

# MUNICIPAL SCHEDULE 1 ADMINISTRATIVE RECORDS

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## SCHEDULE 1 ADMINISTRATIVE RECORDS

### ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES REPORTS

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

#### RETENTION

Retain for 5 years after completion of all applicable audits and then destroy.

#### PRIMARY DESIGNATION

Public.

### ANNUAL REPORTS

These are reports on program activities and accomplishments of the municipality 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.

#### PRIMARY DESIGNATION

Public.

### CENSUS INFORMATION FILES

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

### CITY HISTORIES

These are published or unpublished histories written on the municipal government or an individual municipal agency.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

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### CITY SCRAPBOOKS

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines,

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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 after end of grant period and then destroy.

**PRIMARY DESIGNATION**

Public.

**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS**

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. The files include the initial application, and all final reports.

**RETENTION**

Permanent.

**PRIMARY DESIGNATION**

Public.

**CONSTITUTION AND BYLAWS**

These are the constitution and bylaws of municipal governing/advisory boards. 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.

**PRIMARY DESIGNATION**

Public.

**FEASIBILITY STUDIES**

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**

Retain for 5 years after completion of study and then destroy.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Protected: UCA 63G-2-305(11) and UCA 63G-2-305(22) (2008)

**FINDING AIDS**

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.

**PRIMARY DESIGNATION**

Public.

**GENERAL ADMINISTRATIVE RECORDS**

These are records of a general facilitative nature created or received in the course of administering programs. They include 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.

**PRIMARY DESIGNATION**

Public.

**GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS**

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). 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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(d) (2008)

### GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) MUNICIPAL APPEALS CASE FILES

These case files document the appeals for access of municipal records to separate municipal appeals bodies (i.e., city council or separate board). This is in accordance with municipal ordinances adopted under the authority granted in the Government Records Access and Management Act (GRAMA)(UCA 63-2-701 (1997)). These case files include copies of the access request and denial forms, the appeal, research notes, council or board decision, and any other documentation concerning the appeal process.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(d) (2008)

### GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) STATE APPEALS CASE FILES

These case files document appeals for access of municipal 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 (1997)). 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 for 1 year or until administrative need ends, whichever occurs later and then destroy.

#### PRIMARY DESIGNATION

Public.

### GRANT FILES ORIGINAL APPLICATIONS

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

### HOUSEKEEPING FILES

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.

#### PRIMARY DESIGNATION

Public.

### INCOMING DOCUMENT LOG

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

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## RETENTION

Retain for 1 year and then destroy.

### PRIMARY DESIGNATION

Public.

## INTERNAL COMMITTEE RECORDS

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

### RETENTION

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

### PRIMARY DESIGNATION

Public.

## MAILING LISTS

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

### RETENTION

Retain until superseded and then destroy.

### PRIMARY DESIGNATION

Public.

### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(d) (2008)

## MEETING AGENDA

These are copies of notices of regular and special meetings of the city council and other pertinent 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.

### PRIMARY DESIGNATION

Public.

## MEETING MINUTE TAPE RECORDINGS

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal 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." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, 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.

### PRIMARY DESIGNATION

Public: UCA 63G-2-301(1)(e) (2008).

### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(32) (2008); UCA 52-4-7.5(2) (2008)

## MINUTES

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their

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testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public: UCA 52-4-7(3)(2008).

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(32)(2008)

#### NOTARY BOND FILES

These files document municipal employees providing service to municipal 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.

#### PRIMARY DESIGNATION

Public.

#### ORGANIZATIONAL FILES

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

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### PENDING FILES

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

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

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

#### PRIMARY DESIGNATION

Public.

#### PERFORMANCE AUDITS

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

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### POLICIES AND PROCEDURES MANUALS (Item 1-16)

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 office operations, circular letters or directives, and records related to significant events in which the department or office participated.

#### RETENTION

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

Duplicate copies: Retain until superseded and then destroy.

#### PRIMARY DESIGNATION

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Public.  
SECONDARY DESIGNATION  
Protected: UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

#### POLICY AND PROCEDURE CASE FILES

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.

#### PRIMARY DESIGNATION

Public.

#### POLICY AND PROGRAM CORRESPONDENCE

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

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### PROJECT CONTROL FILES (Item 1-18)

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.

#### PRIMARY DESIGNATION

Public.

#### PUBLIC RELATIONS FILES

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

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### PUBLIC RELEASE FILES

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 non-textual record such as a film or video sound recording.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### PUBLICATIONS

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality 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.

#### PRIMARY DESIGNATION

Public.

#### READING OR CHRONOLOGICAL FILES

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 need ends and then destroy.

#### PRIMARY DESIGNATION

Public.

#### RECORDS TRANSFER SHEETS

These are the listings of municipal agency records transferred to the State or a municipal records center. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, records 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.

#### PRIMARY DESIGNATION

Public.

#### ROUTINE CONTROL FILES

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.

#### PRIMARY DESIGNATION

Public

#### SYSTEM STUDIES FINAL REPORTS

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### SYSTEM STUDIES SUPPORTING FILES

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

#### RETENTION

Retain for 3 years after date of final report and then destroy.

#### PRIMARY DESIGNATION

Public.

#### TECHNICAL REFERENCE FILES

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes 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.

#### PRIMARY DESIGNATION

Public.

#### TELEPHONE MESSAGE REGISTERS

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Records Retention Schedule 8/10/17

These registers compile all of the daily telephone messages taken by a municipal office. They also include logs and similar records.

**RETENTION**

Retain for 6 months or until administrative need ends, whichever occurs later and then destroy.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Private: UCA 63G-2-302(2)(d) (2008)

**TELEPHONE MESSAGES**

These are the actual incoming telephone messages received by a municipal office. They normally include date, time, name 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.

**PRIMARY DESIGNATION**

Public.

**TRANSITORY CORRESPONDENCE**

Business-related correspondence that is routine or transitory 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.

**PRIMARY DESIGNATION**

Public.

**UNSUCCESSFUL GRANT APPLICATION FILES**

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.

**PRIMARY DESIGNATION**

Public.

**WORKING PAPERS**

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.

**PRIMARY DESIGNATION**

Public.

# MUNICIPAL SCHEDULE 2 BONDS AND BONDING RECORDS

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## SCHEDULE 2 BONDS AND BONDING RECORDS

### BOND ANTICIPATION NOTES

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-19.5 (1997)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (1997)).

#### RETENTION

Retain for 1 year after being redeemed and then destroy.

#### PRIMARY DESIGNATION

Public.

### BOND ISSUE FILES

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

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### BOND REDEMPTION AND DESTRUCTION CERTIFICATES

These are certificates sent to the municipality 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.

#### PRIMARY DESIGNATION

Public.

### BOND REDEMPTION REGISTERS

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

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### BOND REGISTRATION FILES

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

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

### BONDS, NOTES AND COUPONS PAID FILES

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.

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Records Retention Schedule 8/10/17

#### PRIMARY DESIGNATION

Public.

#### EMPLOYEE BONDS

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1997)).

#### RETENTION

Retain for 3 years after expiration of bond and then destroy.

#### PRIMARY DESIGNATION

Public.

#### FIDELITY BONDS

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1997)).

#### RETENTION

Retain for 3 years after expiration and then destroy.

#### PRIMARY DESIGNATION

Public.

#### GENERAL OBLIGATION BONDS

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (UCA 11-14-19 (1997)).

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### MUNICIPAL REVENUE BONDS

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-17 (1997)).

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### NOTARY BONDS

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (1997)).

#### RETENTION

Retain for 3 years after expiration of bond and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302 (Application Form)

#### SPECIAL IMPROVEMENT BONDS

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment (UCA 17A-3-328 (1997)).

#### RETENTION

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Retain until "paid or cancelled" (UCA 11-14-14(2c) (1997)) and then destroy.  
PRIMARY DESIGNATION  
Public.

# MUNICIPAL SCHEDULE 3 BUDGET RECORDS

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## SCHEDULE 3 BUDGET RECORDS

### ANNUAL BUDGET

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

### BUDGET APPORTIONMENT RECORDS

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.

#### PRIMARY DESIGNATION

Public.

### BUDGET BACKGROUND RECORDS

These records are used to assist in the preparation of department budget requests presented to the city council.

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

### BUDGET ESTIMATES AND JUSTIFICATION FILES

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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

### BUDGET INFORMATION FILES

These files document the adoption of the city'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 2 years after budget has been adopted and then destroy.

#### PRIMARY DESIGNATION

Public.

#### BUDGET MESSAGE

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (1997)).

#### RETENTION

Retain for 2 years after the close of the calendar year covered by the budget.

#### PRIMARY DESIGNATION

Public.

#### BUDGET WORKING FILES

These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. 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 2 years after the close of the calendar year covered by the budget.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

#### PERIODIC BUDGET REPORTS

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

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### REGULAR BUDGET REPORTS

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

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### TENTATIVE BUDGET FILES

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (1997)).

#### RETENTION

Retain for 5 years and then destroy.

#### PRIMARY DESIGNATION

Public.

# MUNICIPAL SCHEDULE 4 FIXED ASSET RECORDS

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## SCHEDULE 4 FIXED ASSET RECORDS

### ANNUAL FIXED ASSET REPORT

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.

#### PRIMARY DESIGNATION

Public.

### DISPOSITION RECORDS

These are either forms or records completed by municipal agencies when municipal 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, and approval signature.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### EQUIPMENT INVENTORIES FILES

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

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### FIXED ASSET LISTS

These are listings of all municipal 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.

#### PRIMARY DESIGNATION

Public.

### SURPLUS PROPERTY CASE FILES

These files document the sale of surplus municipal 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.

#### PRIMARY DESIGNATION

Public.

# MUNICIPAL SCHEDULE 5 ACCOUNTING RECORDS

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## SCHEDULE 5 GENERAL ACCOUNTING RECORDS

### ACCOUNTS PAYABLE

These records are used to pay municipal 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 (1997)).

#### PRIMARY DESIGNATION

Public.

### ACCOUNTS RECEIVABLE

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

#### RETENTION

Retain for 4 years and then destroy (UCA 70A-2-725 (1997)).

#### PRIMARY DESIGNATION

Public.

### ACCOUNTS RECEIVABLE INVOICES

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

#### RETENTION

Retain for 4 years and then destroy.

#### PRIMARY DESIGNATION

Public.

### ADDING MACHINE TAPES

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.

#### PRIMARY DESIGNATION

Public.

### ANNUAL FINANCIAL REPORTS

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### AUDIT REPORTS

These are reports prepared by external auditors examining and verifying the municipality'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 (1997)). 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 identified 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)(a) (1997)).

**RETENTION**

Permanent. May be transferred to the State Archives.

**PRIMARY DESIGNATION**

Public: UCA 51-2-3(3) (2008).

**BANK DEPOSIT (PASS) BOOKS**

These books record municipal 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.

**PRIMARY DESIGNATION**

Public.

**BANK STATEMENTS**

These are monthly statements showing the amount of money on deposit to the credit of the municipality 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.

**PRIMARY DESIGNATION**

Public.

**CHECK COPY FILES**

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

**RETENTION**

Retain for 1 year and then destroy.

**PRIMARY DESIGNATION**

Public.

**CHECK REGISTERS**

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.

**PRIMARY DESIGNATION**

Public.

**CHECKBOOK STUBS**

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

**RETENTION**

Retain for 4 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**DAILY CASH REPORTS**

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

**RETENTION**

Retain for 3 years and then destroy.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### PRIMARY DESIGNATION

Public.

#### DEPOSIT SLIPS

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

#### RETENTION

Retain for 4 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### FREIGHT RECORDS

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.

#### PRIMARY DESIGNATION

Public.

#### GENERAL LEDGERS

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They 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.

#### PRIMARY DESIGNATION

Public.

#### INTERDEPARTMENTAL BILLINGS

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.

#### PRIMARY DESIGNATION

Public.

#### INVESTMENT ACCOUNTING DAILY SHEETS

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.

#### PRIMARY DESIGNATION

Public.

#### INVESTMENT ACCOUNTING MONTHLY REPORTS

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

#### RETENTION

Retain for 5 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### INVESTMENT REGISTERS

These are registers of all investments made by the municipality. 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 municipality.

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**RECEIPT BOOKS**

These are receipts issued for money received into municipal 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.

**PRIMARY DESIGNATION**

Public.

**REFUND REQUEST**

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.

**PRIMARY DESIGNATION**

Public.

**SALES AND USE TAX RETURN FORMS (FORM TC-71)**

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., municipal recreational facilities).

**RETENTION**

Retain for 4 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**STATE TREASURER'S ACCOUNTING STATEMENTS**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (1997)). These statements are required by law (UCA 51-7-9 (1997)). They include a deposit form, an account statement and an investment credit notice.

**RETENTION**

Retain for 1 year and then destroy.

**PRIMARY DESIGNATION**

Public.

**STATE TREASURER'S DEPOSITS**

These are multi-copy deposit forms which accompany 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.

**PRIMARY DESIGNATION**

Public.

**SUBSIDIARY LEDGER AND JOURNALS FILES**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, 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.

**PRIMARY DESIGNATION**

Public.

#### TRAVEL - PRIVATE VEHICLE USAGE FILES

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

##### RETENTION

Retain for 3 years and then destroy.

##### PRIMARY DESIGNATION

Public.

##### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

#### TRAVEL/PASSENGER REIMBURSEMENT FILES

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, 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.

##### PRIMARY DESIGNATION

Public.

##### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

#### UNCLAIMED CHECKS/WARRANTS

These are unclaimed checks covering disbursements for municipal 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.

##### PRIMARY DESIGNATION

Public.

##### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

#### WARRANT REGISTERS

These registers are numerical listings of check numbers of all checks issued by the municipality. 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.

##### PRIMARY DESIGNATION

Public.

#### WARRANT REQUESTS

These are requests from municipal agencies to the municipal treasurer or finance director to pay vendors.

##### RETENTION

Retain for 4 years and then destroy.

##### PRIMARY DESIGNATION

Public.

##### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

#### WARRANT REQUESTS - CANCELLED

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

##### RETENTION

Retain for 4 years and then destroy.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

PRIMARY DESIGNATION

Public.

SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

WARRANT/CHECKS - LOST

This is legal documentation explaining and justifying a lost warrant.

RETENTION

Retain for 4 years and then destroy.

PRIMARY DESIGNATION

Public.

SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(g) (2008)

WARRANT/CHECKS - REDEEMED

These are actual warrants or checks cut from a warrant request. "In the event the city is without funds on deposit in one of its appropriate bank accounts with which to pay any lawfully approved claim, the city auditor or recorder shall draw and sign a warrant upon the treasurer of the city for payment of the claim, the warrant to be tendered to the payee named thereon" (UCA 10-6-140 (1997)).

RETENTION

Retain for 4 years and then destroy.

PRIMARY DESIGNATION

Public.

SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(g) (2008)

# MUNICIPAL SCHEDULE 6 LICENSING RECORDS

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## SCHEDULE 6 LICENSING RECORDS

### BEER LICENSE APPLICATION FILES

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### BUSINESS LICENSE FILES

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

#### RETENTION

Retain for 4 years after final renewal of license and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

### CERTIFICATES OF LICENSE

These are copies of annual license certificates issued to businesses by a municipality to be displayed in the business per local ordinance.

#### RETENTION

Retain for 1 year after issuance of certificate and then destroy.

#### PRIMARY DESIGNATION

Public.

### LICENSE REGISTERS

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

#### RETENTION

Record copy: Permanent.

Duplicate copies: Retain until superseded and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private.

# MUNICIPAL SCHEDULE 7 MAINTENANCE RECORDS

## SCHEDULE 7 MAINTENANCE RECORDS

### AMERICANS WITH DISABILITIES ACT RECORDS

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for 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.

#### PRIMARY DESIGNATION

Public.

### AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS

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

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### BUILDINGS AND GROUNDS MAINTENANCE LOG

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

#### RETENTION

Retain for 3 years after completion of repairs and then destroy.

#### PRIMARY DESIGNATION

Public.

### DAILY VEHICLE USAGE REPORT

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.

#### PRIMARY DESIGNATION

Public.

### DAILY WORK LOGS

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.

#### PRIMARY DESIGNATION

Public.

### EQUIPMENT MAINTENANCE AND REPAIR RECORDS

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

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### FUEL RECORDS

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

##### RETENTION

Retain for 2 years and then destroy.

##### PRIMARY DESIGNATION

Public.

#### GASOLINE SALES TICKETS

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.

##### PRIMARY DESIGNATION

Public.

#### INSURANCE ADJUSTERS' ESTIMATES

These are insurance adjusters' reports on repair estimates for municipal vehicles.

##### RETENTION

Retain for 3 years and then destroy.

##### PRIMARY DESIGNATION

Public.

#### MILEAGE CERTIFICATES

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

##### RETENTION

Retain for 3 years and then destroy.

##### PRIMARY DESIGNATION

Public.

#### SERVICE REQUESTS

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

##### RETENTION

Retain for 6 months after maintenance completed and then destroy.

##### PRIMARY DESIGNATION

Public.

#### SPACE UTILIZATION REPORTS

These are reports on the amount of floor space in municipal 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.

##### PRIMARY DESIGNATION

Public.

#### VEHICLE ASSIGNMENT RECORDS

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

##### RETENTION

Retain for 1 year and then destroy.

##### PRIMARY DESIGNATION

Public.

#### VEHICLE MAINTENANCE RECORDS

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

**RETENTION**

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

**PRIMARY DESIGNATION**

Public.

**VEHICLE REGISTRATION CERTIFICATES**

These motor vehicle registration forms document municipal ownership of vehicle.

**RETENTION**

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

**PRIMARY DESIGNATION**

Public.

**WORK ORDER LOG**

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.

**PRIMARY DESIGNATION**

Public.

**WORK ORDERS**

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

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Public.

# MUNICIPAL SCHEDULE 8 PAYROLL RECORDS

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## SCHEDULE 8 PAYROLL RECORDS

### ADMINISTRATIVE PAYROLL REPORTS

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

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1) (2008).

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

### BUDGET AUTHORIZATION REFERENCE FILES

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.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

### DEDUCTIONS AND OTHER EARNINGS REGISTERS

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.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

### EMPLOYEE EARNINGS HISTORY FILES

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each 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.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1) (2008).

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

### FLEXTIME ATTENDANCE RECORDS

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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

Private: UCA 63G-2-302(1)(f) (2008)

#### GARNISHMENT RECORDS

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

##### RETENTION

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

##### PRIMARY DESIGNATION

Private.

##### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### INCOME TAX EXEMPTIONS AND WITHHOLDING FILES

These files contain forms for individual employee's 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.

##### PRIMARY DESIGNATION

Private.

#### INDIVIDUAL AUTHORIZED ALLOTMENTS FILES

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.

##### PRIMARY DESIGNATION

Private.

#### INSURANCE DEDUCTION FILES

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.

##### PRIMARY DESIGNATION

Private.

#### LEAVE ADJUSTMENT REPORTS

These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.

##### RETENTION

Retain for 3 years and then destroy.

##### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1) (2008).

##### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### LEAVE APPLICATION FILES

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.

##### PRIMARY DESIGNATION

Private.

#### LEAVE DATA FILES

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

**RETENTION**

Retain for 4 years and then destroy.

**PRIMARY DESIGNATION**

Private: UCA 63G-2-302(1) (2008).

**SECONDARY DESIGNATION**

Public: UCA 63G-2-301(1)(b) (2008)

**PAYROLL FILES**

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Private.

**SECONDARY DESIGNATION**

Public: UCA 63G-2-301(1)(b) (2008)

**PAYROLL REGISTER**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. 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.

**PRIMARY DESIGNATION**

Private: UCA 63G-2-302(1) (2008).

**SECONDARY DESIGNATION**

Public: UCA 63G-2-301(1)(b) (2008)

**RETIREMENT FILES**

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

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Private.

**SECONDARY DESIGNATION**

Public: UCA 63G-2-301(1)(b) (2008)

**SAVINGS BOND PURCHASE RECORDS**

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

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**SAVINGS BOND PURCHASE SUMMARY REPORT**

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

**RETENTION**

Retain until administrative need ends and then destroy.

**PRIMARY DESIGNATION**

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

Private: UCA 63G-2-302(1) (2008).

#### TAXABLE WAGE EARNING REPORTS

These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on 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.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1) (2008).

#### TIME SHEETS

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

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

#### WAGE SURVEY FILES

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.

#### PRIMARY DESIGNATION

Private.

#### WORKERS' COMPENSATION CLAIM FILES

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34A, Chapter 2). A report is filed with the Utah Industrial Commission.

#### RETENTION

Retain for 10 years after case is closed and inactive and then destroy.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

# MUNICIPAL SCHEDULE 9 PERSONNEL RECORDS

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## SCHEDULE 9 PERSONNEL RECORDS

### ADVERSE ACTION FILES

These are case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, or 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 the official personnel files.

#### RETENTION

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

#### PRIMARY DESIGNATION

Private.

### COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) PERSONNEL FILES

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 municipal employees (20 CFR 678 (1990)). CETA is an obsolete federally funded employment program.

#### RETENTION

Retain for 5 years from the date of enrollment and then destroy.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

### COURSE ANNOUNCEMENT FILES

These are informational files on municipal 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 municipal employees by government agencies or non-governmental organizations.

#### RETENTION

Retain until superseded or obsolete and then destroy.

#### PRIMARY DESIGNATION

Public.

### COURT ORDERED COMMUNITY SERVICE FILES

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 what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been 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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Exempt: Rule 4-202.03(10) (2008) CJA

### DRUG TEST NEGATIVE RESULTS

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

#### RETENTION

Retain by office for 1 year and then destroy.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302.

#### DRUG TEST POSITIVE RESULTS

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

#### RETENTION

Retain by office for 5 years and then destroy provided it is transferred to personnel file if disciplinary action is taken.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302.

#### ELIGIBILITY CERTIFICATES

These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."

#### RETENTION

Retain for 4 years and then destroy.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(2)(a) (2008).

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### ELIGIBILITY REGISTER

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

#### RETENTION

Retain for 2 years after expiration of eligibility and then destroy.

#### PRIMARY DESIGNATION

Private.

#### EMERGENCY AND OTHER PERSONAL LEAVE FILES

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

#### RETENTION

Retain for 4 years and then destroy.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(b) (2008).

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### EMPLOYEE HISTORY CARD

These cards provide a summary of individual employee municipal 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.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### EMPLOYEE TRAINING FILES

These files document course availability and municipal employee participation in training programs sponsored by the municipality, 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.

##### PRIMARY DESIGNATION

Public.

#### EMPLOYEE WARNING FILES

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

##### RETENTION

Retain for 2 years after employee completes an acceptable performance review from the date of the written notice of proposed removal or reduction in grade and then destroy.

##### PRIMARY DESIGNATION

Private.

#### EMPLOYMENT APPLICATIONS (HIRED)

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

##### RETENTION

Retain in Personnel file.

##### PRIMARY DESIGNATION

Private.

##### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### EMPLOYMENT APPLICATIONS (NOT HIRED)

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

##### RETENTION

Retain for 2 years after application deadline and then destroy.

##### PRIMARY DESIGNATION

Private.

#### EMPLOYMENT ELIGIBILITY RECORDS (I-9)

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify 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 1 year after date the individual's employment is terminated, whichever is longer (8 CFR 274a.2 (1993)) and then destroy.

##### PRIMARY DESIGNATION

Private.

#### EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES

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

##### RETENTION

Retain for 3 years and then destroy.

##### PRIMARY DESIGNATION

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

Public.

#### EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES

These files document official discrimination complaints received and resolved by the municipality. 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.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES

These files document the adoption and administration of municipal 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 anti-discrimination committee meeting records and reports.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS

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.

#### PRIMARY DESIGNATION

Public.

#### EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES

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

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### EXEMPT EMPLOYEE PERFORMANCE-RELATED RECORDS

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

#### RETENTION

Retain for 5 years after date of appraisal and then destroy.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### GREEN THUMB PROGRAM FILES

These files document the municipality's participation in the Green Thumb Program. This is a program designed to improve the economic and social conditions of older citizens and rural communities by providing essential community services through 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, medical examination form, memoranda, surveys, and related correspondence.

#### RETENTION

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

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### GRIEVANCE AND DISCIPLINARY FILES

These files document the review of grievances and appeals raised by municipal 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.

#### PRIMARY DESIGNATION

Private: unsubstantiated.

#### SECONDARY DESIGNATION

Public: substantiated (UCA 63G-2-301(2)(o) (2008))

#### INTERVIEW RECORDS

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

#### RETENTION

Retain for 2 years after hiring decision is made and then destroy.

#### PRIMARY DESIGNATION

Private.

#### JOB OPENING FILES

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

#### RETENTION

Retain for 1 year and then destroy.

#### PRIMARY DESIGNATION

Public.

#### LABOR-MANAGEMENT RELATIONS FILES

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

#### RETENTION

Retain for 5 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### MERIT EMPLOYEE PERFORMANCE-RELATED RECORDS

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.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT RECORDS

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 through 10-3-1312 (1997) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

#### RETENTION

Retain for 10 years after termination of municipal employment/appointment and then destroy.

#### PRIMARY DESIGNATION

Public.

#### PERSONAL INJURY FILES

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.

#### PRIMARY DESIGNATION

Private.

#### PERSONNEL FILES

These files are the official employment files for all municipal 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 date of employment or 3 years after retirement or death, whichever is earliest, and destroy (UCA 49-11-602 (2004)).

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

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008).

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### PERSONNEL REQUISITION AND ANALYSIS FILES

These forms are used by municipal departments to fill vacant positions and to request new positions. The forms include position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether municipal 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.

#### PRIMARY DESIGNATION

Public.

#### POSITION DESCRIPTION FILES

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.

#### PRIMARY DESIGNATION

Public.

#### POSITION SURVEY FILES

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 occurs first and then destroy.

#### PRIMARY DESIGNATION

Public.

#### PRE-EMPLOYMENT HEALTH RECORDS

These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and 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.

#### PRIMARY DESIGNATION

Private.

#### PRE-EMPLOYMENT TESTS

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

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Protected.

#### SECONDARY DESIGNATION

Private: applicant's name and score

#### PROMOTIONAL TESTS

These are tests taken by municipal 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.

#### PRIMARY DESIGNATION

Protected.

#### SECONDARY DESIGNATION

Private: name and score

#### QUARTERLY WAGE LIST REPORTS

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 for 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; telephone number, and department of person completing form)).

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Private.

#### RECRUITMENT FILES

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

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### RETENTION

Retain for 2 years after hiring decision is made and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SALARY SURVEYS

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

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302 (2008)

#### SUMMER YOUTH PROGRAM FILES

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 labor training/modification form, employment applications, and related correspondence.

#### RETENTION

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

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

#### TEACHING AIDS TRAINING RECORDS

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

#### RETENTION

Record copy: Permanent. Retain training 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.

#### PRIMARY DESIGNATION

Public.

#### TEMPORARY EMPLOYEES PERSONNEL FILES

These are files maintained on temporary employees who were not provided benefits by the municipality. 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.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

# MUNICIPAL SCHEDULE 10 PURCHASING RECORDS

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## SCHEDULE 10 PURCHASING RECORDS

### CONTRACT PURCHASING RECORDS

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) (1997)) and then destroy.

#### PRIMARY DESIGNATION

Public.

### INVOICES

These records document the procurement of goods and services for the municipality. 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.

#### PRIMARY DESIGNATION

Public.

### LEASING CONTRACT FILES

These records document building or equipment leasing contracts between the municipality 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 (1997)) and then destroy.

#### PRIMARY DESIGNATION

Public.

### PROFESSIONAL SERVICE AGREEMENT RECORDS (Item 10-7)

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

#### RETENTION

Retain for 4 years after last payment (UCA 78-12-25(1) (1997)) and then destroy.

#### PRIMARY DESIGNATION

Public.

### PURCHASE ORDERS

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the 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.

#### PRIMARY DESIGNATION

Public.

### PURCHASE REQUISITION FILES

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

#### RETENTION

Retain for 4 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### REAL ESTATE ACQUISITION FILES

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

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(8) (2008)

#### REQUESTS FOR PROPOSALS

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the 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.

#### PRIMARY DESIGNATION

Public.

#### SUCCESSFUL BID PROPOSAL FILES

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

#### RETENTION

Retain for 4 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### TAX EXEMPTION RECORDS

These records document the municipality'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.

#### PRIMARY DESIGNATION

Public.

#### UNOPENED BIDS PROPOSALS FILES

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

#### RETENTION

Retain for 1 year and then destroy.

#### PRIMARY DESIGNATION

Public.

#### VENDOR LIST

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

#### RETENTION

Retain until updated or superseded and then destroy.

#### PRIMARY DESIGNATION

Public.

#### VOUCHERS

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

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.

**PRIMARY DESIGNATION**

Public.

# MUNICIPAL SCHEDULE 11 RISK MANAGEMENT RECORDS

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## SCHEDULE 11 RISK MANAGEMENT RECORDS

### DISASTER PLANNING FILES

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

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11) (2008)

### INSURANCE POLICY FILES

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

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### INSURANCE REPORTS

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

#### RETENTION

Retain for 12 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(24) (2008)

### LIABILITY RISK MANAGEMENT CASE FILES

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

#### RETENTION

Retain for 20 years after case closed and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(24) (2008)

### LOSS CONTROL INSPECTION REPORTS

Each year a municipal 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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(24) (2008)

# MUNICIPAL SCHEDULE 12 SPECIAL ASSESSMENT RECORDS

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## SCHEDULE 12 SPECIAL ASSESSMENT RECORDS

### MINUTES OF THE BOARD OF EQUALIZATION AND REVIEW

These are minutes of the Board of Equalization of Review. Before an assessment is levied, an assessment list shall be prepared designating each parcel of property proposed to be assessed and the amount of the assessment apportioned to the property. Upon completion of the assessment list, the governing body shall appoint a board consisting of three or more of the members of the governing body or, at the option of the governing body of any municipality, consisting of the municipal recorder or a designee, the municipal engineer or public works director or a designee, or the municipal attorney or a designee. At each hearing, the board shall hear arguments from any person who believes to be aggrieved, including arguments relating to the benefits accruing to any tract, block, lot, or parcel of property in the district or relating to the amount of the proposed assessment against that tract, block, lot, or parcel. The findings of the report are reviewed and approved by the governing body of the municipality (UCA 17A-3-317 (1997)).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### NOTICES OF INTENTION

The city council shall give "notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements" before a special improvement district is created (UCA 17A-3-305 thru 17A-3-306 (1997)).

#### RETENTION

Retain for 2 years after final payment made and then destroy.

#### PRIMARY DESIGNATION

Public.

### PROTEST FILES

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

#### RETENTION

Retain for 2 years after resolution or end of all litigation and then destroy.

#### PRIMARY DESIGNATION

Public.

### SPECIAL ASSESSMENT BOOKS

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### SPECIAL ASSESSMENT LEDGERS

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

#### RETENTION

Retain for 3 years after final payment and then destroy.  
PRIMARY DESIGNATION  
Public.

#### SPECIAL ASSESSMENT STATEMENTS

These statements are a validation of when taxes are paid. One copy is sent to the taxpayer and a copy is retained by the treasurer. They are used as a record of payments on the assessment and for audit purposes. The statements include name and address, treasurer's receipt number, block and lot numbers.

#### RETENTION

Retain for 3 years after final payment made and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SPECIAL TAX REFUND BOOKS

These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.

#### RETENTION

Retain for 3 years after final payment and then destroy.

#### PRIMARY DESIGNATION

Public.

# MUNICIPAL SCHEDULE 13 AIRPORT RECORDS

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SCHEDULE 13  
AIRPORT RECORDS

NOT APPLICABLE AT THIS TIME

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# MUNICIPAL SCHEDULE 14 ANIMAL CONTROL RECORDS

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## SCHEDULE 14 ANIMAL CONTROL RECORDS

### ACTIVITY REPORTS

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 then destroy, if annual report produced; retain permanently, if no annual report produced.

#### PRIMARY DESIGNATION

Public.

### ANIMAL ADOPTION AGREEMENTS

These records are completed by persons adopting animals. They are used to determine whether the 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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(d) (2008)

### ANIMAL CITATIONS

These are citations issued to animal owners for infractions of municipal ordinances (e.g., not having a license, allowing pet to run at large, no rabies vaccinations). 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.

#### PRIMARY DESIGNATION

Public.

### ANIMAL MASTER REPORT CARDS

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 telephone 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.

#### PRIMARY DESIGNATION

Public.

### BITE REPORTS

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 (1997)). The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

#### RETENTION

Retain for 5 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(b) and 63G-2-302(2)(d) (2008)

#### COMPLAINT RECORDS

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, telephone number; owner's name, address, animal's license number; and complaint details.

#### RETENTION

Retain for 2 years or until resolution of litigation, whichever occurs later and then destroy.

#### PRIMARY DESIGNATION

Public.

#### CONTRACT BILLINGS

These are monthly bills received by municipalities with contractual agreements with counties 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.

#### PRIMARY DESIGNATION

Public.

#### CONTROLLED SUBSTANCES EUTHANASIA LICENSE RECORDS

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.

#### PRIMARY DESIGNATION

Public.

#### CONTROLLED SUBSTANCES EUTHANASIA LOG

This log documents the amount of controlled substances (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.

#### PRIMARY DESIGNATION

Public.

#### DAILY FIELD REPORTS

These forms are completed by each animal control officer to report on daily activities. They are used to compile activity reports. They include officer's name, time on and time off duty, patrol time and area, day of week, vehicle number used, beginning and ending mileage, type of activity performed such as picking up stray animals, quarantines, dead animals, complainants visited, and location and time.

#### RETENTION

Retain for 1 year and then destroy.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

**PRIMARY DESIGNATION**

Public.

**DOG LICENSE RECORDS**

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 neutered or spayed, license fee, and date paid.

**RETENTION**

Retain for 4 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**MASTER LOGS**

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.

**PRIMARY DESIGNATION**

Public.

# MUNICIPAL SCHEDULE 15 ATTORNEYS' RECORDS

## SCHEDULE 15 ATTORNEYS' RECORDS

### CIVIL CASE FILES

These case files document significant civil court cases in which the municipality is a party or represents the interests 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 is 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.

#### PRIMARY DESIGNATION

Protected.

### CLAIM PETITION FILES

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

#### RETENTION

Retain for 6 years provided no litigation pending and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected.

### COLLECTION CASE FILES

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date" (UCA 10-3-716) (1997)). They include various court filings, attorney's notes, and final judgment.

#### RETENTION

Retain for 4 years and then destroy.

#### PRIMARY DESIGNATION

Protected.

### FELONY CASE FILES

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. The files 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.

#### PRIMARY DESIGNATION

Protected.

### FORMAL LEGAL OPINIONS

These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### HOMICIDE AND OTHER MAJOR CRIMINAL CASE FILES

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. The files 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.

#### PRIMARY DESIGNATION

Protected.

#### INFORMAL LEGAL OPINIONS

These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### LEGAL CASE INDEX

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. May be transferred to State Archives.

#### PRIMARY DESIGNATION

Protected.

#### MISDEMEANOR CASE FILES

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.

#### PRIMARY DESIGNATION

Protected.

#### ROUTINE LAWSUIT CASE FILES

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

#### RETENTION

Retain for 7 years after case is closed and then destroy.

#### PRIMARY DESIGNATION

Public.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

**SECONDARY DESIGNATION**

Protected.

**SIGNIFICANT LAWSUIT CASE FILES**

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION**

Permanent. May be transferred to State Archives.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Protected.

# MUNICIPAL SCHEDULE 16 BUILDING INSPECTION RECORDS

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## SCHEDULE 16 BUILDING INSPECTION RECORDS

### BUILDING CARDS

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.

#### PRIMARY DESIGNATION

Public.

### BUILDING PERMIT FILES

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 be transferred to the State Archives with authority to weed.

#### PRIMARY DESIGNATION

Public.

### BUILDING PERMIT REGISTERS

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

Retain for 6 years and destroy. If only record of building permits, retain permanently.

#### PRIMARY DESIGNATION

Public.

### CONSTRUCTION REPORTS

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 Utah Bureau of Economic and Business Research.

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

### DEMOLITION CASE FILES

These case files document municipal 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.

Duplicate copies: Retain for 5 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### ENFORCEMENT CASE FILES

These case files document housing and zoning complaints. They are used to document municipal 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.

#### PRIMARY DESIGNATION

Public.

#### MINUTES OF THE BOARD OF APPEALS AND EXAMINERS

These are the minutes of the proceedings of regular and special meetings of the Board of Appeals and Examiners. The Board is entrusted with the right to waive requirements of the building code. They are used in the determination of alternate methods or interpretations of the Uniform Building Code.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### NONRESIDENTIAL BUILDING PLANS

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 then destroy. \*For historical reasons, agencies must contact the Archives before the destruction of any building plans.

#### PRIMARY DESIGNATION

Public.

#### PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS

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, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans 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.

#### PRIMARY DESIGNATION

Public.

#### RESIDENTIAL BUILDING PLANS

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

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Protected: UCA 63G-2-305(36) (2008)

# MUNICIPAL SCHEDULE 17 CEMETERY RECORDS

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SCHEDULE 17  
CEMETERY RECORDS

NOT APPLICABLE AT THIS TIME

# MUNICIPAL SCHEDULE 18 CLERK'S RECORDS

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## SCHEDULE 18 CLERK'S RECORDS

### ANNEXATION FILES

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 422 (1997)).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### APPOINTMENT FILES

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

#### RETENTION

Permanent. May transfer to the State Archives with the authority to weed.

#### PRIMARY DESIGNATION

Public.

### CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (1997). Each candidate for municipal office is required to report their itemized and total campaign contributions and expenditures at least once within two weeks before the election. The financial report must identify each contribution over \$50, the donor's name, and amount; and for each expenditure, the name of the recipient, and the amount of the expenditure. An ordinance should be adopted by each first and second class city and each third class city having a population of 10,000 or more, establishing campaign finance disclosure requirements for candidates for municipal offices.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

### CITY CHARTER

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### COUNCIL AGENDA

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### COUNCIL BUSINESS FILES

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

#### RETENTION

Record copy: Retain for 10 years or until administrative need ends, whichever occurs later and then destroy.

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

#### COUNCIL MINUTES

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public: UCA 52-4-7(3) (2008).

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(32) (2008)

#### DEEDS FILES

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### EASEMENT FILES

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### ELECTION BALLOTS

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

#### RETENTION

Retain for 22 months after the election or until time has expired during which the ballots could be used in an election contest and then destroy.

#### PRIMARY DESIGNATION

Exempt: UCA 20A-4-106 and 20A-4-401 (2008).

#### ELECTION CANVASSES

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

## RETENTION

Permanent.

## PRIMARY DESIGNATION

Public.

## ELECTION RECORDS

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

## RETENTION

Retain for 22 months after the election and then destroy.

## PRIMARY DESIGNATION

Public.

## ELECTION RETURNS

These are books of tabulations counted by the election judges.

They serve as the official tally of votes for municipal elections.

## RETENTION

Retain for 22 months after the election (UCA 20A-4-202(2)(c) (1997) and then destroy.

## PRIMARY DESIGNATION

Public.

## HEARINGS FILES

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

## RETENTION

Permanent.

## PRIMARY DESIGNATION

Public.

## LEASE FILES

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

## RETENTION

Retain for 4 years after contract expires (UCA 70A-2a-506 (1997)) and then destroy.

## PRIMARY DESIGNATION

Public: UCA 63G-2-301(2)(d) (2008).

## OATHS

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (1997)).

## RETENTION

Permanent. May be transferred to the State Archives.

## PRIMARY DESIGNATION

Public.

## ORDINANCES

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### PETITIONS

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### PROOF OF PUBLICATION RECORDS

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14 (1997)).

#### RETENTION

Retain for 6 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### RESOLUTIONS

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

# MUNICIPAL SCHEDULE 19 PARKS AND RECREATION RECORDS

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## SCHEDULE 19 PARKS AND RECREATION RECORDS

### CLASS ROLLS

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.

#### RETENTION

Retain for 1 year and then destroy.

#### PRIMARY DESIGNATION

Public.

### CONSTRUCTION PROJECT FILES

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

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

Duplicate copies: Retain for 4 years after completion of construction and then destroy.

#### PRIMARY DESIGNATION

Public.

### MAINTENANCE COMPLAINTS

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, 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.

#### PRIMARY DESIGNATION

Public.

### PARKS FILES

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### RECREATION PROGRAM FILES

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### RECREATIONAL ACTIVITY RELEASE RECORDS

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal 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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: medical information.

#### RECREATIONAL EQUIPMENT RECORDS

These records document recreational equipment (i.e. softball, volleyball) 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, telephone 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 after equipment returned and then destroy.

#### PRIMARY DESIGNATION

Public.

#### RECREATIONAL FACILITY FILES

These files document each municipal 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, safety reports, and photographs.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### RECREATIONAL FACILITY MAPS

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### REGISTRATION RECORDS

These forms are used to register for municipal 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; and a signed liability waiver statement.

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: home address and telephone number, social security number, medical information.

#### RESERVATION RECORDS

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 date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

**RETENTION**

Retain for 1 year and then destroy.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Private: UCA 63G-2-302(2)(d) (2008)

**SPORTS TEAMS RECORDS**

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; regular play schedules; and tournament schedules.

**RETENTION**

Retain for 5 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**SUPERVISOR'S DAILY/WEEKLY REPORTS**

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.

**PRIMARY DESIGNATION**

Public.

**TICKET STUBS**

These are ticket stubs for events held at municipal recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendance numbers at ticketed events. They include ticket number.

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Public.

# MUNICIPAL SCHEDULE 20 PLANNING AND ZONING RECORDS

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## SCHEDULE 20 PLANNING AND ZONING RECORDS

### ADOPTED MASTER PLANS

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities 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 environmental element; (d) a public service and facilities element; (e) a 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 municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### AERIAL PHOTOGRAPHIC MAPS

These are large aerial photographs of the municipality. They are usually updated once every five years, and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

### BOARD OF ADJUSTMENT CASE FILES

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.

#### PRIMARY DESIGNATION

Public.

### BOARD OF ADJUSTMENT MINUTES AND INDEXES

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 considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

#### COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS (Item 20-15)

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. These files include the initial application, and all final reports.

##### RETENTION

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

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

##### PRIMARY DESIGNATION

Public.

#### CONDITIONAL USE PERMIT RECORDS AND INDEXES

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 decisions, cash receipts, and related correspondence.

##### RETENTION

Permanent.

##### PRIMARY DESIGNATION

Public.

#### COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. 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 after end of grant period and then destroy.

##### PRIMARY DESIGNATION

Public.

#### NONCONFORMING USE CERTIFICATE RECORDS

The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.

##### RETENTION

Permanent.

##### PRIMARY DESIGNATION

Public.

#### PLANNED UNIT DEVELOPMENT CASE FILES

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. 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, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission.

##### RETENTION

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

Permanent.  
PRIMARY DESIGNATION  
Public.

#### PLANNING COMMISSION MINUTES

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

#### RETENTION

Permanent. May be transferred to the State Archives.

PRIMARY DESIGNATION  
Public.

#### PLANNING STUDY REPORTS

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.

PRIMARY DESIGNATION  
Public.

#### REZONING RECORDS AND INDEXES

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

#### RETENTION

Permanent.

PRIMARY DESIGNATION  
Public.

#### SITE REVIEW PLANNING RECORDS

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.

#### RETENTION

Permanent.

PRIMARY DESIGNATION  
Public.

#### STREET/ALLEY VACATING RECORDS

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, ordinances, and legal description.

#### RETENTION

Permanent.

City of Saratoga Springs, UT  
Records Retention Schedule 8/10/17

#### PRIMARY DESIGNATION

Public.

#### SUBDIVISION REVIEW CASE FILES

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### ZONING MAPS

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### ZONING ORDINANCES

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city 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 10-9-402 (1995)).

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

# MUNICIPAL SCHEDULE 21 PUBLIC SAFETY RECORDS

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## SCHEDULE 21 POLICE DEPARTMENT RECORDS

### ARREST REPORTS

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

#### RETENTION

Retain for 5 years if not part of case file, and then destroy.

#### PRIMARY DESIGNATION

Private.

#### SECONDARY DESIGNATION

Public: Initial Contact Report (UCA 63G-2-301(2)(g) (2008))

### BICYCLE REGISTRATIONS

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 department 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 (1997)). Bicycle registration may be handled by either the fire or police department.

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private.

### CASE REPORTS

These are reports of crimes and other cases investigated by the police department. 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 police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

#### RETENTION

Retain for 5 years if not part of case file and then destroy.

#### PRIMARY DESIGNATION

Protected.

### CHEMICAL ANALYSIS RECORDS

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 (1997)). Usually these tests are part of the case file/ accident report and are filed by the 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.

#### PRIMARY DESIGNATION

Private.

#### CIVIL PROCESS RECORDS

These records document civil papers processed and served by the police department. 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. The records are traditionally known as the civil day book.

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### COURT SUMMONS

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 and then destroy.

#### PRIMARY DESIGNATION

Public.

#### CRIME ANALYSIS FILES

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.

#### PRIMARY DESIGNATION

Public.

#### CRIMINAL HISTORY DISSEMINATION LOG

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, Part 20, Subpart C (1992) and state regulations under UCA 53-5-214 (1997).

#### RETENTION

Retain for 1 year and then destroy.

#### PRIMARY DESIGNATION

Public.

#### CRIMINAL HISTORY RECORDS

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 individual's 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.

PRIMARY DESIGNATION Exempt: UCA 53-5-214 (2008).

#### DAILY ACTIVITY REPORT

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.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### DAILY RADIO LOG

This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.

#### RETENTION

Retain for 1 year and then destroy.

#### PRIMARY DESIGNATION

Public.

#### DISPATCH LOGS

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, traffic stops, calls for service generated, 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.

#### PRIMARY DESIGNATION

Public.

#### DISPATCH TAPE RECORDINGS

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. 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 questionable actions are transferred to cassette tapes.

#### PRIMARY DESIGNATION

Private.

#### DUI (DRIVING UNDER THE INFLUENCE) REPORTS

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 after the date of arrest and service of notice" (UCA 53-3-223 (5) (1997)). 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.

#### PRIMARY DESIGNATION

Private.

#### EVIDENCE DISPOSITION RECORDS

These records 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.

#### PRIMARY DESIGNATION

Protected.

#### EVIDENCE LOG

This is a log that shows the chain of possession of all evidence gathered by the police department. 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 and then destroy.

#### PRIMARY DESIGNATION

Protected.

#### EXPUNGEMENTS

"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) (1997)).

#### RETENTION

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

#### PRIMARY DESIGNATION

Protected: UCA 77-18-15(8) and 63G-2-305(9) (2008).

#### FELONY INVESTIGATION CASE FILES

These case files are created as a result of a felony complaint or investigation by the police 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, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.

#### RETENTION

Retain for 5 years after case closed and then destroy.

#### PRIMARY DESIGNATION

Protected.

#### FIELD INTERROGATION REPORTS

This is a limited informational report filled out by the police officer. 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.

#### PRIMARY DESIGNATION

Protected.

#### FINGERPRINT CARDS

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.

#### PRIMARY DESIGNATION

Protected.

#### FIREARM QUALIFICATION RECORDS

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

##### RETENTION

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

##### PRIMARY DESIGNATION

Private.

#### FIREARMS DISPOSAL RECORDS

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.

##### PRIMARY DESIGNATION

Protected.

#### FIREARMS INVENTORY CARDS

These card files list all firearms in police department's 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 disposal of firearms and then destroy.

##### PRIMARY DESIGNATION

Protected.

#### HOMICIDE AND THEFT OF PUBLIC FUNDS CASE FILES

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file 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, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

##### RETENTION

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

##### PRIMARY DESIGNATION

Protected.

#### IMPOUNDED VEHICLES REPORTS

These reports document motor vehicles impounded by the police department. 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.

##### PRIMARY DESIGNATION

Public.

#### INITIAL CONTACT REPORTS

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims;

City of Saratoga Springs, UT

the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

#### RETENTION

Retain for 5 years if not part of case file and then destroy.

PRIMARY DESIGNATION Public: UCA 63G-2-301(2)(g) (2008).

SECONDARY DESIGNATION Protected: UCA 63G-2-305(9) (2008)

#### INTERNAL AFFAIRS SUMMARY REPORT

This is a statistical report on all internal investigations of the police officers' 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.

PRIMARY DESIGNATION

Public.

#### INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES

These files contain records relating to the internal affairs of the police 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 part of investigative case files (misdemeanor, felony, homicide).

#### RETENTION

Retain for 2 years and then destroy.

PRIMARY DESIGNATION

Protected.

#### MASTER NAME INDEX

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police 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 police departments, notice of content, and report of recorded event.

#### RETENTION

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

PRIMARY DESIGNATION

Private.

#### MISDEMEANOR CASE FILES

These case files are created as a result of misdemeanor complaints and investigations by the police 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, officers' notes, 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.

PRIMARY DESIGNATION

Protected.

#### MUG SHOTS

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.

#### PRIMARY DESIGNATION

Public.

#### NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS

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.

#### PRIMARY DESIGNATION

Public.

#### PAWN SHOP RECEIPTS

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, merchandise type, serial number, and item description.

#### RETENTION

Retain for 1 year and then destroy.

#### PRIMARY DESIGNATION

Public.

#### POLICE IN-CAR VIDEO RECORDINGS

This series consists of videotapes recorded from police vehicles. Filming is automatically activated when the officer turns on the vehicle's lights and siren or can be activated by the officer. The videotapes document officer's response to a police call or the stopping of a vehicle for witnessed infraction. They include the videotape, unit number, date, time, and officers' names.

#### RETENTION

Retain by Office for 3 months and destroy provided tapes of questioned actions are duplicated and retained.

#### PRIMARY DESIGNATION

Public.

#### QUESTIONABLE CASES DISPATCH RECORDINGS

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 telephone 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.

#### PRIMARY DESIGNATION

Public.

#### RECEIVED PROPERTY RECORDS

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 (1997). 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.

#### PRIMARY DESIGNATION

Private.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### RETURNED PROPERTY RECEIPTS

These receipts document the return of property in the custody of the police department to property owner in accordance with UCA 77-24-3 (1997). They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized police department personnel. "The receipt shall be retained as permanent in the files of the agency involved or the court where the case is finally resolved." (UCA 77-24-3 (1997)).

#### RETENTION

Permanent. (UCA 77-24-3 (1997)).

#### PRIMARY DESIGNATION

Private.

#### ROBBERY BULLETIN RECORDS

These files contain information to be distributed to other law enforcement agencies concerning robberies. The form includes date, time, case number, suspect's 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.

#### PRIMARY DESIGNATION

Public.

#### SEX OFFENDER FILES

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 77-27-21.5 (1997)).

#### RETENTION

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

#### PRIMARY DESIGNATION

Exempt: UCA 77-27-21.5(13) (2008).

#### STOLEN/RECOVERED PROPERTY LISTS

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.

#### PRIMARY DESIGNATION

Public.

#### TELETYPES

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.

#### PRIMARY DESIGNATION

Protected.

#### TRAFFIC CITATIONS

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

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

**RETENTION**

Retain for 2 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**UNCLAIMED PROPERTY FILES**

These files document the disposition of unclaimed property held by the police 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) (1997). The report includes the name of property's owner if known and the 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.

**PRIMARY DESIGNATION**

Public.

**UNIFORM CRIME REPORT FILES**

These files contain copies of a monthly statistical report of all offenses known to the police. 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.

**PRIMARY DESIGNATION** Exempt: UCA 53-5-206 (2008).

**WARRANT LOG**

These are court authorizations for the police 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. The log is usually arranged chronologically.

**RETENTION**

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

**PRIMARY DESIGNATION**

Public.

**WARRANT WORKSHEETS**

These are worksheets used to collect all information necessary for use in the processing and serving of warrants by the police department. They usually include addresses, telephone 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.

**PRIMARY DESIGNATION**

Private.

**WARRANTS**

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.

**PRIMARY DESIGNATION**

Public: UCA 63G-2-301(2)(m) and UCA 63G-2-301(2)(n) (2008).

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### WRECKER SERVICE RECORDS

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, telephone number, address dispatched to, date, time, and identification number of person making call.

#### RETENTION

Retain for 1 year and then destroy.

#### PRIMARY DESIGNATION

Public.

# MUNICIPAL SCHEDULE 22 PUBLIC UTILITIES RECORDS

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## SCHEDULE 22 PUBLIC UTILITIES RECORDS

### AS-BUILT CONSTRUCTION DRAWINGS

These drawings illustrate the extension, improvement, or upgrade of water lines, storm drains, irrigation systems, wells, tanks, power lines, or related facilities. They are used by contractors to construct projects, and for reference and informational purposes.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11) (2008)

### BACKFLOW PREVENTION TEST REPORTS

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

#### RETENTION

Retain for 3 years after subsequent test and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(9)(a) (2008)

### BACTERIOLOGICAL QUALITY ANALYSES REPORTS

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

#### RETENTION

Retain for 5 years after subsequent test (40 CFR 141.33(a) (1992)) and then destroy.

#### PRIMARY DESIGNATION

Public.

### BILLING ADJUSTMENT RECORDS

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(b)(d) (2008)

### BILLING RECORDS

These records relate to billing transactions and are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, reported balances, direct billing authorizations, and other records related to utility billing functions.

#### RETENTION

Retain for 3 years and then destroy.  
PRIMARY DESIGNATION Private: UCA 63G-2-302(2)(b).  
SECONDARY DESIGNATION  
Protected: UCA 63G-2-305(51)

#### BILLING REGISTER

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(b)(d) (2008)

#### CHEMICAL/RADIOLOGICAL ANALYSES

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

#### RETENTION

Retain for 10 years after subsequent test (40 CFR 141.33(b) (1992)) and then destroy.

#### PRIMARY DESIGNATION

Public.

#### COMPLAINT FILES

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

#### CONNECTION BOOKS

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11) (2008)

#### CROSS CONNECTION CONTROL SURVEY FILES

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

#### RETENTION

Retain for 3 years after destruction of premise and then destroy.

#### PRIMARY DESIGNATION

Public.

#### CUSTOMER APPLICATION RECORDS

City of Saratoga Springs, UT  
Records Retention Schedule 8/10/17

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

#### RETENTION

Retain for 3 years after account closed and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(b)(d) (2008)

#### CUSTOMER DEPOSIT CARDS

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

#### RETENTION

Retain for 3 years after account closed and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(b)(d) (2008)

#### DAILY FILTER LOG

This log records a daily instrument table of information regarding filter operations required by UCA 26-12-1 et. seq.

#### RETENTION

Retain for 5 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### DAILY OPERATIONAL LOG

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected.

#### DAILY PUMP STATION WELL REPORTS

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

#### RETENTION

Retain for 2 years provided summary report is compiled and then destroy.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected.

#### DISCHARGE MONITORING AND WATER RECLAMATION PLANT REPORTS

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily City of Saratoga Springs, UT

operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (1996)).

**RETENTION**

Retain for 5 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**DITCH FLOW DAILY RECORDS**

These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.

**RETENTION**

Retain for 7 years or 4 years after litigation is settled provided summary report is compiled and then destroy.

**PRIMARY DESIGNATION**

Public.

**DITCH FLOW SUMMARY REPORTS**

These reports summarize the amounts delivered to water companies. The summary information is compiled monthly and/or annually. The reports include name of company, date, amount of water delivered, and amount required.

**RETENTION**

Permanent.

**PRIMARY DESIGNATION**

Public.

**ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES**

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.

**RETENTION**

Retain for 3 years after final audit and then destroy.

**PRIMARY DESIGNATION**

Public.

**FIELD NOTES**

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

**RETENTION**

Permanent.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Protected: UCA 63G-2-305(11) (2008)

**FLOW CHARTS**

These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.

**RETENTION**

Retain for 6 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**HYDROGRAPH ANNUAL REPORTS**

These are the annual reports summarizing water charts recording the daily flows of streams. The information is used for predicting future flows.

**RETENTION**

Permanent.

**PRIMARY DESIGNATION**

Public.

**HYDROGRAPH DAILY CHARTS**

These are water charts recording the daily flows of streams. They are used for predicting future stream flows.

**RETENTION**

Retain for 10 years provided annual report is compiled and then destroy.

**PRIMARY DESIGNATION**

Public.

**METER BOOKS**

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Private: UCA 63G-2-302(2)(b)(d) (2008)

**METER LOCATION RECORDS**

These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

**RETENTION**

Retain for 1 year after removal of meter and then destroy.

**PRIMARY DESIGNATION**

Public.

**METER REPAIR AND TESTING FILES**

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

**RETENTION**

Retain for 1 year after disposal of meter and then destroy.

**PRIMARY DESIGNATION**

Public.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS**

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (1993)). This applies to municipalities with a population of 100,000 or greater.

**RETENTION**

Permanent.

**PRIMARY DESIGNATION**

Public.

**PUMP STATION WELL SUMMARY REPORTS**

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount

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Records Retention Schedule 8/10/17

of water pumped. Please refer to Schedule 22, Item #15 "Daily Pump Station Well Reports" for the daily reports.

**RETENTION**

Permanent.

**PRIMARY DESIGNATION**

Public.

**REMITTANCE STUBS**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Private: UCA 63G-2-302(2)(b) (2008)

**SEWER MAIN LOCATION PLATS**

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

**RETENTION**

Retain until updated or superseded and then destroy.

**PRIMARY DESIGNATION**

Public.

**SECONDARY DESIGNATION**

Protected: UCA 63G-2-305(11) (2008)

**TELEVISION INSPECTION REPORTS**

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

**RETENTION**

Retain for 3 years or until updated or superseded and then destroy.

**PRIMARY DESIGNATION**

Protected: UCA 63G-2-305(11) (2008).

**WATER CONSUMPTION ANNUAL REPORTS**

These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

**RETENTION**

Permanent.

**PRIMARY DESIGNATION**

Public.

**WATER CONSUMPTION MONTHLY REPORTS**

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

**RETENTION**

Retain for 1 year provided annual report is compiled and no litigation is pending and then destroy.

**PRIMARY DESIGNATION**

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Public.

#### WATER FLOW ANNUAL RECORDER CHARTS

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### WATER FLOW WEEKLY RECORDER CHARTS

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

#### RETENTION

Retain for 3 years provided annual chart is compiled and then destroy.

#### PRIMARY DESIGNATION

Public.

#### WATER MAIN CHARTS AND INDEXES

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

#### RETENTION

Permanent.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11) (2008)

#### WATER STOCK PURCHASE FILES

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

#### RETENTION

Retain for 10 years after sale of stock and then destroy.

#### PRIMARY DESIGNATION

Public.

#### WATER TREATMENT PLANT OPERATIONAL REPORTS

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum, maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.

#### RETENTION

Retain for 5 years and then destroy.

#### PRIMARY DESIGNATION

Public.

# MUNICIPAL SCHEDULE 23 PUBLIC WORKS RECORDS

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## SCHEDULE 23 PUBLIC WORKS RECORDS

### CAPITAL PROJECT STATUS REPORT

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.

#### PRIMARY DESIGNATION

Public.

### CLASS "C" ROAD FUNDING PROJECT FILES

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (UCA 27-12-23 (1997)). The files include amount of funds allocated and how they 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.

#### PRIMARY DESIGNATION

Public.

### COMPLAINT FILES

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 2 years or until resolution of any litigation, whichever occurs later and then destroy.

#### PRIMARY DESIGNATION

Public.

### CONCRETE MAINTENANCE RECORDS

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal 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 municipality 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.

#### PRIMARY DESIGNATION

Public.

### CONSTRUCTION CONTRACT RECORDS

These records document contracts for all engineering and construction projects undertaken by the municipality. 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.

#### PRIMARY DESIGNATION

Public.

#### CONSTRUCTION PROJECT FILES

These project files document the planning, design, and construction of municipally-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 and repairs to additions to city buildings.

##### RETENTION

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

##### PRIMARY DESIGNATION

Public.

#### DELIVERY TICKETS

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 list of miscellaneous supplies received.

##### RETENTION

Retain for 3 years and then destroy.

##### PRIMARY DESIGNATION

Public.

#### DRAINAGE MAINTENANCE AGREEMENTS

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality 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 municipal council, 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.

##### PRIMARY DESIGNATION

Public.

#### DRAINAGE SYSTEM REPAIR LIST

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.

##### PRIMARY DESIGNATION

Public.

#### DRAWINGS AND DIAGRAMS

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

##### RETENTION

Permanent. May be transferred to the State Archives.

##### PRIMARY DESIGNATION

Public.

#### DRIVER AND ROUTE CHECK LIST

These files contain an annual evaluation form completed on each garbage truck driver to show driving ability and knowledge of street route. They include name of driver, date, vehicle number, route number, list of vehicle equipment to be checked before starting engine, list of items to be checked at completion of shift, results of road test, and comments concerning attitude, cooperation, route appearance, etc.

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Records Retention Schedule 8/10/17

#### RETENTION

Retain for 2 years or until termination of driver and then destroy.

#### PRIMARY DESIGNATION

Public.

#### ENCROACHMENT AGREEMENTS

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality 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 city council chair and city manager.

#### RETENTION

Retain for 6 years after contract revocation and then destroy.

#### PRIMARY DESIGNATION

Public.

#### EXCAVATION PERMIT APPLICATIONS

These applications are used by individuals and contractors requesting to work in the municipal 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 municipal ordinances.

#### RETENTION

Retain for 1 year after expiration and then destroy.

#### PRIMARY DESIGNATION

Public.

#### EXCAVATION PERMIT BILLINGS

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality 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.

#### PRIMARY DESIGNATION

Public.

#### FLOOD CONTROL PERMIT APPLICATIONS

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 municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal 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 with authority to weed.

#### PRIMARY DESIGNATION

Public.

#### HIGHWAY DAILY REPORT

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes municipality 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.

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### INFORMATIONAL MAPS AND PLATS

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city 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.

#### PRIMARY DESIGNATION

Public.

#### INTERLOCAL AGREEMENTS

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 the city and county 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.

#### PRIMARY DESIGNATION

Public.

#### INTERSECTION CASE FILES

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

#### RETENTION

Retain for 7 years and then destroy.

#### PRIMARY DESIGNATION

Public.

#### MATERIALS TEST RESULTS

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 municipal construction projects. Reports are also used for reference on future municipal 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 5 years after project completed and then destroy.

#### PRIMARY DESIGNATION

Public.

#### MONTHLY WEIGHT REPORTS

This is a graph showing amount of refuse collected per day, week, month, and the percentage of time used for collection. The graph is used for budget purposes and evaluation of tonnage for each route. They include frequency of pickups at scalehouse, time estimated, arrival time, and total tonnage collected per month with average collected per truck.

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

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#### PARKING METER REPAIR CARD LOG

This log shows the type and frequency of repairs for each parking meter. The cards are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.

##### RETENTION

Retain for 4 years and then destroy.

##### PRIMARY DESIGNATION

Public.

#### PERMITS TO WORK IN A PUBLIC WAY

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

##### RETENTION

Retain for 1 year after bond expires and then destroy.

##### PRIMARY DESIGNATION

Public.

#### RESURFACING BILLINGS

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality 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.

##### PRIMARY DESIGNATION

Public.

#### REVIEW FILES

This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.

##### RETENTION

Retain for 3 years after completion of project and then destroy.

##### PRIMARY DESIGNATION

Public.

#### ROUTE MAPS

These maps show sections of the municipality divided into routes for each day of the week for refuse collection. They are used to inform drivers of assigned daily route collection. They include maps of city streets divided into collection routes and numbered by truck number per day of week.

##### RETENTION

Retain until route changes and then destroy.

##### PRIMARY DESIGNATION

Public.

#### SCHOOL ROUTING MAPS

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 include maps, plans, routing changes, safety concerns, and recommendations.

##### RETENTION

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Records Retention Schedule 8/10/17

Retain for 2 years and then destroy.  
PRIMARY DESIGNATION  
Public.

#### SIGNALIZED INTERSECTION RECORDS

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 2 years after signal device removed and then destroy.  
PRIMARY DESIGNATION  
Public.

#### SPECIAL ASSESSMENT PLATS

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. May be transferred to the State Archives with authority to weed.  
PRIMARY DESIGNATION  
Public.

#### SPECIAL EVENTS PERMITS

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

#### RETENTION

Retain for 1 year after event and then destroy.  
PRIMARY DESIGNATION  
Public.  
SECONDARY DESIGNATION  
Private: UCA 63G-2-302(2)(d) (2008)

#### STREET CLEANING RECORDS

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

#### RETENTION

Retain for 1 year and then destroy.  
PRIMARY DESIGNATION  
Public.

#### STREET MAINTENANCE RECORDS

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

#### RETENTION

Retain for 3 years and then destroy.  
PRIMARY DESIGNATION  
Public.

#### STREET NAME AND HOUSE NUMBER FILES

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

##### RETENTION

Permanent.

##### PRIMARY DESIGNATION

Public.

#### SURVEY DRAWINGS

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 with authority to weed.

##### PRIMARY DESIGNATION

Public.

#### SURVEY FIELD BOOKS

These books contain the original field notes of survey parties' daily survey measurements. The notes are a constant source of information for design surveys, civic improvement, benchmarks, elevations, property surveys, and for updating measurements and information on atlas plats. They include survey measurements, elevations, and grade with some sketches of the area.

##### RETENTION

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

##### PRIMARY DESIGNATION

Public.

#### TRAFFIC DRAWINGS

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

##### RETENTION

Retain for 4 years after revised and then destroy.

##### PRIMARY DESIGNATION

Public.

#### TRAFFIC SIGNAL CONFLICT MONITOR LOG

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 log includes location, type of conflict monitor and date serviced.

##### RETENTION

Retain for 7 years and then destroy.

##### PRIMARY DESIGNATION

Public.

#### TROUBLE CONTROL REPORT

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

##### RETENTION

Retain for 7 years or until litigation completed and then destroy.

##### PRIMARY DESIGNATION

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

Public.

# MUNICIPAL SCHEDULE 24 REDEVELOPMENT RECORDS

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## SCHEDULE 24 REDEVELOPMENT RECORDS

### ANNUAL REPORT

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 calendar year ending December 31 and an estimate of the portion of property taxes to be paid to the agency for calendar year beginning the next January 1" (UCA 17A-2-1217(1) (1997)).

#### RETENTION

Permanent. May be transferred to the State Archives.

#### PRIMARY DESIGNATION

Public.

### APPRAISAL PROJECT FILES

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 with authority to weed.

#### PRIMARY DESIGNATION

Public.

### BUILDING ILLUSTRATIONS

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.

#### PRIMARY DESIGNATION

Public.

### CERTIFICATION FILES

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.

#### RETENTION

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

#### PRIMARY DESIGNATION

Public.

### COMMUNITY DEVELOPMENT BLOCK GRANT ORIGINAL APPLICATION AND FINAL REPORT

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and re-grants. 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) (1992)).

**RETENTION**

Permanent. May be transferred to the State Archives.

**PRIMARY DESIGNATION**

Public.

**COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES**

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and re-grants. They include 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) (1992)).

**RETENTION**

Retain for 3 years and then destroy.

**PRIMARY DESIGNATION**

Public.

**CONSULTANT RECORDS**

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 file.

**RETENTION**

Retain for 2 years after being rejected and then destroy.

**PRIMARY DESIGNATION**

Public.

**FACADE PROJECT FILES**

These files document the re-granting of funds received by the municipality 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.

**PRIMARY DESIGNATION**

Public.

**HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS**

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.

**PRIMARY DESIGNATION**

Public.

**HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES**

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects deal 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**

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

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

**PRIMARY DESIGNATION**

Public.

**LITIGATION FILES**

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgments, etc.), copies of depositions, and attorneys' notes. Usually the city 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.

**PRIMARY DESIGNATION**

Protected.

**OWNER PROJECT FILES**

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.

**PRIMARY DESIGNATION**

Public.

**PRELIMINARY PLAN REPORTS**

These are reports required to be completed by the agency on proposed projects. The agency "may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community" (UCA 17A-2-1206 (1997)). The plans must include a description of the boundaries of the project area containing a "general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area." The plans must also show how the "purposes of the act would be attained by such redevelopment" and "shows how redevelopment conforms to the master or general community plan" (UCA 17A-2-1207 (1997)).

**RETENTION**

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

**PRIMARY DESIGNATION**

Public.

**REDEVELOPMENT PLANS (NON-APPROVED)**

"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 (1997). 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 (1997)). Approved plans become part of Schedule 24, Item #3 "Certification Files."

**RETENTION**

Retain for 2 years and then destroy.

**PRIMARY DESIGNATION**

Public.



# MUNICIPAL SCHEDULE 25 LIBRARY RECORDS

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## SCHEDULE 25 LIBRARY RECORDS

### ACCESSION RECORDS

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 1960 permanent, transfer to State Archives with authority to weed.

#### PRIMARY DESIGNATION

Public.

### ANNUAL REPORT

This is an annual report by the library board of directors required by UCA 9-7-406(1) (1997) "to the city 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.

#### PRIMARY DESIGNATION

Public.

### BOARD OF DIRECTOR'S MINUTES

These are the official minutes of regular and special meetings of the City 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.

#### PRIMARY DESIGNATION

Public.

### CIRCULATION RECORDS

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.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008).

### CIRCULATION STATISTICAL REPORTS

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.

#### PRIMARY DESIGNATION

Public.

### HOLDINGS CATALOG

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 libraries 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.

#### PRIMARY DESIGNATION

Public.

#### INTERLIBRARY LOAN RECORDS

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.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008).

#### LIBRARY COMPLAINTS

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.

#### PRIMARY DESIGNATION

Public.

#### SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008)

#### LIBRARY OPERATION POLICIES

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.

#### PRIMARY DESIGNATION

Public.

#### LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) GRANT FILES

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 770 (1997)). The grants are used to implement or update programs for literacy, institutional development, inadequate services or library construction. 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.

#### PRIMARY DESIGNATION

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

Public.

#### LOST LIBRARY MATERIALS AND REFUND RECEIPTS

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.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008).

#### PATRON ASSISTANCE PUBLICATIONS

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.

#### PRIMARY DESIGNATION

Public.

#### PATRON REQUESTS

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.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008).

#### PLANNING AND EVALUATION STUDIES

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.

#### PRIMARY DESIGNATION

Public.

#### PUBLIC LIBRARY SERVICES DEVELOPMENT GRANT RECORDS

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.

#### PRIMARY DESIGNATION

Public.

#### REGISTRATION RECORDS

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. Non-expiring 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.

#### PRIMARY DESIGNATION

Private: UCA 63G-2-302(l)(c) (2008).

#### SHELF LIST

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.

#### PRIMARY DESIGNATION

Public.

#### STATE LIBRARY ANNUAL REPORT

This is an annual report required by UCA 9-7-211 (1997) 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.

#### PRIMARY DESIGNATION

Public.

#### STRATEGIC PLANS

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.

#### PRIMARY DESIGNATION

Public.



# MUNICIPAL SCHEDULE 26 FIRE DEPARTMENT RECORDS

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## SCHEDULE 26 FIRE DEPARTMENT RECORDS

### ACTIVITY REPORT

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; 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.

#### PRIMARY DESIGNATION

Public.

### BICYCLE REGISTRATIONS

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 department 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 (1997)). Bicycle registration may be handled by either the fire or police department.

#### RETENTION

Retain for 3 years and then destroy.

#### PRIMARY DESIGNATION

Private.

### BUSINESS INSPECTION RECORDS

These files document the fire inspection of all businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include correspondence, copy of business license, brief history of building, notices of violations, citations, inspection of reports, and various inspection forms.

#### RETENTION

Retain for 4 years after subsequent report and then destroy.

#### PRIMARY DESIGNATION

Public.

### DISPATCH LOGS

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.

#### RETENTION

Retain for 2 years and then destroy.

#### PRIMARY DESIGNATION

Public.

### DISPATCH TAPE RECORDINGS

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made to and 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.

#### PRIMARY DESIGNATION

Private.

#### EMERGENCY MEDICAL EQUIPMENT MAINTENANCE RECORDS

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 replaced and then destroy.

##### PRIMARY DESIGNATION

Public.

#### EMERGENCY SERVICES BILLINGS

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.

##### PRIMARY DESIGNATION

Private.

#### EQUIPMENT RUN LOGS

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.

##### PRIMARY DESIGNATION

Public.

#### EVIDENCE LOG

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 part of the investigative file.

##### RETENTION

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

##### PRIMARY DESIGNATION

Protected.

#### EXPOSURE REPORTS

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, occupancy type, 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 after termination of employment (29 CFR 1910.1020(d)(i) (1997)) and then destroy.

##### PRIMARY DESIGNATION

Private.

#### FATAL FIRE INVESTIGATION CASE FILES

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.

**PRIMARY DESIGNATION**

Protected.

**FIRE RUN REPORTS**

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.

**PRIMARY DESIGNATION**

Public.

**HOSE TEST REPORTS**

These reports record tests required annually 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.

**PRIMARY DESIGNATION**

Public.

**HYDRANT MAINTENANCE CARD FILES**

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.

**PRIMARY DESIGNATION**

Public.

**HYDRANT MAINTENANCE INVENTORIES**

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.

**PRIMARY DESIGNATION**

Public.

**INVESTIGATION CASE FILES**

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Schedule 27, Item 11 "Fatal Fire Investigation Case Files."

**RETENTION**

Retain for 10 years and then destroy.

**PRIMARY DESIGNATION**

City of Saratoga Springs, UT

Records Retention Schedule 8/10/17

Protected.

#### INVESTIGATION REPORTS

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 then destroy if annual report compiled. If annual report not compiled retain permanently.

#### PRIMARY DESIGNATION

Protected.

#### PUMP TEST RECORDS

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.

#### PRIMARY DESIGNATION

Public.

#### QUESTIONABLE CASES DISPATCH RECORDINGS

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 telephone 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.

#### PRIMARY DESIGNATION

Public.

#### SUPERVISED FIRE DRILL REPORTS

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.

#### PRIMARY DESIGNATION

Public.

#### TANK APPLICATIONS AND PERMIT RECORDS

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.

#### PRIMARY DESIGNATION

Public.

#### UNAPPROVED TANK APPLICATIONS

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.

**PRIMARY DESIGNATION**

Public.

**UTAH EMERGENCY MEDICAL SERVICES (EMS) INCIDENT REPORT**

These report forms record both statistical and patient information on all Emergency Medical Services (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) (1997)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

**RETENTION**

Record copy: Retain for 10 years and then destroy. Duplicate copies: Retain for 1 year and then destroy.

**PRIMARY DESIGNATION**

Private.

**UTAH FIRE INCIDENT REPORTING SYSTEM (UFIRS) FORMS**

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.

**PRIMARY DESIGNATION**

Public.

Adopted: