

WFWRD SOP 2.08, Attachment A: Records Management WFWRD's Records Retention Schedule and Classification (upd. 5/5/2021)

Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-001	ACB Meeting Packets	Information packets distributed to Administrative Control Board (ACB) members to provide additional information on topics discussed in public meetings and public hearings. These packets include minutes of the previous open public meeting held by the ACB.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1709
WFWRD-002	Accident Reports	These are reports of property and auto damage caused by District employees and equipment and typically include internal tracking forms, cause, place of accident, weather conditions, photos, diagrams, claimant and driver information, and statements of fact. Accident files also include reports of damage done to District equipment and property by others and are typically submitted to the District liability insurance provider.	Retain for 3 years, and then destroy.	Primary: Public Secondary: Protected (63G-2-305(38))		General Retention Schedule: 317
WFWRD-004	Accounts Payable/Receivable Records	These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, P-card statements, revenue, expenses, and related accounting records. Trust records are not included.	Retain for 4 years, then destroy.	Public		General Retention Schedule: 106
WFWRD-005	Agendas/Minutes: ACB Open Public Meetings	Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1709
WFWRD-006	Agendas/Minutes: Executive/Administrative Meetings	These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions, but do have authority to make internal policy decisions. Information includes the determinations and actions of the meeting. These include Administration Team Meetings and Management Team Meetings.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1726
WFWRD-007	Agendas/Minutes: Staff & Internal Meetings	These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions. Information includes implementation of projects, programs, or operational matters. These include Operation Team Meetings and Lead Team Meetings.	Retain until resolution of issue, then destroy.	Public		General Retention Schedule: 1725

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WFWRD-008	Americans with Disabilities Act (ADA) - Medical Records	Requests made by an employee for disability accommodations. Information includes medical data about the requestor, accommodations made, denials, appeals, and any other information about accommodation requests from applicants, employees, and volunteers. Medical information is not placed in the regular employee medical file, but is kept in a separate medical file only accessible to authorized officials in accordance with 29 CFR 1640 4a(1).	Retain for 5 years after employee separation, then destroy.	Primary: Exempt (governed by other laws) 29 CFR 1630.14 Secondary: Private (UCA 63G-2-302(b))		General Retention Schedule: 1434
WFWRD-084	Americans with Disabilities Act (ADA) Accommodation Employee Requests	These requests are made by District employees for disability accommodations. They include medical data about the person, accommodations made, denials, appeals, and other information about accommodation requests from service, program, or activity recipients, including applicants, employees and volunteers.	Retain for 5 years after separation, and then destroy records.	Primary: Protected (UCA 63G-2-305(9)) Secondary: Private (UCA 63G-2-302(1)(b)) and Controlled (UCA 63G-2-304)		General Retention Schedule: 1434
WFWRD-089	Americans with Disabilities Act (ADA) Accommodation Public Requests	These requests are made by members of the public for disability accommodations to participate in public meetings and events. They include the request, accommodations made, denials, appeals, and other information.	Retain for 3 years after superseded, and then destroy records.	Public		General Retention Schedule: 1783
WFWRD-081	Annual Reports	These are official reports summarizing activities and accomplishments of the District which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams. These reports are traditionally included in the ACB Meeting Packet at the beginning of each year.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 3
WFWRD-074	Asset Assignment Records	These records document assets assigned to specific employees, and the employee's acceptance of the assigned assets.	Retain for 1 year after final action, then destroy.	Public	Ref. SOP 2.10	General Retention Schedule: 1720
WFWRD-010	Benefits	These files document eligibility and enrollment to benefits, such as cafeteria reimbursement, Health and Dental, COBRA, life insurance, retirement, etc., payment of deductions, claims and costs analysis, retiree insurance, costs, and correspondence.	Retain for 65 years after date of hire, and then destroy records, OR 3 years after separation, then destroy records.	Private (UCA 63G-2-302(1)(g)) Cafeteria Plan docs are Exempt CFR Parts 160, 162 & 164	UT Code: 49-11-602	General Retention Schedule: 1965

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-013	Bid Solicitation Files (Cancelled)	Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to the awarding of a contract. Information includes presolicitation documentation on the requirement, offers opened prior to cancellation, documentation on government action up to the time of cancellation, and evidence of cancellation.	Retain for 4 years after final action, then destroy.	Public		General Retention Schedule: 1976
WFWRD-011	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.	Retain for 4 years, then destroy.	Public		General Retention Schedule: 106
WFWRD-012	Budget Records	These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.	Retain for 4 years, then destroy.	Public		General Retention Schedule: 1856
WFWRD-068	Community Outreach Records	These records document District development, planning, and operation of training and outreach courses and events. Information may include curriculum requirements and objectives, program assessments, participation and evaluations, and documents relating to the facilitation of community outreach events.	Retain for 6 years, then destroy.	Public		General Retention Schedule: 150
WFWRD-015	Complaint Files	Documentation of complaints received from residents utilizing sanitation services regarding problems in their neighborhood such as cans not removed from the street, garbage pickup missed, complaints about cleanups, etc. Complaints include description of the problem, location, and other data relating to the problem and may include the name, address, phone number or other personal information of the complainant. Complaints will be maintained to coincide with the budget year it occurs in to provide documentation if funds were needed to resolve the problem.	Retain for 3 years after resolution of issue, then destroy.	Primary: Public Secondary: Protected (home address and home phone number (63G-2-305(51))		General Retention Schedule: 1783
WFWRD-017	Contracts Files	These records document contractual agreements for property use, products, or services. Records may include requirements and terms, and the signed contract. Contractor payroll records are included. These do not include Private Road Agreements with residents.	Retain for 7 years after expiration of contractual agreement, and then destroy.	Public		General Retention Schedule: 1731

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-018	Customer Accounts Records	These are customer account billing records, including homeowner information, service and payment history, Curbside Assist requests, service requests, and other related billing information.	Retain for 4 years, then destroy.	Primary: Public Secondary: Protected (home address and home phone number (63G-2-305(51))		General Retention Schedule: 106
WFWRD-019	Day Sheets	Daily assignment of drivers and their assigned routes, including commodity designation.	Retain for 1 year, then destroy.	Public		General Retention Schedule: 116
WFWRD-020	Disaster Plan/Continuity of Operation (COOP) Records	Disaster plans for records and office operations ensure that essential District functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.	Retain until superseded, then destroy.	Primary: Public Secondary: Private (UCA 63G-2-302(1)(g))		General Retention Schedule: 2022
WFWRD-023	Employee Disciplinary Action Files	Records including audio recordings of disciplinary hearings and employee written disciplinary documentation, grievance documents, and overturned disciplinary documentation.	Retain for 65 years, OR 3 years after separation, then destroy. --- If no disciplinary action: Retain for 7 years after case closed or 7 years after end of employment, then destroy.	Primary: Public Secondary: Protected (UCA 63G-2-301(3)(o))		General Retention Schedule: 1965 General Retention Schedule: 1969
WFWRD-024	Employee Medical Files	These files include copies of Family Medical Leave Act (FMLA) application, Fitness for Duty reports, doctor's notes, and leave without pay requests.	Retain for 7 years after separation, then destroy.	Primary: Private (UCA 63G-2-302(1)(b)) and Controlled (UCA 63G-2-304)		General Retention Schedule: 1968
WFWRD-090	Employee Training Records	These records document employee and Board Member participation in training programs sponsored by governmental agencies or non-governmental institutions. Information may include correspondence, memoranda, reports, and other records relating to course availability and participation.	Retain until separation, then destroy.	Public		General Retention Schedule: 1916

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-025	Equal Employment Opportunity (EEO) Discrimination Complaints & Case Files	These files document official discrimination complaints received and resolved by the District. 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).	Retain for 4 years after case is closed, and then destroy.	Protected (UCA 63G-2-305 (18))		General Retention Schedule: 154
WFWRD-027	Executive Correspondence	Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1758
WFWRD-028	Financial Audit Reports	These are studies, and reports prepared and produced as a result of an internal or external audit of the District. Audit records summarize the District's programs, operations, productivity, performance, compliance, and can include examining and verifying the District's financial activities for the year.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1727
WFWRD-029	Fixed Assets	These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.	Retain for 10 years after disposition of asset, and then destroy.	Public		General Retention Schedule: 73
WFWRD-030	General Administrative Records	These are records of a general nature created in the course of business. They include leave requests and daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.	Retain for 2 years after resolution of issue, then destroy.	Public		General Retention Schedule: 1698
WFWRD-031	Grant Records	These records document grants received by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.	Retain for 7 years after final action, then destroy.	Public		General Retention Schedule: 1859
WFWRD-064	Hiring Records	Records related to the recruiting and hiring of employees, including candidates not hired, recruitment announcements, job descriptions, applications, resumes, interview questions, and evaluation scores. The resume and application of hired individuals are part of the Personnel File Records.	Retain for 2 years after final action, then destroy.	Primary: Public Secondary: Private (UCA 63G-2-302(1)(g))		General Retention Schedule: 1964
WFWRD-032	Historical Records	These records document the organization and reorganization of governmental entities. Information includes Advisory Board bylaws, history, functional information, organizational files and related records.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 43, General Retention Schedule: 1723

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-034	Insurance Claim Records	Reports used for the reference and generation of WFRWD-created claims files, including coverage or compensation for a covered loss. Records may include validated claims and payments issued.	Retain for 12 years after final action, then destroy.	Primary: Protected (UCA 63G-2-305(18)) Secondary: Protected (home address and home phone number (63G-2-305(51)) Tertiary: Public		General Retention Schedule: 2010
WFWRD-033	Insurance Policy Files	These are insurance policy contracts between the District and private insurers.	Retain for 15 years after expiration of contractual agreement and resolution of issue, then destroy.	Public		General Retention Schedule: 942
WFWRD-080	Interlocal Agreements	These are agreements between the District and the County or municipalities within the county to provide various services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of official county representatives.	Retain for 6 years after expiration of contractual agreement, and then destroy records.	Public		General Retention Schedule: 686
WFWRD-035	Invoices	These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.	Retain for 4 years, and then destroy records.			General Retention Schedule: 106
WFWRD-094	Notice of Claims	These records are submitted by individuals or legal representation regarding accidents involving District-owned vehicles.	Retain for 7 years after case is closed, and then destroy records.	Primary: Protected (UCA 63G-2-305(18))		General Retention Schedule: 1733
WFWRD-066	Oaths of Office	These files contain copies of signed oaths required of all officials, whether elected or appointed, before entering the duties of their respective offices.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1023
WFWRD-026	Office Equipment Maintenance Records	These are records of service repair and maintenance of district equipment, including office machines, furniture, and computer equipment. Information includes the request, work order, authorization, work logs, verification of work done, and related records.	Retain for 2 years, and then destroy.	Public		General Retention Schedule: 111

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-037	Organization Records	Records detailing an organization, which could include charts, functional statements, geographical boundaries, reorganization studies, organizational files, and related records.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1723
WFWRD-038	Payroll Records	Records that document payroll activities such as deductions, earnings, hours worked and attendance records, exemptions, and withholdings, leave records, copies of payroll registers, etc.	Retain for 3 years, then destroy.	Primary: Public Secondary: Private (UCA 63G-2-302(1)(a)&(g))		General Retention Schedule: 1902; General Retention Schedule: 1903
WFWRD-067	Performance Plans and Evaluations	This information documents an employee's performance, including awards, performance plans, and evaluations.	Retain for 3 years after separation, then destroy.	Public		General Retention Schedule: 1966
WFWRD-039	Personnel Files	These records are copies of employment files for all WFWRD employees including employment application, correspondence, payroll and leave history, work performance, discipline, performance evaluation forms, training certificates, letters of commendation, driver's license information, Conflict of Interest disclosures, Workers Compensation, and job-related information. They also contain the employee's participation in training programs. Records can be electronic or paper.	Retain for 65 years after date of hire, and then destroy records (record copy), OR 3 years after separation, then destroy (supervisor copy).	Primary: Private (UCA 63G-2-302(1)(g)) Secondary: Public (UCA 63G-2-301(1)(b))		General Retention Schedule: 1965
WFWRD-040	Policy and Procedure Manuals	These records document the formulation and adoption of policies and procedures for the function of the District and its administration and governing board. Standard Operating Procedures (SOPs): Standards and procedures established by the District administration to guide the District's operations. They are stored in hard files and electronically. The electronic copies contain drafts and archived items.	Retain for 4 years after superseded, then destroy.	Public		General Retention Schedule: 1732
WFWRD-088	Position Analysis Records	These records are used to create new job positions, or update existing positions. Information includes job description and analysis, salary, justification, and related records.	Retain for 3 years after superseded, then destroy.	Public		General Retention Schedule: 167
WFWRD-092	Private Road Agreements/Contracts	These records are signed and approved applications and agreements to establish, provide, and bill for waste/recycling collection services on private roads within WFWRD District boundaries.	Retain for 3 years, and then destroy records.	Primary: Public Secondary: Protected (home address and home phone number (63G-2-305(51)))	Ref. SOP 2.07	General Retention Schedule: 1783

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-072	Program Reports	These are official reports summarizing activities and accomplishments of the District which are produced and distributed regularly. They may include statistics, narrative reports, graphics, and diagrams. These reports include: Service Tracking.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 3
WFWRD-041	Public Relations Files	These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements or similar records made by board members or executive staff.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1716
WFWRD-042	Publications	Any record of enduring value, regardless of format or platform, that is disseminated by the District for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 1678
WFWRD-043	Purchasing Orders and Requests	These are forms authorizing the purchase of supplies or equipment by the District. They contain the name of vendor, item, date ordered, purchase order number, account charged, and authorizing signature. They also contain documents related to the payment of invoices, including requisitions, order forms (including clothing), and invoice/payment documentation.	Retain for 4 years, then destroy.	Public		General Retention Schedule: 1544
WFWRD-014	Recordings: Closed Meetings	Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting (Utah Code 52-4-206(1)(a) and (2)(2014)).	Permanent. May transfer to State Archives.	Protected (UCA 63G-2-305 (32))		General Retention Schedule: 1710
WFWRD-036	Recordings: Open Meetings	Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved (Utah Code 52-4-203(2014)).	Retain for 3 years after approval of minutes, then destroy.	Public		General Retention Schedule: 1712
WFWRD-044	Records Access Requests and Appeals	These records are access requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)). Included with the access requests are any notices of denial, appeals or any other records related to the request. This schedule excludes record access requests appealed to a local appeals board.	Retain for 2 years after final action, then destroy.	Primary: Public Secondary: Protected (home address and home phone number (63G-2-305(51))		General Retention Schedule: 1711
WFWRD-065	Records Destruction Files	These are records which document the destruction of the District's records.	Retain for 7 years after final action, then destroy.	Public		General Retention Schedule: 1689

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-045	Records Management	Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, technological system data, and related information. Record destruction files, including destruction logs, are not included in this schedule.	Retain until superseded or final action, then destroy.	Public		General Retention Schedule: 1713
WFWRD-087	Refund Requests	These are forms signed by customers requesting a refund of monies paid to the District.	Retain for 4 years, then destroy.	Primary: Public Secondary: Protected (home address and home phone number (63G-2-305(51)))		General Retention Schedule: 106
WFWRD-047	Reimbursement Files	These records document payments made to District employees for the purpose of reimbursing travel, transportation, mileage, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.	Retain for 4 years, then destroy.	Public		General Retention Schedule: 106
WFWRD-048	Request for Bid/Proposal/Quote (RFB/P/Q) Records	These records are bids, proposals, and quotes to provide products or services for the District. Information includes preliminary requirements for procurement of a commodity or service.	Retain for 6 years after end of project, then destroy.	Protected before contract is signed. Public after contract is signed. (63G-2-305(6))		General Retention Schedule: 1991
WFWRD-049	Reservations Files	These files contain records of Trailer Program or Area Cleanup Program (ACUP) scheduling, including delivery and pick up, resident information, reservation dates and address locations.	Retain for 1 year, then destroy.	Primary: Public Secondary: Protected (home address and home phone number (63G-2-305(51)))		General Retention Schedule: 648
WFWRD-050	Resolutions	These are formal statements of decisions or expressions of opinion adopted by the Administrative Control Board. The most commonly adopted resolutions include: adoption of county budgets, approving contracts, and formal recognitions.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 50
WFWRD-051	Safety Committee	These are electronic summaries of regular meetings of the Safety Committee and include determinations of root cause and recommendations for corrective actions.	Retain until resolution of issue, then destroy.	Public		General Retention Schedule: 1725

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-069	Scrapbooks	These records are created by compiling various items together to tell the story of the District. They include photographs, newspaper clippings, and other items pertaining to District activities, and actions and reactions of citizens.	Permanent. May transfer to State Archives.	Public		General Retention Schedule: 2051
WFWRD-073	Surplus Property Forms	Completed and approved forms required for the disposal or transfer of property identified for surplus. This includes Asset Disposal records.	Retain for 2 years after disposition of asset, and then destroy records.	Public	Ref. SOP 2.10	General Retention Schedule: 1992
WFWRD-055	Survey Files	These records are survey tools administered by agencies to gather data for improvements or changes. They document customer service, client needs, performance improvements, or other agency functions. They may contain survey questions and results, comments, ratings, responses to essay-type questions and other information. They may also contain respondent name, agency contact information, or other personal identifiers.	Permanent	Primary: Public Secondary: Private (UCA 63G-2-302(2)(d))		General Retention Schedule: 1727
WFWRD-056	Temporary Employee Files	These are files maintained on temporary employees which were provided no benefits by the District. They include copies of correspondence and employment forms.	Retain for 1 year after separation, then destroy.	Primary: Private (UCA 63G-2-302(1)(g)) Secondary: Public (UCA 63G-2-301(1))		General Retention Schedule: 172
WFWRD-071	Training Materials	These are training materials which include manuals, syllabi, textbooks, and other training aids developed and used by the District. Attendance Logs are not included.	Permanent. Retain until end of project or program. Transfer records to the archives.	Public		General Retention Schedule: 1951
WFWRD-091	Vehicle Inspection Reports	These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by employees or officials, including pre- and post-trip inspections.	Retain for 1 year, then destroy records.	Public		General Retention Schedule: 116
WFWRD-058	Vehicle Maintenance Records	These records document the inspection, repair, and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.	Retain for 3 years after disposition of asset, then destroy.	Public		General Retention Schedule: 1873

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Schedule #	Record Title	Description	Retention	Classification	Comments	Ref. Retention Schedule
WFWRD-059	Vehicle Registration Certificates	Copies of legal registrations required by law to be maintained with each vehicle, documenting ownership, registration, and operation of government-owned vehicles.	Retain until vehicle is sold and then transfer to buyer.	Public		General Retention Schedule: 16558
WFWRD-086	Vehicle Video Recordings	Records document the actions of collection vehicles. Includes video and audio recordings from vehicle/dashboard-mounted cameras. Recordings that become part of an accident investigation become part of the Accident Report file/record.	Retain until resolution of issue, and then destroy records.	Public		General Retention Schedule: 2021
WFWRD-060	Voucher Program	These files contain the details of the Voucher Program. They include the number of vouchers provided to each city/community, the number of green/bulk vouchers used, any resulting invoicing, cost to the District, etc.	Retain for 4 years, then destroy.	Public		General Retention Schedule: 106
WFWRD-070	Website/Social Media Visitor Reports	These records document District website visitor information.	Retain for 1 year after final action, then destroy.	Public		General Retention Schedule: 1720
WFWRD-061	Weight Tickets	These are weight tickets received from the landfill or recycling facility. They include date, time, truck number, gross weight, tare weight, etc. used to reconcile accounts.	Retain for 4 years, then destroy.	Public		General Retention Schedule: 106
WFWRD-062	Workers Compensation Files	These records document claims filed by District employees. The records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made.	Retain for 75 years from date of claim (permanent disability or similar), OR 10 years after case is closed, then destroy.	Primary: Public Secondary: Private UCA 63G-3-302(1)(a)	See Utah Code 34A-2 for Worker's Compensation Act.	General Retention Schedule: 1938
WFWRD-063	Working Files	These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.	Retain for 1 year after end of project or program, then destroy.	Public		General Retention Schedule: 1684