

General Records Retention Schedule Updates

August 2015 - October 2016



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The Utah General Retention Schedules are policies created and maintained by the Utah State Archives describe a group of like records and stipulate retention and disposition. Retention is the amount of time governmental entities are required to maintain records before their disposition. Retention is established when records are scheduled. Disposition means the final stage of records management after which records are either destroyed or maintained permanently (transferred to Utah State Archives for preservation).

To create a retention schedule, a group of like records are identified and described based on functions. For example, meeting minutes are required by law to be created for all open meetings (Utah Code 52-4-203(2015)). Many governmental entities have open meetings subject to this law and therefore have created meeting minutes. The general retention schedule *Open Meeting Minutes and Public Materials* (State Agency Schedule 1-59) describes these records and specifies the retention and disposition based on their appraisal.

Appraisal is the process of determining the value and thus the disposition of records based on their value. There are four appraisal values which may be assigned:

Administrative Value — records used in the conduct of current and/or future routine operations.

Fiscal Value — records required until a financial audit is completed or financial obligations are fulfilled.

Legal Value — records containing evidence of legally enforceable rights or obligations, or to comply with a statute, rule, or regulation.

Historical Value — records of enduring historical or other value that warrant continued preservation of records beyond the period required to transact the business of their originating agency or its successor in function.

More than one appraisal value may be assigned. Records determined to have historical value are designated in the general retention schedules as permanent. Records determined to have administrative, fiscal, or legal value have varying retention periods.

In reference to the previous example of meeting minutes, these records have an immediate administrative value because they are used in the conduct of administrative business. Meeting minutes also have historical value because they document decisions made and actions taken by a legislative body. The appraisal of historical value determines the permanent disposition of these records (State Agency Schedule 1-59).

All general retention schedules go through an established creation process which includes researching state and federal laws, soliciting input from identified stakeholders, and passing an internal review. Once a proposed general retention schedule is approved by the

stakeholders and internally, it is posted for public review on the State Archives' website, the State Records Committee page on the Public Notice Website, and the State Archives' records analysts' blog after which it is submitted to the State Records Committee (SRC) for consideration. Proposed retention schedules are available for public comment at least two weeks prior to the next State Records Committee meeting. Upon approval from the State Records Committee, general retention schedules are published on the Utah State Archives' website for governmental entities to use.

The State Records Committee (SRC) has the responsibility to "review and approve schedules for the retention and disposal of records" generated by state and local governmental entities (Utah Code 63G-2-502 (2015)). Records analysts at the State Archives work to develop and update retention schedules, solicit and consider feedback from the agencies involved, and then present the schedules to the State Records Committee (SRC) for approval. Once a schedule has been approved, it is considered active, and supersedes all previous versions of that schedule. If an entity wishes to maintain a record series contrary to a general retention schedule, the records officer should work with her/his records analyst to have a series-specific retention schedule approved by the SRC for those records.

Note that the retention provided in the general schedule is not a guideline but a legal requirement. The code says, "the governmental entity shall maintain and destroy records in accordance with the retention schedule" (Utah Code 63A-12-105(3) (a) (ii) (2015)). This suggests that the legal requirement is not only to maintain records for the full length of the approved retention period, but includes a requirement to dispose of records when the approved retention period has expired.

For those governmental entities who adopt the Utah State General Retention Schedule, the retention schedules are to be applied as published (Utah Code 63A-12-105(1)&(2)(a)(2015)).

State Government Schedules:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-4	Agency Histories		X		This schedule now falls under Agency History Records SG 1-76.
17-6	Arrest Records	X			Approved by SRC August 2015.
7-7	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
13-4	Contract Purchasing Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.
13-18	Contract Purchasing Files	X			Approved by SRC August 2015.
13-5	Contract Purchasing Files for High-Value Transactions		X		This schedule now falls under Contract Purchasing Records SG 13-18.
13-6	Contractor's Payroll Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
17-8	Criminal History Records	X			Approved by SRC August 2015.
17-5	Dispatch and Patrol Records	X			Approved by SRC August 2015.
1-79	Executive Internal Committee Records	X			Not public bodies, No public funds used. Approved December 2015.
7-57	Financial Audit Reports	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
7-56	Financial Audit Work Papers	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
9-4	Insurance Adjuster's Estimates		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
1-17	Internal Committee Records		X		This schedule now falls under Internal Committee Records SG 1-78.
1-78	Internal Committee Records	X			Subcommittees included. Approved by SRC December 2015.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
4-1	Mail Control Records		X		This schedule now falls under Transitory Tracking Records SG 1-73.
9-9	Motor Pool Vehicle Maintenance Files		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
17-7	Mug Shot Records	X			Approved by SRC August 2015.
1-22	Performance Audit		X		This schedule now falls under Performance Audit Reports SG 1-80.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-80	Performance Audit Reports	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
1-81	Performance Audit Work Papers	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
1-77	Permit and Licensing Records	X			Approved by SRC December 2015. This schedule has year bands and will be re-evaluated.
1-82	Petition Signature Records	X			Approved by SRC July 2016.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
13-8	Professional Contractual Agreement Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.
9-13	Public Transit Records	X			Approved by SRC December 2015. This schedule has year bands and will be re-evaluated.
1-53	Routine Activity Schedules			X	This schedule describes materials which are not records according to GRAMA.
4-3	State mail & Delivery Service Receipts		X		This schedule now falls under Transitory Tracking Records SG 1-73.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-83	Submitted Petition Records	X			Approved by SRC July 2016.
9-14	Vehicle Maintenance Records	X			Approved by SRC January 2016.
9-12	Vehicle Repair Work Order		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
11-51	Verification of Employment Eligibility		X		This schedule now falls under Employment History Records SG 11-62.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
11-67	Verification of Employment Eligibility	X			Approved by SRC August 2016.
1-52	Visitor Registration Records			X	This schedule now falls under Transitory Tracking Records SG 1-73.
11-3	Volunteer and Contractor Personnel Files		X		This schedule now falls under Volunteer Files SG 11-60.

County Government Schedules:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
20-1	Activity Reports		X		This schedule now falls under Animal Control Records SG 1-67.
20-2	Animal Adoption Agreements		X		This schedule now falls under Animal Control Records SG 1-67.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
20-3	Animal Citations		X		This schedule now falls under Animal Control Records SG 1-67.
20-4	Animal Master Report Cards		X		This schedule now falls under Animal Control Records SG 1-67.
4-1	Annual Fixed Asset Reports		X		This schedule now falls under Fixed Asset Records CO 4-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-2	Arrest Reports		X		This schedule now falls under Arrest Records SG 17-6.
11-3	Assessment Roll Printout		X		This schedule now falls under Assessment Roll Records CO 33-3.
33-3	Assessment Roll Records	X			Approved by SRC March 2016.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
5-4	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.
14-3	Beer License Files		X		This schedule now falls under Permit and Licensing Records SG 1-77.
16-4	Case Reports		X		This schedule now falls under Criminal History Records SG 17-8.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
20-6	Complaint Records		X		This schedule now falls under Animal Control Records SG 1-67.
9-12	Contract Purchasing Records		X		This schedule now falls under Contract Purchasing Records SG 13-18.
16-12	Criminal History Records		X		This schedule now falls under Criminal History Records SG 17-8.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
25-24	Death Certificates		X		This schedule now falls under Vital Records CO 14-42.
14-14	Deed Files		X		This schedule now falls under Deed Records CO 33-4.
15-6	Deed Records		X		This schedule now falls under Deed Records CO 33-4.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
33-4	Deed Records	X			Approved by SRC March 2016.
33-2	Delinquent Property Tax Records	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
18-3	Delinquent Tax Listings		X		This schedule now falls under Tax Redemption Records CO 33-1.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-15	Dispatch Tape Recordings		X		This schedule now falls under Dispatch and Patrol Records SG 17-5.
4-2	Disposition Records		X		This schedule now falls under Fixed Asset Records CO 4-6.
20-10	Dog License Records		X		This schedule now falls under Animal Control Records SG 1-67.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
4-3	Equipment Inventories Files		X		This schedule now falls under Information Governance Records SG 1-66.
16-18	Evidence Disposition Forms		X		This schedule now falls under Evidence Tracking Records CO 16-58.
16-17	Evidence Log		X		This schedule now falls under Evidence Tracking Records CO 16-58.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-58	Evidence Tracking Records	X			Approved by SRC January 2016.
16-22	Fingerprint Cards		X		This schedule now falls under Criminal History Records SG 17-8.
4-4	Fixed Asset Lists		X		This schedule now falls under Fixed Asset Records CO 4-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
4-6	Fixed Asset Records	X			Approved by SRC December 2015. This schedule has year bands and will be re-evaluated.
1-12	Housekeeping Files		X		This schedule now falls under Transitory Tracking Records SG 1-73.
1-32	Internal Committee Records		X		This schedule now falls under Internal Committee Records SG 1-78.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-32	Jail Bookings		X		This schedule now falls under Mug Shot Records SG 17-7.
9-2	Leasing Contract Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.
1-14	Mailing Lists			X	This schedule describes materials which are not records according to GRAMA.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
20-11	Master Logs		X		This schedule now falls under Animal Control Records SG 1-67.
16-38	Mug Shots		X		This schedule now falls under Mug Shot Records SG 17-7.
1-16	Organizational Files		X		This schedule now falls under Agency History Records SG 1-76.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-40	Pawn Shop Receipts		X		This schedule now falls under Evidence Tracking Records CO 16-58.
1-33	Performance Audits		X		This schedule now falls under Performance Audit Reports SG 1-80.
1-23	Public Relations Files		X		This schedule now falls under Public Relations Records SG 1-69.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-24	Reading or Chronological Files			X	This schedule describes materials which are not records according to GRAMA.
16-41	Received Property Records		X		This schedule now falls under Evidence Tracking Records CO 16-58.
18-5	Redemption Certificates		X		This schedule now falls under Tax Redemption Records CO 33-1 or Delinquent Property Tax Records CO 33-2.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
15-21	Redemption Certificates		X		This schedule now falls under Tax Redemption Records CO 33-1 or Delinquent Property Tax Records CO 33-2.
18-6	Returned Tax Notices		X		This schedule now falls under Tax Redemption Records CO 33-1.
1-25	Routine Activity Schedules			X	This schedule describes materials which are not records according to GRAMA.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-26	Routine Control Files			X	This schedule describes materials which are not records according to GRAMA.
16-47	Stolen/Recovered Property Lists		X		This schedule now falls under Evidence Tracking Records CO 16-58.
4-5	Surplus Property Case Files		X		This schedule now falls under Fixed Asset Records CO 4-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
18-8	Tax Distribution Reports		X		This schedule now falls under Tax Redemption Records CO 33-1.
18-7	Tax Receipts		X		This schedule now falls under Tax Redemption Records CO 33-1.
33-1	Tax Redemption Records	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
18-9	Tax Roll		X		This schedule now falls under Assessment Roll Records CO 33-3.
18-10	Tax Roll Index		X		This schedule now falls under Assessment Roll Records CO 33-3.
18-13	Tax Sale Listing		X		This schedule now falls under Delinquent Property Tax Records CO 33-2.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
15-25	Tax Sale Records		X		This schedule now falls under Tax Redemption Records CO 33-1, Delinquent Property Tax Records CO 33-2, or Deed Records CO 33-4.
18-11	Tax Sale Records		X		This schedule now falls under Delinquent Property Tax Records CO 33-2.
18-12	Tax Sale Reports		X		This schedule now falls under Delinquent Property Tax Records CO 33-2.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-50	Unclaimed Property Files		X		This schedule now falls under Evidence Tracking Records CO 16-58.
6-10	Vehicle Maintenance Records		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
25-91	Vital Statistics Amendment Affidavit			X	Obsolete because this schedule is unique to the Department of Health.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-29	Word Processing Files			X	This schedule describes materials which are not records according to GRAMA.

Municipal Government Schedules:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
14-8	Animal Adoption Agreements		X		This schedule now falls under Animal Control Records SG 1-67.
4-1	Annual Fixed Asset Report		X		This schedule now falls under Fixed Asset Records CO 4-6.
21-3	Arrest Reports		X		This schedule now falls under Arrest Records SG 17-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
5-5	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.
6-1	Beer License Application Files		X		This schedule now falls under Permit and Licensing Records SG 1-77.
14-9	Bite Reports		X		This schedule now falls under Animal Control Records SG 1-67.
6-2	Business License Files		X		This schedule now falls under Permit and Licensing Records SG 1-77.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
21-7	Case Reports		X		This schedule now falls under Criminal History Records SG 17-8.
6-3	Certificates of License		X		This schedule now falls under Permit and Licensing Records SG 1-77.
1-14	City Histories		X		This schedule now falls under Agency History Records, SG 1-76.
10-12	Contract Purchasing Records		X		This schedule now falls under Contract Purchasing Records SG 13-18.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
14-11	Controlled Substances Euthanasia License Records		X		This schedule now falls under Animal Control Records SG 1-67.
14-12	Controlled Substances Euthanasia Log		X		This schedule now falls under Animal Control Records SG 1-67.
18-8	Council Business Files		X		This schedule now falls under Open Meeting Minutes & Public Materials SG 1-59.
21-12	Criminal History Records		X		This schedule now falls under Criminal History Records SG 17-8.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
7-2	Daily Vehicle Usage Report		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
18-10	Deeds Files		X		This schedule now falls under Deed Records CO 33-4.
9-37	Employment Health Records		X		This schedule now falls under Employment Health and Medical Records SG 11-65.
4-3	Equipment Inventories Files		X		This schedule now falls under Information Governance Records SG 1-66.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
21-56	Evidence Disposition Records		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-19	Evidence Log		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-23	Fingerprint Cards		X		This schedule now falls under Criminal History Records SG 17-8.
4-4	Fixed Asset Lists		X		This schedule now falls under Fixed Asset Records CO 4-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-7	Housekeeping Files		X		This schedule now falls under Transitory Tracking Records SG 1-73.
7-15	Insurance Adjusters' Estimates		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
1-33	Internal Committee Records		X		This schedule now falls under Internal Committee Records SG 1-78.
1-12	Mailing Lists			X	This schedule described lists which are not records according to GRAMA.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
21-36	Mug Shots		X		This schedule now falls under Mug Shot Records SG 17-7.
1-15	Organizational Files		X		This schedule now falls under Agency History Records, SG 1-76.
21-38	Pawn Shop Receipts		X		This schedule now falls under Evidence Tracking Records CO 16-58.
1-36	Performance Audits		X		This schedule now falls under Performance Audit Reports SG 1-80.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-18	Project Control Files			X	This schedule described lists which are not records according to GRAMA.
21-40	Received Property Records		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-61	Returned Property Receipts		X		This schedule now falls under Evidence Tracking Records CO 16-58.
1-23	Routine Control Files			X	This schedule described lists which are not records according to GRAMA.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
5-18	Sales and Use Tax Return Forms (Form TC-71)		X		This schedule now falls under Tax Redemption Records CO 33-1.
21-44	Stolen/Recovered Property Lists		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-49	Unclaimed Property Files		X		This schedule now falls under Evidence Tracking Records CO 16-58.
7-9	Vehicle Maintenance Records		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.

School District Schedules:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
19-2	Administrative Subject Files			X	This schedule describes materials which are not records according to GRAMA.
5-4	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.
14-4	Classified Employee History Card		X		This schedule now falls under Employment History Records SG 11-62 or Performance Plans & Evaluations SG 11-63.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-8	Finding aids		X		This schedule now falls under Information Governance Records SG 1-66.
1-10	Government Records Access & Management Act (GRAMA) School District Appeals Case Files		X		This schedule now falls under Government Records Access & Management Act (GRAMA) Appeals Case Files SG 1-68.
1-11	Government Records Access and Management Act (GRAMA) state appeals case files		X		This schedule now falls under Government Records Access & Management Act (GRAMA) Appeals Case Files SG 1-68.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
14-27	Grievance & Disciplinary Files		X		This schedule now falls under Complaint Investigation Files SG 11-66 or Grievance Records SG 11-64.
1-13	Internal committee records		X		This schedule now falls under Internal Committee Records SG 1-78.
1-19	Performance Audits		X		This schedule now falls under Performance Audit Reports SG 1-80.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-22	Press release files		X		This schedule now falls under 3 Public Relations Records SG 1-69.
1-23	Project control files		X		This schedule now falls under Working Files SG 1-33.
16-6	Special Education Records	X			Approved by SRC August 2015.

State Government Schedules in Numerical Order:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-4	Agency Histories		X		This schedule now falls under Agency History Records SG 1-76.
1-17	Internal Committee Records		X		This schedule now falls under Internal Committee Records SG 1-78.
1-22	Performance Audit		X		This schedule now falls under Performance Audit Reports SG 1-80.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-52	Visitor Registration Records			X	This schedule now falls under Transitory Tracking Records SG 1-73.
1-53	Routine Activity Schedules			X	This schedule describes materials which are not records according to GRAMA.
1-77	Permit and Licensing Records	X			Approved by SRC December 2015. This schedule has year bands and will be re-evaluated.
1-78	Internal Committee Records	X			Subcommittees included. Approved by SRC December 2015.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-79	Executive Internal Committee Records	X			Not public bodies, No public funds used. Approved December 2015.
1-80	Performance Audit Reports	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
1-81	Performance Audit Work Papers	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
1-82	Petition Signature Records	X			Approved by SRC July 2016.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-83	Submitted Petition Records	X			Approved by SRC July 2016.
4-1	Mail Control Records		X		This schedule now falls under Transitory Tracking Records SG 1-73.
4-3	State mail & Delivery Service Receipts		X		This schedule now falls under Transitory Tracking Records SG 1-73.
7-7	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
7-56	Financial Audit Work Papers	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
7-57	Financial Audit Reports	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
9-4	Insurance Adjuster's Estimates		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
9-9	Motor Pool Vehicle Maintenance Files		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
9-12	Vehicle Repair Work Order		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
9-13	Public Transit Records	X			Approved by SRC December 2015. This schedule has year bands and will be re-evaluated.
9-14	Vehicle Maintenance Records	X			Approved by SRC January 2016.
11-3	Volunteer and Contractor Personnel Files		X		This schedule now falls under Volunteer Files SG 11-60.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
11-51	Verification of Employment Eligibility		X		This schedule now falls under Employment History Records SG 11-62.
11-67	Verification of Employment Eligibility	X			Approved by SRC August 2016.
13-4	Contract Purchasing Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.
13-5	Contract Purchasing Files for High-Value Transactions		X		This schedule now falls under Contract Purchasing Records SG 13-18.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
13-6	Contractor's Payroll Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.
13-8	Professional Contractual Agreement Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.
13-18	Contract Purchasing Files	X			Approved by SRC August 2015.
17-5	Dispatch and Patrol Records	X			Approved by SRC August 2015.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
17-6	Arrest Records	X			Approved by SRC August 2015.
17-7	Mug Shot Records	X			Approved by SRC August 2015.
17-8	Criminal History Records	X			Approved by SRC August 2015.

County Schedules in Numerical Order:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-12	Housekeeping Files		X		This schedule now falls under Transitory Tracking Records SG 1-73.
1-14	Mailing Lists			X	This schedule describes materials which are not records according to GRAMA.
1-16	Organizational Files		X		This schedule now falls under Agency History Records SG 1-76.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-23	Public Relations Files		X		This schedule now falls under Public Relations Records SG 1-69.
1-24	Reading or Chronological Files			X	This schedule describes materials which are not records according to GRAMA.
1-25	Routine Activity Schedules			X	This schedule describes materials which are not records according to GRAMA.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-26	Routine Control Files			X	This schedule describes materials which are not records according to GRAMA.
1-29	Word Processing Files			X	This schedule describes materials which are not records according to GRAMA.
1-32	Internal Committee Records		X		This schedule now falls under Internal Committee Records SG 1-78.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-33	Performance Audits		X		This schedule now falls under Performance Audit Reports SG 1-80.
4-1	Annual Fixed Asset Reports		X		This schedule now falls under Fixed Asset Records CO 4-6.
4-2	Disposition Records		X		This schedule now falls under Fixed Asset Records CO 4-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
4-3	Equipment Inventories Files		X		This schedule now falls under Information Governance Records SG 1-66.
4-4	Fixed Asset Lists		X		This schedule now falls under Fixed Asset Records CO 4-6.
4-5	Surplus Property Case Files		X		This schedule now falls under Fixed Asset Records CO 4-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
4-6	Fixed Asset Records	X			Approved by SRC December 2015. This schedule has year bands and will be re-evaluated.
5-4	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.
6-10	Vehicle Maintenance Records		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
9-2	Leasing Contract Files		X		This schedule now falls under Contract Purchasing Records SG 13-18.
9-12	Contract Purchasing Records		X		This schedule now falls under Contract Purchasing Records SG 13-18.
11-3	Assessment Roll Printout		X		This schedule now falls under Assessment Roll Records CO 33-3.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
14-3	Beer License Files		X		This schedule now falls under Permit and Licensing Records SG 1-77.
14-14	Deed Files		X		This schedule now falls under Deed Records CO 33-4.
15-6	Deed Records		X		This schedule now falls under Deed Records CO 33-4.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
15-21	Redemption Certificates		X		This schedule now falls under Tax Redemption Records CO 33-1 or Delinquent Property Tax Records CO 33-2.
15-25	Tax Sale Records		X		This schedule now falls under Tax Redemption Records CO 33-1, Delinquent Property Tax Records CO 33-2, or Deed Records CO 33-4.
16-2	Arrest Reports		X		This schedule now falls under Arrest Records SG 17-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-4	Case Reports		X		This schedule now falls under Criminal History Records SG 17-8.
16-12	Criminal History Records		X		This schedule now falls under Criminal History Records SG 17-8.
16-15	Dispatch Tape Recordings		X		This schedule now falls under Dispatch and Patrol Records SG 17-5.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-17	Evidence Log		X		This schedule now falls under Evidence Tracking Records CO 16-58.
16-18	Evidence Disposition Forms		X		This schedule now falls under Evidence Tracking Records CO 16-58.
16-22	Fingerprint Cards		X		This schedule now falls under Criminal History Records SG 17-8.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-32	Jail Bookings		X		This schedule now falls under Mug Shot Records SG 17-7.
16-38	Mug Shots		X		This schedule now falls under Mug Shot Records SG 17-7.
16-40	Pawn Shop Receipts		X		This schedule now falls under Evidence Tracking Records CO 16-58.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-41	Received Property Records		X		This schedule now falls under Evidence Tracking Records CO 16-58.
16-47	Stolen/Recovered Property Lists		X		This schedule now falls under Evidence Tracking Records CO 16-58.
16-50	Unclaimed Property Files		X		This schedule now falls under Evidence Tracking Records CO 16-58.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
16-58	Evidence Tracking Records	X			Approved by SRC January 2016.
18-3	Delinquent Tax Listings		X		This schedule now falls under Tax Redemption Records CO 33-1.
18-5	Redemption Certificates		X		This schedule now falls under Tax Redemption Records CO 33-1 or Delinquent Property Tax Records CO 33-2.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
18-6	Returned Tax Notices		X		This schedule now falls under Tax Redemption Records CO 33-1.
18-7	Tax Receipts		X		This schedule now falls under Tax Redemption Records CO 33-1.
18-8	Tax Distribution Reports		X		This schedule now falls under Tax Redemption Records CO 33-1.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
18-9	Tax Roll		X		This schedule now falls under Assessment Roll Records CO 33-3.
18-10	Tax Roll Index		X		This schedule now falls under Assessment Roll Records CO 33-3.
18-11	Tax Sale Records		X		This schedule now falls under Delinquent Property Tax Records CO 33-2.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
18-12	Tax Sale Reports		X		This schedule now falls under Delinquent Property Tax Records CO 33-2.
18-13	Tax Sale Listing		X		This schedule now falls under Delinquent Property Tax Records CO 33-2.
20-1	Activity Reports		X		This schedule now falls under Animal Control Records SG 1-67.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
20-2	Animal Adoption Agreements		X		This schedule now falls under Animal Control Records SG 1-67.
20-3	Animal Citations		X		This schedule now falls under Animal Control Records SG 1-67.
20-4	Animal Master Report Cards		X		This schedule now falls under Animal Control Records SG 1-67.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
20-6	Complaint Records		X		This schedule now falls under Animal Control Records SG 1-67.
20-10	Dog License Records		X		This schedule now falls under Animal Control Records SG 1-67.
20-11	Master Logs		X		This schedule now falls under Animal Control Records SG 1-67.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
25-24	Death Certificates		X		This schedule now falls under Vital Records CO 14-42.
25-91	Vital Statistics Amendment Affidavit			X	Obsolete because this schedule is unique to the Department of Health.
33-1	Tax Redemption Records	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
33-2	Delinquent Property Tax Records	X			Approved by SRC March 2016. This schedule has year bands and will be re-evaluated.
33-3	Assessment Roll Records	X			Approved by SRC March 2016.
33-4	Deed Records	X			Approved by SRC March 2016.

Municipal Schedules in Numerical Order:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-7	Housekeeping Files		X		This schedule now falls under Transitory Tracking Records SG 1-73.
1-12	Mailing Lists			X	This schedule described lists which are not records according to GRAMA.
1-14	City Histories		X		This schedule now falls under Agency History Records, SG 1-76.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-15	Organizational Files		X		This schedule now falls under Agency History Records, SG 1-76.
1-18	Project Control Files			X	This schedule described lists which are not records according to GRAMA.
1-23	Routine Control Files			X	This schedule described lists which are not records according to GRAMA.
1-33	Internal Committee Records		X		This schedule now falls under Internal Committee Records SG 1-78.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-36	Performance Audits		X		This schedule now falls under Performance Audit Reports SG 1-80.
4-1	Annual Fixed Asset Report		X		This schedule now falls under Fixed Asset Records CO 4-6.
4-3	Equipment Inventories Files		X		This schedule now falls under Information Governance Records SG 1-66.
4-4	Fixed Asset Lists		X		This schedule now falls under Fixed Asset Records CO 4-6.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
5-5	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.
5-18	Sales and Use Tax Return Forms (Form TC-71)		X		This schedule now falls under Tax Redemption Records CO 33-1.
6-1	Beer License Application Files		X		This schedule now falls under Permit and Licensing Records SG 1-77.
6-2	Business License Files		X		This schedule now falls under Permit and Licensing Records SG 1-77.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
6-3	Certificates of License		X		This schedule now falls under Permit and Licensing Records SG 1-77.
7-15	Insurance Adjusters' Estimates		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
7-2	Daily Vehicle Usage Report		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.
7-9	Vehicle Maintenance Records		X		This schedule now falls under Vehicle Maintenance Records SG 9-14.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
9-37	Employment Health Records		X		This schedule now falls under Employment Health and Medical Records SG 11-65.
10-12	Contract Purchasing Records		X		This schedule now falls under Contract Purchasing Records SG 13-18.
14-8	Animal Adoption Agreements		X		This schedule now falls under Animal Control Records SG 1-67.
14-9	Bite Reports		X		This schedule now falls under Animal Control Records SG 1-67.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
14-11	Controlled Substances Euthanasia License Records		X		This schedule now falls under Animal Control Records SG 1-67.
14-12	Controlled Substances Euthanasia Log		X		This schedule now falls under Animal Control Records SG 1-67.
18-8	Council Business Files		X		This schedule now falls under Open Meeting Minutes & Public Materials SG 1-59.
18-10	Deeds Files		X		This schedule now falls under Deed Records CO 33-4.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
21-3	Arrest Reports		X		This schedule now falls under Arrest Records SG 17-6.
21-7	Case Reports		X		This schedule now falls under Criminal History Records SG 17-8.
21-12	Criminal History Records		X		This schedule now falls under Criminal History Records SG 17-8.
21-19	Evidence Log		X		This schedule now falls under Evidence Tracking Records CO 16-58.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
21-23	Fingerprint Cards		X		This schedule now falls under Criminal History Records SG 17-8.
21-36	Mug Shots		X		This schedule now falls under Mug Shot Records SG 17-7.
21-38	Pawn Shop Receipts		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-40	Received Property Records		X		This schedule now falls under Evidence Tracking Records CO 16-58.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
21-44	Stolen/Recovered Property Lists		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-49	Unclaimed Property Files		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-56	Evidence Disposition Records		X		This schedule now falls under Evidence Tracking Records CO 16-58.
21-61	Returned Property Receipts		X		This schedule now falls under Evidence Tracking Records CO 16-58.

School District Schedules in Numerical Order:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-8	Finding aids		X		This schedule now falls under Information Governance Records SG 1-66.
1-10	Government Records Access & Management Act (GRAMA) School District Appeals Case Files		X		This schedule now falls under Government Records Access & Management Act (GRAMA) Appeals Case Files SG 1-68.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-11	Government Records Access and Management Act (GRAMA) state appeals case files		X		This schedule now falls under Government Records Access & Management Act (GRAMA) Appeals Case Files SG 1-68.
1-13	Internal committee records		X		This schedule now falls under Internal Committee Records SG 1-78.
1-19	Performance Audits		X		This schedule now falls under Performance Audit Reports SG 1-80.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
1-22	Press release files		X		This schedule now falls under 3 Public Relations Records SG 1-69.
1-23	Project control files		X		This schedule now falls under Working Files SG 1-33.
5-4	Audit Reports		X		This schedule now falls under Financial Audit Reports SG 7-57.

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
14-4	Classified Employee History Card		X		This schedule now falls under Employment History Records SG 11-62 or Performance Plans & Evaluations SG 11-63.
14-27	Grievance & Disciplinary Files		X		This schedule now falls under Complaint Investigation Files SG 11-66 or Grievance Records SG 11-64.
16-6	Special Education Records	X			Approved by SRC August 2015.
19-2	Administrative Subject Files			X	This schedule describes materials which are not records according to GRAMA.

Glossary:

Administrative Value

In appraisal, the usefulness or significance of records to support ancillary operations and routine management of an organization.

Appraisal

The process of determining the value and thus the disposition of records based on their current administrative, fiscal, and legal value; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.

Crosswalk

The moving of an obsolete retention schedule to an updated retention schedule.

Disposition

The final action after which a record is either destroyed or permanently maintained.

Evidential Value

In appraisal, the value of a record that documents the activities of an organization or agency.

Fiscal Value

In appraisal, records required until a financial audit is completed or financial obligations are fulfilled.

General Schedule

Specifies the approved retention and disposition for records common to many agencies. Serves as a model for agencies to evaluate similar record series.

Historical Value

In appraisal, the value that document the history of an organization. Sometimes referred to as archival, continuing, or enduring value. Secondary Historical Value does not document the history of an organization, but recognizes a record containing information that is useful for conducting historical research.

Informational Value

In appraisal, the value of a record that provides unique and permanent information for purposes of research.

Legal Value

In appraisal, the usefulness of records to provide evidence of legal rights or obligations or to demonstrate compliance with statutes or regulatory requirements.

Permanent Records

Indicates a disposition other than destroy. Permanent records are either be transferred to the State Archives or maintained permanently in office.

Record Copy

The official copy of a record that is maintained according to the retention schedule.

Record Series

A group of related records, files, documents and/or other media created by one agency that are indexed, or filed together, and treated as a unit for purposes of description, retention, and disposition.

Records

All books, papers, letters, documents, maps, plans, photographs, sound recordings, management information systems, or other documentary materials, regardless of physical form or characteristics, prepared, owned, received, or retained by any governmental entity under state law or in connection with the transaction of public business.

Retention Period

The period of time during which records are kept in the custody of the creating agency (including Records Center storage) before disposition occurs.

Retention Schedule

A list or other instrument describing record series and their authorized retention periods.

Schedule

The process of specifying the length of time each record series should be maintained and when it should be transferred to State Archives or destroyed.