments and reclassifications), audited cost, patient days by type (private, Medicaid, Medicare, and Veterans Administration), total days reported, capacity (number of beds, days at capacity, total days), classification of facility and totals. Schedule C reports on Medicare revenue and includes period covered, facility cost profile reported revenue, totals, private revenue relating to period, other revenue not offset against cost, total revenue not offset against operating cost. Schedule C-2 includes the checklist of adjustments made to operating expenses and reported adjustments (income from patients, and miscellaneous income). Schedule D reports on rental property, and Schedule E is a

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

HILL-BURTON COMMUNITY SERVICE ASSURANCE REPORT (Item 23-3)

These are copies of the triennial report required by 42 CFR 124.509 (a)(i) 2001 to be submitted to the Department of Health and Human Services. The reports provide assurances that the facility will serve patients from the community without regard to race, age, or ability to pay. This policy is a condition for receiving federal assistance through the Hill-Burton Act for the construction and modernization of health care facilities. The report includes the identification number; name and address of facility; fiscal year end; facility type; status change (yes/no), if yes, transfer of status change; primary geographic area served; governmental third party payer programs (Medicare, Medicaid); and existence of organized emergency rooms; admissions numbers; operations length; number of patients that stayed in facility previous night; questions on type of case; number of Veterans Administration patients; minority residents; number per age category; signature of administrator, and date report wa s completed.

RETENTION

Retain for 3 years after submission of required report or 180 days after the close of all assessment investigations of the Secretary of the Health and Human Services whichever is less (42 CFR 124.510 (2001)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

HILL-BURTON UNCOMPENSATED CARE PROGRAM FILES (Item 23-4)

These files document participation in the Hill-Burton Uncompensated Care Program. The Hill-Burton Act was enacted to provide federal assistance to communities for the construction and modernization of health care facilities. Each medical facility receiving program funds must provide annually a reasonable volume of services to persons unable to pay for those services. Uncompensated services means "services which are made available to persons unable to pay therefor without charge or at a reasonable cost of such services" (42 CFR 53.111(b)(6) (2001)). These files include the plan for providing uncompensated nursing home care; copies of state and federal rules and regulations; related correspondence; Notice of availability of Free Nursing Home Care; computation charts; providers guide; and program notices.

RETENTION

Retain until after submission of final fiscal assurance report and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

INCIDENT REPORTS (Item 23-5)

These are reports of all patient incidents occurring at the health care facility (medications errors, slips, falls, etc.). They are used to create reports for state regulatory agencies and for investigative purposes. Each incident is investigated by an in-house committee to determine cause and to correct any existing problems. They include the incident report log (number, patient, name, date of incident, date received by safety committee) and the incident report (patient's name, name of patient's physicians, cause for hospitalization, condition before incident, employee visitor, or other; statement and description of incident by person involved; name and addresses of witnesses; description of incident; was person involved seen by a physician, date and time, statement and signature of examining physician, indication of whether x-rays were taken, date and signature of Safety Committee reviewing case).

RETENTION

Retain for 5 years or until resolution of all litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

LICENSING FILES (Item 23-7)

These files document the issuance of licenses to health care facilities. All health care facilities are required to be licensed annually in accordance with UCA 26-21-8 (2001). They include application forms and pertinent documentation, reports and inspections and related correspondence.

RETENTION

Retain for 4 years after license expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 26-21-9(1) (2001).

SUGGESTED SECONDARY DESIGNATION

Private: UCA 26-21-9(2); UCA 26-11-9(3) (2001)

MASTER PATIENT INDEX (Item 23-25)

This index provides the demographics of all patients admitted to the hospital. It includes all information concerning who, when, and where.

RETENTION

Permanent. May be transferred to the State Archives after closure of hospital.

SUGGESTED PRIMARY DESIGNATION

Private.

MEDICAID PROVIDER CONTRACTS (Item 23-8)

These contracts between the U.S. Department of Health and Human Services, the Utah Division of Health Care Financing, and the health care facility are required for participation in the Medicaid program. Under these agreements the health care provider agrees to limit charges and to comply with specific Medicaid requirements (42 CFR 489 (2000)). The term of the contract is 12 months, and it is renewed annually. The contract includes the name, address, and type of institution; general provisions of the contract; signature of the director of the Division of Health Care Financing; date; signature of provider (administrator and date); health insurance benefit agreement (provider number, name and address of facility); accepted signature for provider and date; accepted signature for the Secretary of Health and Human Services and date; and related correspondence.

RETENTION

Retain for 3 years from date of submission of final expenditure report (42 CFR 433.32 (2000) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

MEDICARE COST REPORT (Item 23-9)

This is an audit report submitted annually by the facility's auditor to Medicare. It is required of all Medicare providers on an annual basis for the "provider's accounting year" (42 CFR 413.20(b) (2000)). This report includes the name and number of the provider, dates covered, administrator's signature and title, name and phone number of person to contact for additional information, financial data, whether report is audited or compiled, a series of questions on the provider's organization and operation, capital and related cost, interest expense, insurance, deferred compensation and pension, education activities, names of provider-based physicians, office costs of detailed accounting, amount of all Medicare funds, expenditures and revenues.

RETENTION

Retain for 3 years from date of submission of a final expenditure report and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

MEDICARE RATE FILES (Item 23-10)

These files document notifications received on Medicare rate increases. They are used to calculate charges to Medicare patients. The files include the notice (containing methodology of applying rate, facility name, and new rate), rate calculation sheet, tables to determine maximum staff hours, and calculations on the various methods of tallying charges.

RETENTION

Retain for 3 years after rate change and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

MEDICAL RECORDS REQUEST (Item 23-26)

These request forms are used to request access to patient's records. They include date, requester's name address, and telephone, and signature, information requested , reasons for request, and authority justifying access including patient's consent.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

MONTHLY HOSPITAL BIRTH REPORT (Item 23-12)

This three-part form is submitted by hospitals reporting live births that occurred during the month in accordance with UCA 6-2-23(3) (2001). It is used to ensure that all birth certificates were received as required by UCA 26-2-5 (2001). The original is maintained by the local health department while the first copy is submitted to the State Health Department and the second copy is retained by the reporting hospital. The form includes the month of the report, hospital's name, and a list of births giving the date of birth, the parent's names, the child's sex, and the name of the medical attendant.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

MONTHLY HOSPITAL DEATH REPORTS (Item 23-13)

This three-part form is submitted monthly by all hospitals reporting all deaths, fetal deaths, or abortions that occurred during the month. It is required by UCA 26-2-23(3) (2001) and is used to ensure that all death certificates are filed. The original is maintained by the local health department with the first copy being submitted to the State Health Department and the second copy is retained by the submitting hospital. The form includes the month being reported, hospital's name and location, a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

NURSES AIDE'S REGISTRY FILES (Item 23-14)

These releases allow the health care facility to release information on nurses' aides through the nurses' aides registry. The registry was created in 1989 as part of a larger effort, the National Health Practitioner Data for Adverse Information, to report both training and any adverse information concerning nurses' aides (45 CFR 60 (2000). The registry is used by prospective employers to guard against hiring abusive or unqualified medical personnel. These release forms include an explanation of training completed by each nurses' aide. The forms have either been signed and dated, or the nurses' aide has written a statement refusing to be placed on the registry.

RETENTION

Retain until termination and then place in personnel file.

SUGGESTED PRIMARY DESIGNATION

Public.

NURSING FACILITY REPORT FILES (Item 23-15)

These are annual reports submitted to the State Bureau of Health Facility Licensure. "Qualified personnel" are required to perform on-site inspections at "least once during each certification period" by 42 CFR 431.610(g)(3) (2000). They include related correspondence and the report form [nursing home name, address, phone, name of administrator, number of Medicare certified beds, classification, ownership and operation, bed complement (status and changes from previous year), utilization (added in 1989), census, number of admissions, number of discharges, number of deaths, census ending December 31, number of transfers, patient care, type of nursing personnel; age and sex of patients; services provided; medical and social system linkages. The State Bureau of Health Care Licensure retains their records until the closure of the facility.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

PATIENT BILLINGS RECORDS (Item 23-17)

These files document patients' financial conditions and expenses incurred at the medical facility. They are used to create billings for provided medical services. Each hospital is required to provide an itemized statement of charges to all patients receiving medical care or other services in accordance with UCA 26-21-20 (2001). The files include the hospital admittance record; payment contract; copies of bills; receipts; insurance or medicare information; and charge slips.

RETENTION

Retain for 5 years after discharge of patient and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

PATIENT MEDICAL FILES (Item 23-16)

These files are the official patients' medical records. They are used to document all treatment and care received. The Utah Administrative Code, R432-100-33(4)(2001) requires, "all entries be legible, complete, authenticated, and dated by the person ordering service, providing or evaluating the service, or making the entry." They are required to include demographic data; medical history; relative physical examination; diagnosis (principal, provisional, final and associate); laboratory reports; x-ray reports; informed consent or reason unattainable; diagnostic or therapeutic orders; verbal orders; anesthesia record; pathology reports; clinical observations; discharge summary; autopsy findings; reports of procedures, tests, and results; and physician identification in accordance with requirements of the Utah Administrative Code, R432-100-33(4) (2001)).

RETENTION

Retain for 7 years after the last date of patient care or 4 years after minor reaches 18, but no less than seven years and then destroy provided a patient summary is retained (Utah Administrative Code, R432-100-33(4).

SUGGESTED PRIMARY DESIGNATION

Private.

PATIENT PHARMACY ORDERING RECORDS (Item 23-18)

These records document the ordering of drugs for individual patients in accordance with 21 CFR 1304 (2001). The files include an internal delivery sheet; packing list; and request for payment forms.

RETENTION

Retain for 2 years after copying by agents of the Drug Enforcement Agency (DEA) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

PATIENT SUMMARY (Item 23-34)

This is a summary required to be compiled prior to the destruction of patient medical records in accordance with Utah Administrative Code, R432-100-33(4)(d) (2001). It includes patient's name, medical record number, next of kin, attending physician, admitting discharge diagnoses, surgical procedure(s), and pathological and diagnostic findings.

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY DESIGNATION

Private.

PHARMACY PERMITS (Item 23-29)

These permits authorize hospitals to dispense drugs in accordance with 21 CFR 1304 (2001).

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

PHYSICIAN PRIVILEGES AND CREDENTIALS RECORDS (Item 23-23)

These records document the credentials of physicians having hospital privileges. They include application for hospital privileges, copies of licenses, verification of education, queries from national data banks, privileges requested and granted, denied or withdrawn. May include a physicians profile.

RETENTION

Retain for 65 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

RADIOLOGICAL RECORDS (Item 23-27)

These are written reports of the findings and evaluations for each x-ray examination or treatment. They are required to be signed by the physician responsible for the procedure. They may include the actual x-ray. These records are required to become part of patient's medical record.

RETENTION

Retain for 7 years after last activity and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

REGISTER OF BIRTHS (Item 23-30)

This register record all births occurring at the hospital in accordance with Utah Administrative Code, R432-100-33(7) (2001). It includes dates, time, baby's name, parents names, attending physician, and any remarks.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Private.

REGISTER OF DEATHS (Item 23-31)

This register records all deaths occurring at the hospital in accordance with Utah Administrative Code, R432-100-33(7) (2001). It includes date, time, name of deceased, cause of death, attending physicians name, and any remarks.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Private.

REGISTER OF NARCOTICS (Item 23-33)

This register records the dispensing of all narcotics at the hospital in accordance with Utah Administrative Code, R432-100-24(3) (2001). It includes patient's name receiving controlled substance, dosage, and signature of person administering medication.

RETENTION

Permanent. May transfer to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Private.

REGISTER OF OPERATIONS (Item 23-32)

This register records all operations occurring at the hospital in accordance with Utah Administrative Code, R432-100-35(7) (2001). It includes date, time, patient's name, attending physician's name, type of operation, and remarks.

RETENTION

Permanent. May be Transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Private.

RECOVERY SERVICES FILES (Item 23-19)

These files document the collection by the State Division of Health Care Financing of Medicare overpayments. The Division of Health Care Financing acts as collector under a contract with the Office of Recovery Services. The files include correspondence and a form listing patient name and number, month of service, amount of Medicare overpayment owed to ORS, Medicare Information Bulletins, cancelled checks, and nursing home claim exemption forms.

RETENTION

Retain for 3 years after resolution of litigation or claim and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

STAFFING REPORTS (Item 23-20)

These are quarterly reports submitted to the Utah State Health Bureau of Facility Review to show that the facility maintains adequate staffing at all times. These reports include the Report on Consultants, Report on Other than Nursing Personnel, and Report on Nursing Personnel. Information within the reports includes the name and address of the facility, report date, reporting period, name of the employee or consultant, employee's position or the consultant's area of consultation, number of hours worked by the employee or consultant, and a signed certification by the facility administrator that the information submitted is correct and that all standards are being met.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

VETERANS ADMINISTRATIVE RECORDS (Item 23-21)

These records document the process of providing service to veterans. The Veterans Administration contracts with health facilities to provide service to veterans residing in their service area. The files are used for reference purposes. They include correspondence, policies, and agreements between the Veterans Administration and the care center (includes name, address of facility and veterans office, signature of contracting agencies, general provisions, and taxpayer identification number).

RETENTION

Retain for 4 years after expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SCHEDULE 24
LIBRARY RECORDS

ACCESSION RECORDS (Item 24-1)

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION

Retain until administrative need ends and then destroy; accession books created before l960 permanent, transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

ANNUAL REPORT (Item 24-2)

This is an annual report by the library directors required by UCA 9-7-506(1) (1995) "to the county governing body on the condition and operation of the library, including a financial statement." It is also used to inform the general public regarding the operations of the library. The report includes budget figures both income and expenditure, circulation and other figures, and may include a brief description of the previous year's activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

BOARD OF DIRECTOR'S MINUTES (Item 24-3)

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

CIRCULATION RECORDS (Item 24-4)

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until items returned and late fees paid and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63-2-302(1)(c) (1995).

(Approved 12/93)

CIRCULATION STATISTICAL REPORTS (Item 24-5)

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION

Retain until annual report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

HOLDINGS CATALOG (Item 24-6)

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many library with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

INTERLIBRARY LOAN RECORDS (Item 24-7)

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION

Retain until request completed or cancelled, applicable fees and fines paid, materials returned, and statistics collected and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63-2-302(1)(c) (1995).

(Approved 12/93)

LIBRARY COMPLAINTS (Item 24-9)

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence,

RETENTION

Retain for 1 year after resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-2-302(1)(c) (1995)

(Approved 12/93)

LIBRARY OPERATION POLICIES (Item 24-10)

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) TITLE I, II, AND III (Item 24-8)

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Construction Act grants, which are regranted by the Utah State Library Division to public libraries (34 CFR 75 (1992)). Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains Title I and III grant records for 7 years, Title II grant records for 20 years.

RETENTION

Retain for 7 years after expiration of contract and destroy, provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

LOST LIBRARY MATERIALS AND REFUND RECEIPTS (Item 24-11)

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63-2-302(1)(c) (1995).

(Approved 12/93)

PATRON ASSISTANCE PUBLICATIONS (Item 24-12)

These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION

Retain until administrative need ends and then transfer significant publications to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

PATRON REQUESTS (Item 24-13)

These are requests by library patrons for materials currently checked out or to add new materials to the library collection. They may be a form and/or an electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).

RETENTION

Retain for 1 year or until request is filled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63-2-302(1)(c) (1995).

(Approved 12/93)

PLANNING AND EVALUATION STUDIES (Item 24-14)

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION

Retain until superseded and then transfer to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

PUBLIC LIBRARY SERVICES DEVELOPMENT GRANT RECORDS (Item 24-15)

The records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.

RETENTION

Retain for 7 years after expiration of contract and destroy, provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

REGISTRATION RECORDS (Item 24-16)

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Nonexpiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birthdate.

RETENTION

Retain for 1 year after expiration or becoming inactive and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63-2-302(l)(c) (1995).

(Approved 12/93)

SHELF LIST (Item 24-17)

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

STATE LIBRARY ANNUAL REPORT (Item 24-18)

This is an annual report required by UCA 9-7-211 (1995) to be submitted by "all municipal, city, county, and public school libraries" to the state librarian. It reports "on the condition and affairs of the library as required by the State Library Board." The State Library retains the record copy of these reports permanently.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

STRATEGIC PLANS (Item 24-19)

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

SCHEDULE 25
LOCAL HEALTH RECORDS

ALIVE AND WELL PROGRAM CASE FILES (Item 25-1)

These case files document participation in the Alive and Well Program. It is an educational program run by local health departments to encourage people to live healthier life-styles by preparing a health risk appraisal and fitness profile. The files include the informed consent and release form, physical activity readiness questionnaire, health risk appraisal, nutritional, and screening answer sheet. This program is also called Healthy Heart Program or the Healthy Lifestyle Program.

RETENTION

Retain for 2 years and then destroy; provided any pending claim or litigation has been resolved.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

ANNUAL PROGRAM REPORTS (Item 25-100

These are annual reports on public health programs administered by the local department. They are used to track programs and employee time. They are compiled from the Quarterly program reports. The reports include time spent, number of people seen, names and ages of person served, and sometimes descriptions of program.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

BIRTH AND RELATIONSHIP VERIFICATIONS (Item 25-2)

This request is submitted by the State Division of Family Services to local registrars to search birth records. Since some people cannot afford to obtain birth certificates, it is used to verify births and relationships to receive state benefits. The form includes father's name, an indication which other forms were also completed (acknowledgment of paternity of parents, paternity of father and date, or paternity not acknowledged), mother's name, name of children, birthdate, place, certificate numbers, signature and title of local health official.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

BIRTH CERTIFICATES (Item 25-3)

These certificates document all live births in the State of Utah in compliance with UCA 26-2-5 (1995). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. All certificates created prior to 1905 are only maintained at the local level and prior to 1978 some local registrars may not have reported all births to the State Health Department. Since 1978, all certificates maintained at the local level are duplicate certificates maintained by the State Health Department. The information recorded includes the child's name, place of birth, date of birth, sex, and if child part of multiple birth; the parents' name, race, age, birthplace, occupation, and marital status; a record of children previously born to the mother; the length of the pregnancy; the child's weight and length at birth; the date of the serological test; and a description of any congenital malformations or birth injuries.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (1995).

(Approved 12/92)

BLOOD PRESSURE/CHOLESTEROL RECORDS (Item 25-4)

These records are a two-part form completed by health workers for clients having blood pressure and cholesterol health screenings. These informal screenings are held at various locations throughout the district including shopping centers and health fairs. They are used to identify existing health problems and to encourage healthy lifestyles. The original (white copy) is submitted to the State Bureau of Chronic Disease Control and is maintained as the record copy while the yellow copy is retained by the local health department. The form includes the name, address, social security number, phone number, weight, height, birth date, age, gender, ethnic origin, education level, questions concerning smoking, questions concerning blood pressure and blood cholesterol, brief family and individual medical history, blood pressure readings, blood cholesterol readings and signed consent authorizing blood pressure and cholesterol tests.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

BOARD OF HEALTH MINUTES (Item 25-6)

These minutes document the actions of the local boards of health. Each local health department is required to have a board of health "appointed by the local governing body and shall consist of at least five persons" (UCA 26A-1-109 (1995)). The Board of Health is responsible for establishing policy, for adopting regulations relating to health protection and the promotion of public health or environmental health including but not limited to public health administration and support services, maternal and child health, communicable disease control, surveillance and epidemiology, food protection, solid waste management, wastewater management and safe drinking water management. They include the agenda and the actual minutes of proceedings of special and regular meetings of the local Boards of Health.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 26A-1-109 (1995).

(Approved 12/92)

BOARD MEMBER APPLICATION (Item 25-5)

This is an application used to apply for a position on the local board of health. All applications are retained for two years to create a pool for possible future openings. The form includes name, address, business and home telephone numbers, education and work experience in health and environmental fields, volunteer experience, reasons for wanting to serve on board, occupation, signature and date.

RETENTION

Retain for 2 years after appointment is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

BURIAL-TRANSIT PERMIT APPLICATION (Item 25-7)

This application is used to obtain a permit to allow the removal of burial remains in accordance with UCA 26-2-17(3) (1995). It includes death certificate number, deceased's name, birth date, birth place, death date, place of death, name of next of kin or other person authorizing disposition, disposition (burial, cremation, or other), funeral home, address, license number, name of person issuing permit, date issued, registrar's signature, how body was disposed (burial, cremated, other), date permit issued, cemetery name, place, county, state, and signature of person in charge.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

CAPITAL OUTLAY DETAIL STATEMENT (Item 25-8)

This is a monthly report submitted by the local health department to the state Department of Health listing the amounts spent for capital outlay on state contracts. It includes the local health department's name, the reporting period, payee's name, the contract or program where the outlay was made, and expenditure amount.

RETENTION

Retain for 3 years or after state audit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

CAR SEAT RENTAL AGREEMENTS (Item 25-9)

These contracts document the rental of car seats to individuals who choose not to buy their own. This program enables those individuals to comply with UCA 41-6-148.20 (1995) which requires the use of child restraint devices. These contracts include the car seat number; the return date; the name, address, telephone number, drivers license number, and borrower's signature; the names and addresses of two individuals who will know the whereabouts of the borrower; a parental checklist that the borrower received training in the use of the car seat and that the seat was inspected; the amount paid; the dates issued and due; the seat condition when issued; and the receipt number. Some local health department also sell car seats.

RETENTION

Retain for 4 years after the expiration of the contract and then destroy (UCA 70A-2-725 (1995)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

CASE MANAGEMENT FILES (Item 25-10)

These files, required by 42 CFR 441.56(a) (1992), are used by the health department to ensure that all individuals who are eligible to enroll in the medicaid program are notified; and to determine eligibility of individuals accepted into the program. These files include the case management form, recipient list, and screening notifications.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CERTIFIED BIRTH CERTIFICATE AND BIRTH CARD APPLICATION (Item 25-11)

This application form is used to request a certified birth certificate or birth card. It includes the name, date of birth, and city of birth of the individual whose birth certificate is being requested; the applicant's name, address, telephone number, and relationship to the individual whose birth certificate is being requested; the name, year, and state of birth of the individual's parents; reason for the request; request date; and the number of copies of the birth certificate or card requested.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

CERTIFIED EMISSIONS MECHANIC PERMIT APPLICATIONS (Item 25-13)

These files document mechanics certified as being qualified to conduct emission inspections. They include the applicant's name, address, and home telephone number; applicant's employer; business telephone number and address, applicant's signature; date the application was approved; date the permit was issued; permit number; fee amount; and expiration date.

RETENTION
Retain for 2 years after permit has expired or been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: applicant's home address and telephone number

(Approved 12/92)

CERTIFIED DEATH CERTIFICATE APPLICATION (Item 25-12)

This application is used to request a certified death certificate. It includes identifying information, death date, deceased's name, place of death, county birthplace of decedent, usual residence of decedent, name of father, mother, reason for requesting including relationship to person whose certificate is requested, signature of applicant, address, phone, date, number requested, and fee amount.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CHILD HEALTH CASE FILES (Item 25-16)

These case files document the participation of children in the Child Health Evaluation and Care Program (CHEC). This is a low cost program to identify public health problems and to promote healthy children in low income families ineligible for Medicaid. They include the child health record, well child care 4-5 years of age form, and well child care examination forms. These records are also called Well Child case files.

RETENTION

Retain until child reaches the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CHILD HEALTH EVALUATION CARE SCREENING RECORDS (Item 25-17)

These files document services provided to children accepted in the Child Health Evaluation Care (CHEC) program as part of the medicaid program. The purpose of the screening is to examine and evaluate the general physical and mental health, growth, development, and nutritional status of medicaid recipients under the age of 21 and to provide corrective treatment. These files include the screening evaluation, claim forms, child health conference evaluation forms, progress form, history form, immunizations, assessment forms, medicaid records, and growth charts.

RETENTION
Retain until child reaches the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Controlled: mental health screenings

(Approved 12/92)

CHILDREN'S SPECIAL HEALTH SERVICES CLIENT FILES (Item 25-18)

These client files document services provided to handicapped children through various clinics such as pediatric assessment, orthopedic, neurological, cardiac, orofacial, etc. The records are transferred from local health departments to the state and back depending on clinic location. After case is closed the client file is transferred to the State Health Department. The client files include a face (summary) sheet, release of information form, application for services form, registration form, an authorization for service form, referral for services form, clinic physician's recommendation form, clinic summary and rescheduling form, progress notes, growth charts, questionnaires for parents or guardians, food record, and a client medical questionnaire.

RETENTION

Retain until case closed and then transfer to State Health Department.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CHILD HEALTH EVALUATION CARE (CHEC) TARGET AREA RECORDS (Item 25-14)

These records are consent and release forms distributed by the Children Health Evaluation Care (CHEC) program. Each local health department determines concentration areas and groups to be targeted. This form is used to notify parents within targeted groups of the services provided and to identify infants eligible for the program. These records include both originals and duplicates. The form includes an explanation of the CHEC program, a statement on confidentiality of personal information collected, a statement allowing for the release of information for follow-up purposes containing the date, parent's name, address, telephone number, signature, birth date, social security number, marital status, and number of children.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

CHILD HEALTH EVALUATION CARE MEDICAID REIMBURSEMENT REPORT (Item 25-15)

This form reports the reimbursements received on claims for physical examinations provided under the Child Health Evaluation (CHEC) program. A medicaid billing form is submitted for each completed examination and the original is submitted to the Utah Medical Assistance Program (UMAP) for reimbursement. This form includes child's name, date service provided, date into program, home address, phone number, medical information and patient identification number.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

COMMUNICABLE DISEASE CASE FILE INDEX (Item 25-19)

This is an index of easily accessible basic patient and statistical information regarding reportable communicable diseases. As stated in the Utah Code of Communicable Disease Rules, the information enables the Department to protect the public health, and prevent and control disease. Includes patient's case number, name, address, race, sex, and age; report source and date reported; onset date of the disease; attending physician; patient's hospital; lab results; disease specification of type, if applicable; and date the form was sent to Center for Disease Control, if applicable. Some of the diseases include amebiasis, ascariasis, botulism, campylobacter, cocciodomycosis, and Colorado tick fever. The State Bureau of Epidemiology maintains the record copy of these records permanently.

RETENTION

Retain for 7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-25a-101 (1995).

(Approved 12/92)

COMMUNICABLE DISEASE CASE FILES (Item 25-20)

These files are kept in order to maintain a concise, accurate, and historical record of reportable communicable diseases and epidemiological investigations. As stated in the Utah Code of Communicable Disease Rules, the reports enable the Department of Health to protect the public health, and prevent and control communicable disease. Includes investigations such as Botulism Alert Summary, Reyes Syndrome Case Investigation Report, Leprosy Surveillance, Outbreak Investigation, Infant Botulism, Pertussis Report, and Weekly Campylobachter Surveillance Report; also includes original incoming and copies of outgoing correspondence related to epidemiological investigations. The State Bureau of Epidemiology maintains the record copy of the records permanently.

RETENTION

Retain for 7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-25a-101 (1995).

(Approved 12/92)

COMMUNICABLE DISEASE CONTROL PROGRAM FILES (Item 25-21)

This is a record of incoming and outgoing correspondence, related to the Communicable Disease Control Program. Includes financial, medical, disease control, and patient information; policies, procedures, rules, regulations, ordinances; and general program operational files. The State Bureau of Epidemiology maintains the record copy of these records.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CONTRACTS (Item 25-22)

These are contracts between local health departments and the State Health Department. They document agreements between the state and local departments to operate specific programs. The State Health Department regrants federal funds and grants state funds under certain requirements stated in the contracts.

RETENTION

Record copy: Retain for 6 years after expiration of contract (UCA 78-12-23 (1995)) and then destroy.

Duplicate copies: Retain until expiration of contract or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DAY CARE LICENSING PUBLIC HEALTH NURSE REVIEW RECORDS (Item 25-23)

This inspection form documents the separate annual review of day care centers by public health nurses prior to their state licensing and the relicensing. The form includes center's name, address, owner and person in charge; visit date, arrival and departure times, public health nurse's signature, department's name, indication of review of program and records, and recommendations and comments.

RETENTION

Retain until facility no longer licensed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DETAIL COLLECTIONS STATEMENT (Item 25-26)

This is a monthly statement sent to the Department of Health reporting the amount of fees collected by the local health departments from patients or clients on state contracts. This statement includes the local health department name, month, the allocation of collections by contract or program type, the type of collection (vital statistics, patient fees, etc.), the amount of the collections, and the total amount collected.

RETENTION

Retain for 3 years or until state health department audit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DEATH CERTIFICATES (Item 25-24)

These death certificates document all deaths occurring in the State of Utah as required by UCA 26-2-13 (1995). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. All certificates created before 1905 are only maintained at the local health department and prior to 1978 some local registrars may not have reported all deaths. Since 1978, all originals are maintained at the State and copies at the local level. The information recorded includes the deceased's name, gender, date of birth, race, age, county of death, address, birth place, citizenship, marital status, name of spouse, social security number, occupation, and parents' names; cause of death; if an autopsy was taken; if accident, suicide, or homicide caused death; place and time of death; disposition of the body; name and address of mortuary or crematory; and signature of person certifying death.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (1995).

(Approved 12/92)

DEATH HOLD BOOK (Item 25-25)

This book serves as a tracking device recording the status of death certificates. Death certificates are required to be filed prior to the funeral, but if this is not possible the mortuary will notify the local registrar and receive a hold number. This book is used to verify that death certificates were finally received. It includes hold number, death date, decedent's name, physician, funeral director, decedent's age, burial date, city of death, date hold number issued, date received, number of copies issued, whether the death certificate is pending and whether or not a burial transit was issued.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DISINTERMENT PERMIT (Item 25-27)

This permit allows for the disinterment of burial remains from a cemetery. The form includes county, city, date permit issued, applicant's name, deceased's name, age, sex, place of death, death date, cemetery or city from and to, next of kin signature, permit number, and signature of local registrar at disinternment.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DRINKING WATER SYSTEMS SURVEY (Item 25-28)

These surveys record the inspections of water tanks for proper security, sanitation, proper maintenance, sanitation, and chlorine levels to guarantee water quality. The survey forms include date, name and address of owner, location of water system, results of inspection, and signature of sanitarian.

RETENTION

Retain until system is no longer in operation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

EMPLOYEE CONFIDENTIALITY AGREEMENTS (Item 25-30)

This agreement is signed by the employee and maintained by the department stating that the employee will not disclose confidential information in accordance with UCA 26-25-4 (1995). The agreement usually becomes part of the employee's official personnel file. It includes the terms of the agreement, the date, employee's signature, and supervisor's signature.

RETENTION

Record copy: Retain until final disposition of personnel file and then destroy.

Duplicate copies: Retain until separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

EMERGENCY RESPONSE HAZARDOUS WASTE CASE FILES (Item 25-29)

These case files document the investigation of hazardous waste incidents including the cleanup, the process and the proper waste disposal. The case files include complaint date, time, and number; complainant's name, address, and telephone number; spill location; material spilled; weather conditions/local terrain; time on scene; population area; personnel on scene; volume of spill; anticipated movement of spill; action taken; water bodies or streams involved; name of shipper/manufacturer; chemical placarding/laveling information; container type; railroad/truck ID number; injury or exposure; samples taken; and signature of registered environmental health specialist.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: trade secrets, confidential informant information

(Approved 12/92)

ENVIRONMENTAL/OCCUPATIONAL INVESTIGATION CASE FILES (Item 25-32)

These are records of epidemiological investigations of environmental and occupational public health hazards. They help prevent those hazards, and assist in short and long-term health studies. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Includes epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analyses of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred. The State Bureau of Epidemiology maintains the record copy of these records permanently.

RETENTION

Retain for 7 years after completion of investigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: Health hazard appraisals.

SUGGESTED SECONDARY DESIGNATION

Private: Patient/case files

(Approved 12/92)

ENVIRONMENTAL COMPLAINTS (Item 25-31)

These forms record complaints received by the local health department from the public in reference to a wide-range of environmental concerns including air quality, solid waste, hazardous waste, epidemiology, indoor clean air, infectious waste, swimming pools, schools, vector control, food service, landlords, animals, housing, and yards. If complaint pertains to a specific facility it becomes part of the facility's inspection file. The form includes date, time, name of persons taking complaint, complainant's name, address, and telephone number; nature of complaint, date investigated, action taken, completion date, and signature of registered environmental health specialist.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: complainant's name, home address, and telephone number

(Approved 12/92)

EXPENDITURES SUMMARY STATEMENT (Item 25-33)

This is a monthly statement sent to the state Department of Health to bill for expenses incurred on state contracts. This statement includes the name of the local health department, month and year, allocation of expenditures by contract type, expenditure category (wages and salaries, fringe benefits, etc.), total amount of expenditures, amount of the collection received, the net amount of expenditures, and date and signature of the certifying official.

RETENTION

Retain for 3 years or after state health department audit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

FAMILY PLANNING CLIENT CHARTS (Item 25-34)

These charts document services provided to individuals enrolled in the family planning program funded by federal grants under Section 1001 of the Public Health Service Act. The purpose of the grant is to provide educational, comprehensive medical, and social services necessary to aid families, particularly low income families, to determine freely the number and spacing of their children. These files include a physical examination form, a record of client visits, progress notes, face sheet, financial form, signed consent forms, contraceptive method authorization forms, and laboratory test results.

RETENTION

Retain for 7 years after the client leaves the program, provided client has reached the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 42 CFR 59.15 (1992).

(Approved 12/92)

FAMILY PLANNING NEEDS ASSESSMENT REPORTS (Item 25-35)

This is a report submitted to the State Bureau of Family Planning showing the needs for family planning funds and the performance plan for the upcoming year. It is used in distributing grant money. It includes the local district name, the number of births to teens out of wedlock, abortion numbers, the infant mortality rate, the number of births in families below 150 percent of poverty, and the increase or decrease of each category from the previous year. The record copy of this report is retained by the State Bureau of Family Planning permanently.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

FATHER'S PATERNITY ACKNOWLEDGEMENT (Item 25-36)

This state form is used by the father to acknowledge the paternity of a child when he is not married to the child's mother. The original form is retained by the State Health Department permanently. The form includes child's name, birth date and place, mother's name and address, father's name and address, and a notarized signed statement acknowledging child's paternity.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

FETAL DEATH CERTIFICATES (Item 25-99)

These death certificates document all fetal deaths occurring in the State of Utah as required by UCA 26-2-14 (1995). The certificate is required to be filed with the local registrar within five days after the delivery of a dead fetus. The local registrar transmits the certificate to the State Health Department in accordance with UCA 26-2-19 (1995). The certificate includes local and state file numbers, fetus' name and sex, delivery date and time, delivery place, delivery location (city, county), residence (state, county, city, location, address, zip code), race, parent information, pregnancy history, cause of death, attendant's name and signature, disposition of fetus, date, registrar's signature, and medical and health information. The State Health Department retains the official copy permanently while local health departments retain their copies to respond to local requests.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (1995).

(Approved 01/96)

FOOD ESTABLISHMENT APPLICATION PERMIT (Item 25-37)

This is an application used to obtain a permit to operate a food establishment. The form includes date, business name, address, and telephone number; applicant's name, address, and telephone number; business type; a statement signed by applicant indicating permit conditions; fee amount; permit number; name of person approving application, and the name and address of property owner.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

FOOD HANDLERS PERMIT APPLICATION RECORDS (Item 25-38)

These forms document the application and issuance of food handlers permits. They include applicant's name, address, and telephone number, date, birth date, sex, physical description, place and address of employment site, whether permit previously issued, and applicant signature.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

FOOD SERVICE ESTABLISHMENT INSPECTION REPORTS (Item 25-39)

These are reports on inspections of food service establishments to ensure that proper methods of food preparation and sanitation are followed. These inspections are authorized under UCA 26-15-15-2(1), 26A-1-113, 26A-1-114(1)(g) (1995). These reports include the name and address of the owner; name of the establishment; inspection purpose (follow-up, regular, etc); the date by which identified violations must be corrected; inspector's comments; and results of the inspection of food, food protection, personnel, food equipment and utensils, water, wastewater, plumbing, toilet and hand washing facilities, solid waste disposal, insect/rodent/animal control, floors, walls, and ceilings, lighting, ventilation, dressing rooms, other operations, living quarters/laundry; the rating score; and inspector's name.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

FOOD SERVICE PLAN REVIEW RECORDS (Item 25-40)

These review forms document the local health department's review of food service plans prior to the opening of the establishment. This is part of the local health departments duties as set out in UCA 26A-1-114(2)(a) (1995). The department reviews floor plans, equipment schedules, plumbing plan and schedule, lighting plan, finish schedule (floors, walls, and ceiling), and equipment details when necessary to determine whether food establishments meet general requirements for bathrooms, washing facilities, plumbing, cooking equipment, grease traps, lighting, waste disposal, and other facilities prior to the opening of the establishment. These forms include the establishment's name, address, mailing address, and telephone number, reviewers name, date, a listing of any areas of concern, and comments.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

GAS LEAK EMISSIONS CHECK REPORT (Item 25-41)

This is a monthly form submitted by inspection stations reporting that their emissions inspection equipment is operating properly. It ensures the accuracy of the data collected by the station. This form includes the name, number, and address of the station; the analyzer's brand name, model and serial number; the gas brand; the propane equivalency factor; the test date; the person performing the gas calibration and leak check; the cylinder pressure; the span gas concentration levels; the calibration port readings; the readjustment readings; the probe readings; the percentage difference; whether the machine passed or failed the check; and a record of any unusual occurrences during the month (analyzer inoperable, maintenance performed, etc.). This form was discontinued July 1, 1991.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

HOTELS, MOTELS, RESORTS, AND LABOR CAMPS INSPECTION REPORT (Item 25-42)

This state report form documents health inspections of all hotels, motels, resorts, and labor camps. Any deficiencies discovered in the inspection must be corrected before next routine inspection or a specified period or facility could be closed until work is completed. The report form includes establishment's name, establishment type, city, county, lodging unit numbers, secondary water source, on-site sewage disposal type, owner's name and address, health district, lessee's name and address, inspection type (routine, complaint, construction inspection, request, follow-up inspection, pre-opening inspection, survey, and other), and results of inspection concerning water supply, wastewater disposal, service buildings or restroom facilities, housing, laundry facilities, swimming or wading facilities, solid waste, and specific remarks, date, and signatures of the owner or representative and sanitarian.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

HUMAN IMMUNODEFICIENCY VIRUS (HIV) CASE FILES (Item 25-43)

These files contain medical and epidemiological information on patients, suspects and contacts for future research and disease intervention strategies. As stated in the Utah Code of Communicable Disease Rules, the reports are intended to enable the Department of Health to protect the public health, and prevent and control communicable disease. Information includes patient's name, telephone number and address; physician's name and telephone number; the hospital; medical record number; name and phone number of the person completing form; date form completed; status report (new case or update); and the reporting health department. The State Bureau of HIV/AIDS Prevention and Control maintains the record copy of positive case files permanently.

RETENTION

Retain for 4 years after case is closed, providing records for minors are retained until they reach the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-6-20.5 (1995), 26-25a-101 (1995).

(Approved 12/92)

HUMAN IMMUNODEFICIENCY VIRUS (HIV) CONTROL PROGRAM FILES (Item 25-44)

This is a record of incoming and outgoing correspondence related to the operations of the AIDS Control Program. Includes medical, disease control and patient information regarding AIDS and HIV; narratives; summary data reports; grants information, finance, policies, procedures, rules, regulations, ordinances; and other general program operational files. The State Bureau of HIV/AIDS Prevention and Control maintain the record copy of these records which are transferred to the State Archives after they have been superseded.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

IMMUNIZATION CARDS (Item 25-45)

These cards document immunizations given by the local health department. They include name, birthdate, sex, address, phone number, type of immunizations, series, date given, and date booster given. Some cards also include the signature of the parent. In 1991, the card was replaced with the immunization record and signature card. The new card records similar information, but also serves as the immunization informed consent card.

RETENTION

Retain for 10 years after date of last immunization, provided client has reached the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

IMMUNIZATION INFORMED CONSENT CARDS (Item 25-46)

These are forms filled out by parents before their children receive immunization for measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis. Consent is secured to help protect the local department against suit for failure to obtain informed consent under UCA 78-14-5 (1995). These forms include the patient's name, address, age, and date of birth; the signature of the consenting adult; and a printed description of the benefits and risks of the vaccine.

RETENTION

Retain for 7 years after last visit, provided client has reached the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

IMMUNIZATION PERSONAL EXEMPTION RECORD (Item 25-47)

This is a statewide form provided by the State Health Department to all local health departments. It is used by parents to claim a personal exemption based on a personal belief opposed to immunization in accordance with UCA 53A-11-302.5 (1995). This form must be completed annually to receive continued recognition of the personal exemption. It includes a statement claiming exemption from immunization, parent or guardian's name and signature, address, date, name of child/student exempted, date, school or child care facility's name, witness's signature, title, and date.

RETENTION

Retain until student reaches age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INDIVIDUAL SEWAGE DISPOSAL SYSTEM RECORDS (Item 25-48)

These files document the approval by the department for the construction of individual sewage treatment equipment, as authorized by UCA 26A-1-115(2) (1995). This form includes the property address, owner or mortgagor name, contractor's name, final inspection date, number of bedrooms, subdivision where property is located, lot number, whether the property has a basement, seepage rate, water supply type and source, water source description, a description of the septic tank (capacity, dimensions, access, etc.), seepage pit description, distribution box description, disposal field description, whether the construction is approved or not, and inspector's name.

RETENTION

Retain until the system is updated or no longer in use and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

INDIVIDUAL TANNING OPERATOR CERTIFICATE APPLICATION (Item 25-49)

This is an application form completed to obtain certification as a tanning operator. It includes date, applicant's name, address, social security number, telephone number, and description; application date; fees paid; certificate number, indication whether test taken and passed; issue date; and additional information.

RETENTION

Retain for 3 years after expiration of certificate and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INFANT DEVELOPMENT PROGRAM (IDP) CASE FILES (Item 25-51)

These case files document the participation of children in the federal Handicapped Children's Early Education Program under 34 CFR 309 and 315 (1992). This program deals with children from birth to age three. The files include the permission to evaluate form, referral/intake form, health assessment, developmental tests, feeding behaviors assessment form, reflex maturation assessment, home visit report, individual family service plan, medical records, patient release forms, family identification record, IDP roll book, and information sheets, and access to records form.

RETENTION

Retain until child reaches the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INSPECTION CERTIFICATE PURCHASE APPLICATION (Item 25-52)

This is an application submitted by an inspection station owner to purchase inspection certificates from the local health department of inspection as required by UCA 41-6-163.6(6) (1995). The application includes the name, station number, and telephone number of the inspection station; names of the owner, manager, and purchaser; purchaser's association with the station; purchaser's address and telephone number; number of compliance certificates requested; a record of the confirmation of the order; amount of money received; and the number of certificates issued.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

INSPECTION/MAINTENANCE AND AUDIT REPORT (Item 25-53)

This report records department inspections of vehicle emission inspection stations to ensure that proper equipment is used and standard procedures followed. This report includes the station's name, permit number, analyzer number, station's address, inspection date, check list, inspection results noting any violations, and inspector's signature.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

INSPECTION/MAINTENANCE CERTIFICATION/RECERTIFICATION EXAMINATION (Item 25-54)
RECORDS

These files document the examination of individuals who wish to become certified emissions mechanics. These forms include the name of the mechanic, certification number, business name and address where the mechanic works, date that the emissions course was completed, whether this is a recertification, name of the instructor of the emissions course, final test score, the results of specific test items, and the signature of the auditor.

RETENTION

Retain for 1 year after the certification is terminated or expired and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INSPECTION/MAINTENANCE FILES (Item 25-55)

These are the results of the inspection of each vehicle submitted by the inspection stations to the department. This is used to report the test results of the program to report to the Environmental Protection Agency (EPA). These report forms include the vehicle inspection number, engine size and model; owner's name and address; vehicle make; license plate number; model year; test date; station number; mechanic number; inspection cost; test results for tampering, first test emissions level and final test emissions level; certificate number issued; emission repairs costs; and certified emissions mechanic's signature. These forms were discontined July 1, 1991.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INDOOR CLEAN AIR ACT COMPLAINTS (Item 25-50)

These forms record complaints received for individual's smoking in public buildings. They include date and time; name, sex, address, birthdate, location of complainant; violator's name and signature; and violator's name.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

LABORATORY TEST RESULTS (Item 25-56)

This record is used to assist in the collection of lab test results and to complete patient medical records and verifications of diagnoses. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to protect the public health and protect and control disease. Includes reports such as Request for Serologic Test for Syphilis, Request for Culture of Enteric Bacterial Pathogens, Request for Referred Culture Identification, Report of Antibiotic Sensitivity, Request for Agglutinations and Special Serologic Tests, Request for Miscellaneous Cultures, Request for Rabies Examination, Request for Slide Examination, and Request for Mycobacteria Examination. The State Bureau of Epidemiology retains the record for five years and then destroys.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-25a-101 (1995).

(Approved 12/92)

LICENSED/UNLICENSED DAY CARE FACILITIES, GROUP HOMES, AND JAILS (Item 25-57)
INSPECTION REPO

These report forms document inspections of licensed/unlicensed day care facilities, group homes, and jails. These inspections are part of the local health departments duties as specified in UCA 26A-1-114 (1)(g) (1995). These forms include facility's name and address, operator's name, facility type, indications whether inspection identified any deficiencies in facility's structure, bathrooms, safety, plumbing, outside facilities, food service, vermin control, housekeeping and general cleanliness, managers signature and telephone number, environmental health specialist's signature and date, and an indication whether inspection approved,conditionally approved, or denied the continued operation of facility. Any identified deficiencies are required to be completed within thirty days or facility could be closed for noncompliance.

RETENTION

Retain for 6 years or until all ligation settled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MEDICAID NOTIFICATION REPORTS (Item 25-58)

This report lists all individuals or families in the county on medicaid including high risk individuals. It is used to ensure that all individuals eligible to enroll in Medicaid programs are notified and to determine individual eligibility. The report includes case number, recipient name, address, telephone number, and identification number, birth date, whether they have seen a doctor or dentist, date of eligibility, and mother's name.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

MONTHLY PROGRAM REPORTS (Item 25-65)

These are monthly reports on various programs administered by the local health department. They are prepared by local health departments on blood pressure, cancer, and cholesterol screenings; child health evaluation care; immigration; immunizations; infant development; prenatal; refugee and tuberculosis programs. They are used for management purposes and to prepare a quarterly report. They include the name of the employee and the local health department, month, the number of initial and follow-up cases, services provided, number of referrals made, and the number of screenings and follow-up letters sent.

RETENTION

Retain until quarterly report is completed and the information verified and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MORBIDITY DATA SUMMARY REPORTS (Item 25-66)

These are morbidity statistics for all reportable diseases and diseases of public health importance. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote the public health and to prevent and control disease. They are used for federal, state, and local agencies, the general public, and for the functioning and management of the Bureau. Statistics provide information by year, county, month, and show distribution by age and sex. The State Bureau of Epidemiology retains the record copy of these records permanently.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MOBILE HOME PARKS, RECREATIONAL PARKS, AND ROADWAY REST STOP INSPECTION REPORTS (Item 25-59)

These report forms document the health department inspections of mobile home parks, recreational vehicle parks, and roadway rest stops. All deficiencies discovered must be corrected by the next routine inspection or a specified time period or facilities could be closed for noncompliance (UCA 26A-1-114 (1995)). The report form includes name of park or rest stop, city, county, health department, number of spaces occupied (independent, dependent, self-contained), secondary water source, on-site sewage disposal site, owner's/operator's name and address, type of inspection (routine, complaint, construction inspection, request, follow-up, pre-opening, survey, other), inspection results concerning water supply, wastewater disposal, service buildings, swimming and wading facilities, and solid waste disposal, any specific remarks, date, owner's or representative's signature, and sanitarian's signature.

RETENTION

Retain for 3 years and then destroy; provided any pending claim or litigation has been resolved.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MONTHLY CEMETERY DEATH REPORT (Item 25-60)

This three-part report form lists all interments and is prepared monthly by all cemeteries in the state and submitted to their local health department as required by UCA 26-2-18(3) (1995). The information is used by the department to verify that all death certificates are being received. The original is retained by the local health department, the first copy is submitted to the State Health Department and the second copy is retained by the cemetery. The form includes the month and year, name and location of the cemetery, death date, deceased's name and age, the county where death occurred, and the name of the funeral home or funeral director.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

MONTHLY FUNERAL DIRECTOR'S DEATH REPORT (Item 25-61)

This three-part monthly report is submitted by funeral directors for each casket furnished and for funerals performed where no casket was furnished as required by UCA 26-2-16(3) (1995). It is used to ensure that all death certificates are filed. The original is maintained by the local health department while the first copy is submitted to the State Health Department and the second copy is retained by the submitting funeral director. The information includes the month of the report, name and location of the funeral home, and a list of deaths for the period giving for each the date of death, name of the deceased, age of the deceased, name of the medical attendant, and the county where death occurred.

RETENTION
Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

MONTHLY HOSPITAL BIRTH REPORT (Item 25-62)

This three-part form is submitted by hospitals reporting live births that occurred during the month. It is used to ensure that all birth certificates were received as required by UCA 26-2-5 (1995). The original is maintained by the local health department while the first copy is submitted to the State Health Department and the second copy is retained by the reporting hospital. The form includes the month of the report, hospital's name, and a list of births giving the date of birth, the parent's names, the child's sex, and the name of the medical attendant.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MONTHLY HOSPITAL DEATH REPORTS (Item 25-63)

This three-part form is submitted monthly by all hospitals reporting all deaths, fetal deaths, or abortions that occurred during the month. It is required by UCA 26-2-23(3) (1995) and is used to ensure that all death certificates are filed. The original is maintained by the local health department with the first copy being submitted to the State Health Department and the second copy is retained by the submitting hospital. The form includes the month being reported, hospital's name and location, a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MONTHLY NURSING HOME DEATH REPORT (Item 25-64)

This three-part report form is submitted by nursing homes reporting deaths that occurred during the previous month. This report is required by UCA 26-2-23(3) (1995). It is used to determine whether certificates have been received for all deaths and to create state reports. The original record is kept by the local health department while the first copy is submitted to the State Health Department and the second copy is kept by the nursing home. The information includes the month of the report, the nursing home's name, death date, deceased's name, the age at death, medical attendant's name, and the name of the funeral home or funeral director.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

OFFICIAL VEHICLE EMISSIONS INSPECTION/MAINTENANCE STATION PERMIT FILES (Item 25-67)

These files document the issuing of permits to inspection stations to conduct emissions inspections on motor vehicles. This activity is required by 42 USCA 7410(2)(G) and UCA 41-6-163.6 (1995). These files include a copy of the permit and the permit application. The application includes the name, address, and business telephone numbers; business owner and the property owner if different; name of the business manager or responsible individual; application approval date; date the permit was issued and permit number; fee amount; and permit's expiration date.

RETENTION

Retain for 1 year after the permit has expired or has been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

PRENATAL HEALTH CASE FILES (Item 25-68)

These are case files for women who are eligible for the prenatal (PEPI) program. This program is for low income pregnant women who were presumed eligible for medicaid or who are on medicaid. The local health department performs an initial interview to determine the woman's eligibility. Once the woman is determined eligible she is assigned to a registered nurse who then contacts the client every month and performs home visits. Each of these components are documented in each client's chart. The client is maintained in the program for two months after the pregnancy ends. The case file includes prenatal care coordination tracking record form, nursing notes, prenatal initiative form, Utah Perinatal record system (UPRS), identification card, health insurance claim form, and release of information form. These case files may also be called "Baby Your Baby case files."

RETENTION

Retain for 7 years after last visit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

PRIVATE WELLS RECORDS (Item 25-69)

These records document the approval of the department for the construction and use of private wells, as authorized by UCA 26A-1-114(1) (1995). The State Health Department maintains the listing of all private wells and retains record copy of state approvals. These records include the property address, owner name, contractor's name, final inspection date, subdivision where property is located, water supply type, source, and description, whether construction approved or not, results of water quality tests, and inspector's name.

RETENTION

Retain until well is no longer in use and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

PROJECT PRIDE CASE FILES (Item 25-70)

These case files document participation of referred children from kindergarten through the third grade to a special grant program provided to local health departments in conjunction with school districts under the supervision of the State Council for Children and Youth at Risk as provided by UCA 63-75-4 (1995). It is designed to identify children, regardless of family income, at risk as potential school dropouts, and to provide them assistance. The children will be studied until they graduate from high school or turn eighteen. These case files include testing results, demographics, information concerning parents' medical and education history, nurses notes, dental referral forms, vision referral forms, physical and psychological testing forms.

RETENTION

Retain until child reaches age of 18 or graduates from high school and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Controlled: psychological testing records

(Approved 12/92)

QUARTERLY DENTAL HEALTH REPORTS (Item 25-71)

These are reports submitted to the State Bureau of Dental Health on district activities in the field of dental health. They are used in preparation of an annual report to be submitted to the Association of State and Territorial Health Officials. The association then publishes a national annual report. These reports include the district name, the report date, the director's name, the number and type of programs for education and prevention held and the number of persons attending, the number of areas fluoridating water, the names of communities fluoridating water and the number of people served, and the number of dentists assisted in placement. The Bureau of Dental Health maintains the record copy of these reports for two years.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

QUARTERLY REPORTS (Item 25-72)

These are quarterly reports on various programs administered by the local health departments including blood pressure, cancer, and cholesterol screenings; immigration; child health evaluation care; immunization; infant development; prenatal; refugee; and tuberculosis programs. They are used for management purposes and to provide statistical information about operated programs. These reports include employee's name, local health department name, number of hours worked, job title, date number of clients seen, services provided, and referrals made.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

REFUGEE CLIENT CHART FILES (Item 25-74)

These files document required health assessment of refugees. The original files are retained by the local health Department with some information being sent to the State Health Department. The files include test results, patient questionnaire, chest x-ray report as needed, nurses notes, medication form, and completed physical form.

RETENTION

Retain for 7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

RECREATIONAL CAMPS AND TEMPORARY MASS GATHERING INSPECTION REPORTS (Item 25-73)

These report forms document the inspection of recreational camps and temporary mass gatherings. The form includes the identification number, facility type, day use area, indication whether camp is modern, semi-developed, semi-primitive and if camp is operated by federal, state, county, city governments, church, youth, private, or other; facility name, camp's maximum capacity, number of dependent/independent/self-contained spaces, number of cabins or shelters used for sleeping purposes; secondary water source and whether it is for outside use; whether camp is on a sampling schedule; whether a water sample was taken at time of inspection; on-site sewage disposal type; whether food service inspection made and inspection report attached; whether a person is trained to render first-aid; owner's or operator's name; local health department's name; whether a permit is needed; for operations; inspection type (e.g., routine, complaint), report of inspection on site, water supply, waste water disposal, service buildings, housing, swimming or wading facilities, solid waste, and first aid facilities; any applicable remarks; date; operator's or representative's signature, and signature of sanitarian. All deficiencies must be corrected before next inspection or specified period or facility could be closed for noncompliance (UCA 26A-1-114(1)(g) (1995)).

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

SCAVANGER/SALVAGE PERMITS (Item 25-75)

These files document the issuance of permits under the authority of UCA 26A-1-114(1)(a) (1995) allowing the holder to engage in the business of emptying, or cleaning any vault, privy, septic tank, cesspool, or grease trap, automobile salvage, by-product disposal, and recycling. These permits include permit holder's name, the business name, the permit holder's home and business addresses, the date issued, expiration date, the property owner's name, business type, application's approval date and the permit number.

RETENTION

Retain for 2 years after the permit expires or has been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SCHOOL BUILDING INSPECTION RECORDS (Item 25-76)

These files document the inspections conducted by the local health agency to ensure that the school buildings and premises are safe for use by the students and school personnel. This is part of the local health agencies duties as set out in UCA 26A-1-114(3) (1995). These inspection forms include school district's name, school type, school's name, enrollment statistics, number of class and work rooms, inspection date, inspector's name, inspector's remarks, and the results of the inspection of the grounds, school rooms, floors, walls, ceilings, chalkboards, heating, ventilation, lighting, seating, water supply, hand washing facilities, toilet facilities, locker facilities, shower rooms, and waste disposal.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SCHOOL STUDENTS IMMUNIZATION ASSESSMENT ANNUAL REPORT (Item 25-77)

These forms document surveys taken by schools or local health departments of children entering kindergarten and child care to determine immunization status. Copies of the forms are sent to the State Department of Health. The forms include name of facility and responsible party, number enrolled in kindergarten or day care, number of children with immunization cards or records turned in to the school, number of children with no record, number of children adequately immunized, number of exemptions (medical, religious, personal), and total number of exemptions. These records are also called Preschool immunization survey sheets.

RETENTION
Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

SEXUALLY TRANSMITTED DISEASE CASE FILES (Item 25-78)

These files are used in maintaining and locating medical information, and in the follow up of suspected individuals, cases and contacts with Sexually transmitted diseases (STD) and for controlling the spread of STDs. As stated in the Utah Code of Communicable Disease Rules, the Department of Health is required to maintain this information in order to promote the public health and to prevent and control the spread of disease. The files include laboratory test cards, interstate transmission control identification forms, gonorrhea epidemiologic control records, infectious syphilis epidemiologic control records, original interview information, reinterview record and cluster interview records.

RETENTION
Retain for 4 years after case is closed, providing records for minors are retained until they reach the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION
Exempt: UCA 26-25a-101 (1995).

(Approved 12/92)

SEXUALLY TRANSMITTED DISEASE PROGRAM FILES (Item 25-79)

This is a record of incoming and outgoing correspondence related to the Sexually Transmitted Disease (STD) Control Program. Includes financial, medical, disease control and patient information regarding sexually transmitted diseases; policies, procedures, rules, regulations, and ordinances; summary data of STDs by month, quarter and year; and other general program operational files. The State Bureau of Epidemiology maintains the record copy of these records.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

SUBDIVISION PLATS (Item 25-80)

These are copies of plats prepared by real estate developers showing the layout of lots in a subdivision. The department reviews these plats to ensure that proper sanitary facilities for the lots are included in the plan. The plats include surveyor's name, boundary description, subdivision name, date of acceptance by the legislative body, the date and terms of approval by the local health department, and planning commission's approval date.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SUDDEN INFANT DEATH SYNDROME (SIDS) CASE FILES (Item 25-81)

This is part of a federally funded project to research the cause of Sudden Infant Death Syndrome (SIDS). This program is funded under 42 USCA 300c-12 (1991). These records investigate the family background and response to SIDS. The file includes SIDS case information, Nurse Referral Form, and notice from Medical Examiner's Office. Information includes the infant's name and birth date; the date and time found dead; the place of death; the infant's medical history; the maternal and gestation history; record of other SIDS cases in the family; socioeconomic and environmental data; the parents' names, address, dates of birth, religion, educational level, and occupation; the parents' and siblings reactions; the dates of visits; and nurse or counselor's name.

RETENTION

Retain for 3 years after the case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

SWIMMING POOL BACTERIOGICAL ANALYSES RESULTS (Item 25-82)

These are test results for the inspection of public swimming pools to ensure that they comply with the requirements of UCA 26-15-2(2) (1995). These results include the county name, water supply source, the date the sample was collected, the lab number where tested, the individual name collecting the sample, and the test results.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SWIMMING POOL INSPECTION REPORT (Item 25-83)

This is a report on the inspection of public swimming pools as required by UCA 26A-1-114(1) and 26-15-2 (1995). This report form includes the pool name, pool address, owner's name, operator's name, the date and time of the inspection, the number of bathers during the inspection, inspector's name, and inspection results.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SWIMMING POOL PERMITS (Item 25-84)

These files document the issuance of permits by the health department to operate public swimming pools. The permits include the permit holder's name, the business name, the permit holder's home and business addresses, date issued, expiration date, property owner's name, type of business, date application approved, and permit number.

RETENTION

Retain for 2 years after the permit expires or has been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

TANNING ESTABLISHMENT INSPECTION RECORDS (Item 25-85)

These forms document inspections of tanning facilities. They include owner's name, establishment's name and address, any comments, indications on facilities physical features, operation, cleaning and maintenance, certifications, advertising, any additional requirements, and inspector's signature.

RETENTION
Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

TANNING ESTABLISHMENT PERMIT APPLICATION (Item 25-86)

This is an application form used to obtain a permit to operate a tanning establishment. The form includes date, business name, address, and telephone number; applicant's name, address, and telephone number; business type; a statement signed by applicant indicating permit conditions; fee amount; permit number; name of person approving application, and name and address of property owner.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

TUBERCULOSIS CLIENT CHART FILES (Item 25-87)

These case files document services provided to clients being treated for active diseases or for a positive tuberculin test reaction. The original files are retained at local health department, with certain information being sent to the State Health Department. The files include a questionnaire, test results, chest x-rays report as needed, information consent forms, medication sheet, and nursing notes.

RETENTION

Retain for 7 years after case closed and then destroy, provided patient has reached the age of 21.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

UNDERGROUND CLOSURE/INSTALLATION PERMIT APPLICATION (Item 25-88)

This is an application form used to obtain a permit to either close or install an underground storage tank. The form includes the date, owner's name, address, and telephone number; contractor's name, address, and telephone number; location of underground storage tank, name/business and address; indication whether application is for the installation or closure of underground storage tank(s) listing number of tanks, whether fee has been paid, and if for closure whether a state approved closure plan was noted or if for installation whether installation plans approved prior to permit issuance; amount of fee paid; permit number; approval signature, applicant's name and signature; and closure/installation date.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

VAPOR RECOVERY VIOLATION NOTICES (Item 25-89)

These notices are given to tanker truck drivers who have vented gas vapors while discharging gas. Environmental laws require tanker trucks' hoses to force vapors back into the truck while discharging gasoline. The notices include date and time of violation; name, sex, address, and birthdate of violator; location of violation; explanation of of violation; and officer's signature.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

VEHICLES OPERATING EXCLUSIVELY OUT-OF-STATE OWNERSHIP AFFIDAVITS (Item 25-90)

These affidavits are prepared by owners of motor vehicles that indicate they will not be operating their vehicles in the state of Utah. As the purpose of emissions testing is to improve the air quality in Utah, a citizen taking a vehicle out of the state is not required to pay for the emission tests. This form provides this citizen exemption, yet enables local health agencies to follow-up to ensure that the vehicle is tested when it is returned to the state. This affidavit includes the owner's name, telephone number, and address; the vehicle make; the license number; vehicle's serial number; model year; and the anticipated date of return.

RETENTION

Retain until certificate of compliance is received from the vehicle owner or 18 months, whichever comes first and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

VITAL STATISTICS AMENDMENT AFFIDAVIT (Item 25-91)

This is a state form used to amend a birth, death, or fetal death certificate. This completed form is sent to the State Health Department and after its final approval it becomes part of the original state record and a copy is returned to the local health department. The form includes local certificate number, indication whether birth, death, or fetal death certificate, state certificate number, name, sex, event date and place, names of father and mother, facts on original records and facts as they should have been stated at time of occurrence, and notarized signatures of two witnesses.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (1995).

(Approved 12/92)

WATER BACTERIOLOGICAL ANALYSES RESULTS (Item 25-93)

These are the results of tests of water sources such as wells to ensure that the water meets all health standards. These tests are authorized by UCA 26A-1-114(2)(d) (1995). These test results include county name, water supply source, the date sample was collected, lab number where tested, individual's name collecting the sample, and the test results.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

WASTE TIRE PERMIT APPLICATION (Item 25-92)

This is an application used to obtain a permit to operate a waste tire business. The form includes date, business name, address, and telephone number; applicant's name, address, and telephone number; business type; a statement signed by applicant indicating permit conditions; fee amount; permit number; name of person approving application, and name and address of property owner.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

WOMEN, INFANTS, AND CHILDREN (WIC) CHILDREN'S PARTICIPANT FILES (Item 25-96)

These files document the participation of children in the Women, Infants, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families in accordance with the provisions of 7 CFR 246 (1993). This program is open to children between the ages of one and five. These files include the nutritional education record, lost or stolen WIC Voucher/ID Card Report, WIC certification form, nutrition care plan, nutrition education information, WIC participant responsibilities agreement, turnaround change order, family enrollment form, growth charts, infant/child medical history, nutrition history, and correspondence.

RETENTION

Retain until child reaches the age of 10 years (Utah Administrative Code, R406-100-7 (1995) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

WOMEN, INFANTS, AND CHILDREN (WIC) WOMEN PARTICIPANT FILES (Item 25-97)

These files document the participation of women in the Women, Infant, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families, in accordance with the provisions of 7 CFR 246 (1993). This program is open to pregnant, postpartum, and breast-feeding women. These files include the nutrition history, notification of eligibility, family enrollment forms, turnabout change order, nutrition education information, nutrition education attendance record, nutrition care plan, pregnancy history, WIC certification form, and the WIC participant responsibilities agreement.

RETENTION

Retain for 4 years following the end of the fiscal year of the client's termination from the program (Utah Administrative Code, R406-100-7 (1995)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 01/96)

WOMEN, INFANT, AND CHILDREN (WIC) PROGRAM FINANCIAL RECORDS (Item 25-94)

These records document the expenditure of monies for projects funded under the WIC program. These records include receipts, check registers, and a variety of financial reports.

RETENTION

Retain for 3 years after submission of annual or final expenditure report (7 CFR 246.25(a)(2) (1993)) and then destroy; provided any pending claim or litigation has been resolved.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: names, address, telephone numbers, and expenditures to individual client's

(Approved 12/92)

WOMEN, INFANT, AND CHILDREN (WIC) PROGRAM OPERATIONAL RECORDS (Item 25-95)

These records document the operations of local WIC programs. These records include a variety of preliminary reports (monthly, activity, summary reports) and related correspondence.

RETENTION

Retain for 3 years after submission of annual or final expenditure report (7 CFR 246.25(a)(2) (1993)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

WORK EDUCATION AND TRAINING PROGRAM (WEAT) CASE FILES (Item 25-98)

These case files document participation in the Work Education and Training (WEAT) program. This program is for women on welfare. It is designed to help participants become self-sufficient through the work experience and training they receive at their work site. Participants receive between six to twelve months training and work experience in the public sector and are paid minimum wage. The case files include an interview sheet, time sheet, and participant evaluation forms.

RETENTION

Retain for 1 year after client leaves program and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-2-301(1)(b) (1995)

(Approved 12/92)

SCHEDULE 26
MOSQUITO ABATEMENT RECORDS

AERIAL SPRAY REPORTS (Item 26-1)

These reports document the acreage sprayed by air, the amount of chemical used to spray, and the cost of air time and materials used. This report includes pounds used per acre, date and time, area maps, plane rate, pilot, application cost, total cost, invoice number, and operator.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

BITE COUNT REPORTS (Item 26-2)

These are reports used by the field director to determine if mosquitoes in a specific area are creating a problem for the public. This report includes date, time, area, species and number, total count, hour of the day, temperature, wind condition, and collector.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

BLACK FLY STATISTICAL RECORDS (Item 26-3)

These records are used to verify the occurrence of respective black fly species as collected in the larvae stage by field technicians. They include collection date, collection locations, and developmental state of the black fly at each collection point.

RETENTION
Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

ENCEPHALITIS SURVEILLANCE REPORTS (Item 26-4)

These are blood samples and test reports submitted to the State Health Department to verify the occurrence of encephalitis in certain areas of the state. Chickens are raised in certain areas of each county and blood is drawn periodically from these birds. These test are conducted by the mosquito abatement departments and sent to the state health department for verification. This report includes test type, flock, draw number, draw date, report date, and bird number.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

FIELD TECHNICIANS DAILY REPORTS (Item 26-5)

These are reports on mosquito breeding sources and daily work performed by the field technician. These reports include copies of topographic maps and other data collected by field technicians.

RETENTION

Retain for 2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (1993).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

FIELD/OPERATIONAL DATA MAPS (Item 26-6)

These maps show mosquito breeding sources. They are used for reference and to determine locations for field technicians. The maps are duplicate copies of specific mapped areas of the county. These maps are updated yearly. They includes maps showing marked areas depicting all known mosquito breeding sources within the geographic areas.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

FISH REQUEST AND PLANTING RECORDS (Item 26-7)

These records are used to document the planting of fish or mosquito fish each year, and to determine if replanting is necessary. Fish are planted in small or ornamental ponds around the district to consume the mosquito larva. These records include date, area, address and telephone number of person requesting fish, size of pond, condition, number of fish planted, hour of day, and operator.

RETENTION

Retain for 2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (1993).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

GRASSHOPPER STATISTICAL RECORDS (Item 26-8)

These records are used to verify the population of grasshoppers at a specific location. If large numbers of grasshoppers are found when the test is made, the district will spray. These records includes inspection data, location information, development stage of the grasshoppers, amount and type of spray used in the area.

RETENTION

Retain for 2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (1993).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

HAZARDOUS WASTE DISPOSAL REPORTS (Item 26-9)

These reports document the disposal of empty chemical containers at the county landfill. These reports includes the Environmental Protection Agency identification numbers, name, address, phone number of the district, date shipped, Department of Transportation shipping description, hazard class, quantity, units, container type, immediate response information, special handling instructions, drivers signature, and dates.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

LARVAE COUNT REPORTS (Item 26-10)

These reports verify mosquito larvae quantities and types in specific areas. The field director and the inspectors use the report to identify mosquitoes, to determine whether they will be harmful, and for future follow up. This report includes date, section, area, species, amounts per dip, inspector's name, temperature, and operator.

RETENTION

Retain for 15 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

LIGHT TRAP REPORT (Item 26-11)

These reports document the number of mosquitoes that are trapped each night in light traps. This information is used to determine spraying success and whether spraying should be repeated. The reports include date and time, location, truck number, trap number, date, weather conditions, and number of mosquitoes trapped.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

MOSQUITO CONTROL REQUESTS (Item 26-12)

These records document requests or complaints made by citizens for mosquito/vector control services. If complaints are justifiable, adequate spraying is provided. These records includes name, address and telephone number of citizen making complaint, and service requested or type of complaint.

RETENTION

Retain for 2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (1993).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

NON-COMMERCIAL PESTICIDE APPLICATOR LICENSES (Item 26-13)

These licenses are issued by the State Department of Agriculture to county employees who spray for mosquitoes. These licenses must be renewed annually and be posted conspicuously in the department office. They include year license issued, license number, license type, categories, employee name, agency address, date renewed, and agriculture commissioner's signature.

RETENTION

Retain for 1 year after expiration of license and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

SCHEDULE 27
PARKS AND RECREATION RECORDS

CLASS ROLLS (Item 27-1)

These sheets record participation in recreational programs sponsored by the county (e.g., crafts, nutrition, exercise). The rolls are used to create monthly and annual reports and for future planning. They include program or activity title, date, and participant's name.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COMMERCIAL EXHIBITORS APPLICATIONS AND CONTRACTS (Item 27-2)

These are the applications and contracts of commercial exhibitors who want to set up a booth during the county fair. The information includes name of exhibitor, how space will be used, items to be exhibited or sold, fees of contract, address, and date.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

CONSTRUCTION PROJECT FILES (Item 27-3)

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION

Permanent. May be transferred to the State Archives after park closure with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COUNTY FAIR BOARD MINUTES (Item 27-4)

These minutes document regular and special meetings of the county fair board. The board oversees the annual county fair. The minutes include date, time meeting began and ended, members in attendance and excused, and summary of proceedings including votes and decisions made.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COUNTY FAIR JUDGES SHEETS (Item 27-5)

These sheets document the participants in events at county fairs. and indicate the ratings and premiums given. The sheets include the name of the participants, the name of the animal or item on exhibit, the rating, and the amount of premium awarded.

RETENTION

Permanent. May be transferred to the State Archives with the authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

MAINTENANCE COMPLAINTS (Item 27-6)

These files contain a record of complaints or requests received from the general public concerning county parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, phone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION

Retain for 2 years after resolution of complaint and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

PREMIUM BOOKS (Item 27-7)

These books are generated for each county fair and used by exhibitors to determine entry procedures. The premium book states the types of categories for entry and the rules to win. They are sent to previous-year exhibitors and specific requesters. The information in the book includes entry dates, fees, map of fairgrounds, entry blanks, scheduled entertainers, information on contests, and classes available for entry.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATION PROGRAM FILES (Item 27-8)

These program files document specific county sponsored recreational programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid and press releases. They also include an accounting of participants and receipt numbers.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATIONAL ACTIVITY RELEASE RECORDS (Item 27-9)

This form is completed by individuals participating in county recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in county recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION

Retain for 2 years or until all litigation is resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: medical information

(Approved 11/95)

RECREATIONAL EQUIPMENT RECORDS (Item 27-10)

These records document recreational equipment and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group, name, address, phone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATIONAL FACILITY FILES (Item 27-11)

These files document each county recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, and photographs.

RETENTION

Permanent. May be transferred to the State Archives after closure of park.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATIONAL FACILITY MAPS (Item 27-12)

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RESERVATION RECORDS (Item 27-13)

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include the request form (date of request, name of group, number of people, name, address, and phone number of requesting person, area and park requested, time, date, and amount paid).

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RESERVATION RECORDS (Item 27-14)

These forms are used to register for county recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; may also include information on attendance at previous training sessions; and a signed liability waiver statement.

RETENTION

Retain for 2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: home address and telephone number, social security number, medica1, information.

(Approved 11/95)

SPORTS TEAMS RECORDS (Item 27-15)

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; assignment of umpires; regular play schedules; tournament schedules; and awards and prizes.

RETENTION

Permanent. May be transferred to the State Archives with the authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

SUPERVISOR'S DAILY/WEEKLY REPORTS (Item 27-16)

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

TICKET STUBS (Item 27-17)

These are ticket stubs for events held at county recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendence numbers at ticketed events. They include ticket number, seat location, and a liability disclaimer.

RETENTION

Retain for 1 month or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

SCHEDULE 28
PLANNING AND ZONING RECORDS

ADOPTED MASTER PLANS (Item 28-1)

These are comprehensive plans for county development adopted by the county commission. "Each county shall prepare a comprehensive general plan for: (a) the present and future needs of the county; and the growth and development of the land within the county or any part of the county" (UCA 17-27-301 (1995)). "The planning commission shall make and recommend to the [county commission] a proposed general plan for the area within the county" (UCA 17-27-302 (1995)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of counties attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environment element; (d) a public service and facilities rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the county considers appropriate" (UCA 17-27-302 (1995)). The plan may also include maps, plats, and charts.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

AERIAL PHOTOGRAPHIC MAPS (Item 28-2)

These are large aerial photographs of the county. They are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

BOARD OF ADJUSTMENT CASE FILES (Item 28-3)

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION

Permanent. May be transferrred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

BOARD OF ADJUSTMENT MINUTES AND INDEX (Item 28-4)

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer, with the the consent of the legislative body, considers appropriate" (UCA 17-27-701(2) (1995)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinances; special exceptions to the terms of the zoning ordinance; and variances from terms of the zoning ordinance" (UCA 17-27-703(1) (1995)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

CONDITIONAL USE PERMIT RECORDS AND INDEX (Item 28-5)

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION RECORDS (Item 28-15)

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. These files include the initial application, and all final reports.

RETENTION

Record copy: Permanent. May be transferred to the State Archives with the authority to weed.

Duplicate copies: Retain until administrative use ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS (Item 28-14)

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

PLANNED UNIT DEVELOPMENT CASE FILES (Item 28-6)

These case files document the creation of Planned Unit Developments (PUDs) within the county. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, and diagrams.

RETENTION

Permanent. May be transferred to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

PLANNING COMMISSION MINUTES (Item 28-7)

These are minutes of meetings and hearings held by the planning commission. "Each county may enact an ordinance establishing a countywide planning commission or one district planning commission for each planning district" (UCA 17-27-201(1) (1995). A countywide planning commission is required to prepare and recommend general plans and amendments; zoning ordinances and maps; amendments to zoning ordinances; administers provisions of the zoning ordinance; recommends subdivision regulations plans and amendments; and advise legislative body as specified in UCA 17-27-204 (1995).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

PLANNING STUDY REPORTS (Item 28-8)

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

REZONING RECORDS AND INDEXES (Item 28-9)

These files document applications to rezone property within the county. They contain the original application, review forms, maps of areas involved, copies of investigative reports, copies of planning commission minutes, notices of hearings, development agreements, copies of ordinances, and copies of county commission minutes.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SITE REVIEW PLANNING RECORDS (Item 28-10)

These files document the regulatory review and approval of commercial and industrial site plans by various county departments. They contain a checklist of approvals, copies of the recommendations of planning commission, cash receipts, site plan review forms, investigative reports and recommendations, building plans and related correspondence.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SUBDIVISION REVIEW CASE FILES (Item 28-11)

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

ZONING MAPS (Item 28-12)

These maps show zoning boundaries within the county. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and and are frequently updated.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

ZONING ORDINANCES (Item 28-13)

These "land use and development" ordinances provide standards for development for "land use and development" within the county. They have been approved by both the planning commission and the county commission. "The planning commission shall prepare and recommend to the [county commission] a proposed zoning ordinance and maps . . . The [county commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [county commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 17-27-402 (1995)).

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SCHEDULE 29
PUBLIC WORKS RECORDS

ACCIDENT REPORTS (Item 29-1)

These are copies of reports on traffic accidents investigated by the sheriff's office. The are used for traffic safety studies and reports. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds $750, or injury or death occurs (UCA 41-6-35 (1995)), and is maintained for seven years. Copies are also maintained by the county sheriff's office.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

ASPHALT PRODUCTION RECORDS (Item 29-2)

These records consist of a daily computer printout and a daily log showing aggregate tonnage of asphalt produced at the county asphalt plant. The printout is received daily and the information is recorded in the log and the printout is then destroyed. They are used for budget purposes. The log includes customer name, job location and supervisor, name of weighmaster, customer number, job number, truck number, amount, type and description of mix, and ingredient information.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CAPITAL PROJECT STATUS REPORT (Item 29-3)

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CLASS "B" ROAD FUNDING PROJECT FILES (Item 29-4)

These project files document the funding for Class "B" roads. Class "B" funding is money allocated to each county from the Transportation Fund (UCA 27-12-22 (1995)). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

Retain for 3 years after claim, audit or litigation settled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

COMPLAINT FILES (Item 29-5)

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION

Retain for 7 years or until resolution of any litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CONCRETE MAINTENANCE RECORDS (Item 29-6)

These records document the replacement of concrete maintenance necessary when the county is responsible for damage caused by county vehicles (e.g., garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the county or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CONSTRUCTION CONTRACT RECORDS (Item 29-7)

These records document contracts for all engineering and construction projects undertaken by the county. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION

Record copy: Retain for 6 years after expiration of contract and then destroy.

Duplicate copies: Retain until expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CONSTRUCTION PROJECT FILES (Item 29-8)

These project files document the planning, design, and construction of county-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DELIVERY TICKETS (Item 29-9)

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and a list of miscellaneous supplies received.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DRAINAGE MAINTENANCE AGREEMENTS (Item 29-10)

These are agreements between the county and canal or irrigation companies. The agreements allow storm water be diverted into drainage systems maintained by these companies. The county pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of county commission chair, county clerk, and company representative.

RETENTION

Record copy: Retain for 6 years after expiration of agreement and then destroy.

Duplicate copies: Retain until expiration of agreement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DRAINAGE SYSTEM REPAIR LIST (Item 29-11)

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface, and a brief description of the problem.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DRAWINGS AND DIAGRAMS (Item 29-12)

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and county personnel to establish existing information for all county locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other county building projects, providing date, legend, county title, scale, and actual drawings.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

ENCROACHMENT AGREEMENTS (Item 29-13)

These are agreements between the county and property owners allowing them to extend fences or plants (bushes and trees) within the county right of way. The county reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the county commission chair and county clerk.

RETENTION

Retain for 6 years after contract revocation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

EXCAVATION PERMIT APPLICATIONS (Item 29-14)

These applications are used by individuals and contractors requesting to work in the county right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and county ordinances.

RETENTION

Retain for 1 year after expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

EXCAVATION PERMIT BILLINGS (Item 29-15)

These billings are sent to contractors for the inspections of excavations on the county right-of-way. The permits may be issued over the telephone with parties having agreements with the county and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

FLOOD CONTROL PERMIT APPLICATIONS (Item 29-16)

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific countywide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the county in a flood emergency and that all structures are subject to county inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

HIGHWAY DAILY REPORT (Item 29-17)

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes county name, district, section, supervisor's name, date, employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

INFORMATIONAL MAPS AND PLATS (Item 29-18)

These are county maps and plats for surveyors and maintenance of county property and facilities. They are used for research purposes by the public, other county departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

INTERLOCAL AGREEMENTS (Item 29-19)

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of county commission chair, county clerk, and city representatives.

RETENTION

Record copy: Retain for 6 years after expiration of contract and then destroy.

Duplicate copies: Retain until expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

MATERIALS TEST RESULTS (Item 29-20)

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on county construction projects. Reports are also used for reference on future county project work. Reports include: date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION

Retain for 3 years after project completed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

RESURFACING BILLINGS (Item 29-21)

These billings are sent to contractors and public utilities for resurfacing county roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the county right-of-way. Persons doing excavation work may request the county to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SCHOOL ROUTING MAPS (Item 29-22)

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records are maps, plans, and other records. They include routing changes, safety concerns, and recommendations.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SIGNALIZED INTERSECTION RECORDS (Item 29-23)

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION

Retain for 7 years or 2 years after signal device removed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SPECIAL ASSESSMENT PLATS (Item 29-24)

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION

Retain for 5 years after district is completed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SPECIAL EVENTS PERMITS (Item 29-25)

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the county right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contract person's name, address, and telephone number; proposed location or route; whether a fee waiver is requested; estimated number of participants and spectators; authorizing signature and date; date to appear on county commission agenda; sheriff's and local health department's recommendations; decision; and authorizing signature.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

STREET FILES (Item 29-26)

These files document all streets and roads in the county. They include correspondence, copies of contracts, bid logs, bidding schedule, copies of grant applications, work orders, accident report, diagrams, drawings, and memoranda.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

STREET MAINTENANCE RECORDS (Item 29-27)

These records document the repairs and maintenance work on county streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis. They include date, supervisor's name, county name, district, employees' names, and location.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SURVEY DRAWINGS (Item 29-28)

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

TRAFFIC SIGNAL CONFLICT-MONITOR LOG (Item 29-29)

This is a log showing when each conflict-monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The information is maintained at the intersection. The log includes location, type of conflict monitor and date serviced.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

TRAFFIC VOLUME COUNTS (Item 29-30)

These are the records from both speed and volume counters. These devices are used to document special taffic studies and regular volume counts. The regular volume count locations are undertaken annually and are used to determine traffic patterns or shifts in patterns and to determine street maintenance. Counters are usually placed for weekly intervals. The records include location, date, time, number of vehicles per hour, and possible average speed.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

UTILITY LICENSE AGREEMENTS (Item 29-31)

These are agreements between the county and public utilities allowing them to extend or replace existing lines across the county right-of-way. They include date; grantee's name; purpose; location; length; contractor's name and address; engineering firm's name; agreement's conditions including protection of traffic, restoration of existing pavement, reconstruction of highway, and liability; notarized grantee's signature; and authorizing county signature.

RETENTION

Retain for 6 years after contract expires or replaced and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SCHEDULE 30
REDEVELOPMENT RECORDS

ANNUAL REPORT (Item 30-1)

The redevelopment agency shall prepare and file an annual report with the "county auditor, the State Tax Commission, the State Board of Education, and each property taxing entity affected by the distribution of property taxes" on or before November 1. This annual report shall contain the estimates of the portion of property tax to be paid to the agency for the calendar year ending December 31 and an estimate of the portion of property taxes to be paid to the agency for the calendar year beginning the next January 1" (UCA 17A-2-1217 (1995)).

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/92)

APPRAISAL PROJECT FILES (Item 30-2)

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/92)

BUILDING ILLUSTRATIONS (Item 30-5)

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION

Retain for 4 years after project rejected or until superseded or updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

CERTIFICATION FILES (Item 30-3)

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions and ordinances.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

CONSULTANT RECORDS (Item 30-4)

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification files.

RETENTION

Retain for 2 years after being rejected and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

FACADE PROJECT FILES (Item 30-6)

These files document the regranting of funds received by the county to restore exteriors of architecturally important structures in project areas. These grants are totally funded grants made to individual property owners for separately assessed structures. The files include a work contract, photographs, and related correspondence.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS (Item 30-7)

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58 (1993)).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES (Item 30-8)

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects dealing with historic preservation, employment survey, and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58 (1993)).

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

LITIGATION FILES (Item 30-9)

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official court filings (complaints, answers, judgments, etc.), copies of depositions, and attorneys' notes. Usually the county attorney maintains the record copy of all lawsuits.

RETENTION

Record copy: Permanent. May be transferred to the State Archives with authority to weed.

Duplicate copies: Retain for 1 year after litigation has been settled or completed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

OWNER PROJECT FILES (Item 30-10)

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION

Retain for 4 years after completion of redevelopment project and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

REDEVELOPMENT PLANS (NON-APPROVED) (Item 30-11)

"The agency shall prepare or cause to be prepared a redevelopment plan for [each] project area" in accordance with the provisions of UCA 17A-2-1213 (1995). The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the community's general plan, master plan, and other plans of the community involved in development or capital improvement programs affecting the project area." The agency shall "consult with the planning commission of the community in preparing a project area redevelopment plan" (UCA 17A-2-1213 (1995)). Approved plans become part of the certification files.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SCHEDULE 31
SOLID WASTE RECORDS

ASBESTOS WASTE RECORDS (Item 31-1)

This report form is completed when asbestos is dumped at the landfill. Includes information on generator, work site name, address, owner's name, telephone number; operator's name and address; operator's phone number; waste disposal site name, mailing address and physical site location, and phone number; name and address of responsible agency; description of materials; containers (number, type); total quantity; special handling instructions and additional information; operator's certification (name, title, signature, and date); transporter's name and title; signature, date, address, and phone; disposal site; indication of any discrepancy certificates for asbestos; and name, title, and signature of person completing form, and date completed.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COMPLIANCE ORDERS (Item 31-2)

These orders are issued by the State Department of Environmental Health for violations of hazardous and solid waste regulations to bring landfill into compliance with the law. The orders include the name and address of the facility being cited, the order number, a description of the violations for which the company is being cited, the date of inspection that uncovered the violations, the date the notice of violation was issued, the steps the company is being required to take to correct the violations, the date on which the action(s) are to be completed, and the consequences of the failure to comply with the order.

RETENTION

Retain for 2 years after complying with regulations and all litigation resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

DAILY LANDFILL INSPECTION REPORT (Item 31-3)

This report is to be completed no less than quarterly by all landfill operators (Utah Administrative Code, R315-302-2(5)(a) (1995)). This inspection is completed to prevent malfunctions and deterioration, operation errors, and discharges which may cause or lead to the release of wastes to the environment or a threat to human health. It includes date, time, inspector's name; list of various items to inspect (e.g., daily cover, litter, public access, equipment, fencing, etc.) and inspector's signature.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

DAILY MASTER TRANSACTION REPORT (Item 31-4)

This daily report lists all transactions at the landfill. It includes date, beginning time, account number, truck number, gross weight, tare weight, net weight, load cost, health cost, city fee, county fee, fee grand total, material code, amount tendered, and paid type.

RETENTION

Permanent. (Utah Administrative Code, R315-302.3(a) (1995)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

DISPOSAL TICKETS (Item 31-5)

These receipts are issued to persons paying fees for disposing materials at the landfill. They include date, time, transaction number, ticket number, hauler's name, truck number, code/type of material disposed, gross weight, tare weight, net weight, fees charged, amount tendered, and change provided.

RETENTION
Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

GAS MONITORING REPORT (Item 31-6)

This is a quarterly report of gas emisions from the landfill in accordance Utah Administrative Code, R315-302.2(3)(a)(iv) (1995). Includes inspector's name, date, monitoring levels at various locations of landfill, comments and signature of inspector.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

GROUNDWATER MONITORING REPORT (Item 31-7)

This is a report completed according to the groundwater monitoring schedule contained in the landfill permit. Includes samplers name, date samples were taken, well locations, quality control and chain of custody documents, analytical results, statistical analysis results, comments and signature.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

INSPECTION NOTIFICATION REPORT (Item 31-8)

This inspection report notifies landfill whether material was incorrectly rejected or hauler incorrectly charged. It is used to correct errors and to improve operating procedures. It includes date and time, inspector's name, location, hauler, license/truck number, transaction number, vehicle, material, contact phone number, whether an adjustment is to be made, tip fee, pictures (y/n), and any relevant comments.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

LOAD INSPECTION REPORT (Item 31-9)

This is report on random inspections of loads of waste entering the landfill. The inspections are conducted according to a frequency contained in the permit to prevent the disposal of hazardous or PCB containing wastes in accordance with Utah Administrative Code, R315-303-5(7)(b) (1995). It includes the date, time, inspector's name, location, hauler, license number, time/transaction number; vehicle and material dumped. If hazardous or PCB containing wastes are detected, the report also includes action taken.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

MASTER AUDIT TRAIL REPORT (Item 31-10)

This report lists all changes made to the daily report on fees collected or material dumped. It is used to correct errors. It includes date, ticket number, change code, and change description.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

OPERATIONAL PLAN (Item 31-11)

This plan describes the facility's designers operational concept and actual operation in accordance with Utah Administrative Code, R315-302.2 (1995). The county is required to develop, maintain, and abide by the plan approved by the Board's Executive Secretary. The plan is required to include an intended schedule of construction, description of on-site solid waste handling procedures during the active life of the facility; contingency plans for other releases; description of maintenance of installed equipment include lechate, and gas collection systems and ground water monitoring systems; procedures for excluding the receipt of hazardous waste or waste containing PCBs; a plan for alternative waste handling systems; closure and post-closure plans; cost estimates and financial assurance; general training and safety plan for site operators. The plan is also to include documentation of any demonstration made with respect to any location standard or exemption; any design documentation for the placement or recirculation of leachate or gas condensate into the landfill; information demonstrating compliance with class II landfill requirements; and any other information pertaining to operation, maintenance, monitoring, or inspections as may be required by the executive secretary or the permit (Utah Administratiave Code, R315-302-2(3)(b) (1995).

RETENTION

Permanent. (Utah Administrative Code, R315-302-2(2) (1995) May be transferred to the State Archives 5 years after closure.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63-2-304(10) (1995)

(Approved 11/95)

PLAN AND MAPS (Item 31-12)

These are as-built engineering plans and topographical maps of solid waste facilities and landfills. They include the dimensions of the landfill or facility, specifications, borehole information, and site location.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)