Utah

State **General Records Retention Schedule**

SCHEDULE 1
ADMINISTRATIVE RECORDS

ACKNOWLEDGMENT FILES (Item 1-1)

Acknowledgment records, transmittal inquiries, and requests that have been referred elsewhere for reply.

RETENTION

3 months after acknowledgment and/or referral and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (1)(h) (2012)

(Approved 07/90)

ACTIVITY REPORTS (Item 1-48)

Reports documenting work productivity of employees or an office. Includes weekly activity or production reports, monthly activity reports, etc.

RETENTION

1 year or until administrative need ends, whichever is first, and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

ADMINISTRATIVE CORRESPONDENCE (Item 1-63)

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/14)

ADMINISTRATIVE HEARING RECORDS (Item 1-2)

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION

Permanent. Retain by agency for 5 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

ADMINISTRATIVE POLICY AND PROGRAM RECORDS (Item 1-24)

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

RETENTION

Permanent. Retain by agency for 3 years and then transfer to Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/04)

ADMINISTRATIVE REFERENCE/READING FILES (Item 1-3)

Record of all memoranda and correspondence generated by an agency and retained only for reference purposes.

RETENTION

1 year or until administrative need ends, whichever is first, and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

ADMINISTRATIVE RULE RECORDS (Item 1-42)

Also known as the administrative record. Information an agency relies upon when making a rule under the Utah Administrative Rulemaking Act, Title 63G, Chapter 3, including copies of "(a) the proposed rule, change in the proposed rule, and the rule analysis form; (b) the public comment received and recorded by the agency during the public comment period; (c) the agency's response to the public comment; (d) the agency's analysis of the public comment; and (e) the agency's report of its decision making process." (Subsection 63G-3-102(1)) Also may include records and other information used by agencies to support rulemaking decisions. Agencies are required to file the administrative record along with their responsive pleadings with the court when the rule is challenged.

RETENTION

6 years after effective date and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

AGENCY HISTORIES (Item 1-4)

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION

Permanent. Retain by agency for 10 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

AMERICANS WITH DISABILITIES ACT REQUESTS FOR ACCOMMODATIONS (Item 1-57)

Requests received from the public for disability accommodations for state sponsored events. Information includes the requests for accommodations and the agency's response including accommodations made and other related documentation. For accommodation requests received from employees refer to Human Resource Section, ADA requests for accommodations.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302(1)(b)(2012).

(Approved 10/01)

ATTORNEYS GENERAL OPINIONS (Item 1-5)

Copies of legal interpretations of the Attorney General's office written at the request of an agency asking for guidance in enforcing, obeying, and/or interpretation of the law. The Attorney General's Office maintains the record copy of all official opinions.

RETENTION
Retain by the agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/05)

CLOSED MEETING RECORDS (Item 1-60)

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(2)(2014)).

RETENTION
Permanent. May be transferred to teh State Archives.

SUGGESTED PRIMARY DESIGNATION
Protected: Utah Code 63G-2-305(32) and Utah Code 52-4-206(5)(2010).

COMMITTEE AND BOARD FILES (Item 1-6)

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION

Permanent. Retain by agency for 3 years and then transfer to State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COMMUNICATION LOGS (Item 1-15)

Records which provide detailed information on incoming and/or outgoing documents, data, and other communications that require distribution or action.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

CONFERENCE SPONSORSHIP FILES (Item 1-50)

Records created by an agency sponsoring a conference, workshop, or seminar. Information may include copies of conference agenda, programs, brochures, reports, advertising information for the conference, presentations, speeches, significant correspondence, and related material.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/01)

EXECUTIVE CORRESPONDENCE (Item 1-61)

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.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/14)

FINDING AIDS (Item 1-11)

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

RETENTION

Retain until records to which they pertain are destroyed or destroy when no longer needed for reference.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

INTERIM VERIFICATION FILES (Item 1-55)

Records documenting the interim verification of a license, certification, eligibility, or other temporary authorization until a final authorization can be produced. Records are used to verify authorization during the interim period. Information includes the period of interim authorization, names, addresses, identification numbers, official signatures, dates, verification numbers, and other relevant information.

RETENTION

6 months after final authorization has been provided and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 04/10)

INTERNAL COMMITTEE RECORDS (Item 1-17)

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

MANAGEMENT ANALYSIS/FEASIBILITY STUDIES (Item 1-10)

Studies and system analyses conducted before program change, the purchase, installation, or replacement of any technology or equipment. May include studies and systems analyses for the initial establishment, major changes for program, equipment, or technology changes.

RETENTION

5 years or until system updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected: UCA 63G-2-305 (11) (2012).

(Approved 02/06)

MEETING RECORDINGS (Item 1-41)

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2010)requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2009) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

RETENTION

3 years after approval of official minutes and then destroy. Closed meeting recordings are Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63G-2-301 (2012).

SUGGESTED SECONDARY DESIGNATION

Protected: Closed Meetings: UCA 63G-2-305(32) and 52-4-206(5)

(Approved 10/11)

MINUTES (Item 1-51)

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(32)(2012); UCA 52-4-7.5(2)(b)(i)(2009)

(Approved 10/01)

OPEN MEETING MINUTES (Item 1-59)

Meetings of a public body (Utah Code 52-4-103(8)(a)(2014) convened for the "purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body has jurisdiction or advisory power" (Utah Code 52-4-103(6)(a)(2014). Approved minutes of an open meeting are the official record of the meeting. 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)).

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

OPEN MEETING RECORDINGS (Item 1-65)

Audio or video recordings document what transpired in open meetings of public bodies. these recordings are the official record of the meeting until the meeting minutes are approved (Utah Code 52-4-203(2014)).

RETENTION

3 years after official written minutes are approved. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

OPEN MEETING RECORDS (Item 1-58)

When a public body convenes to discuss or act upon a matter under its jurisdiction, (Utah Code 52-4-103(6)(a)(2014)), they must give a public notice which includes the agenda and schedule (Utah Code 52-4-202(2014)). This schedule includes pending minutes which will be approved at the next meeting (Utah Code 52-4-203(4)(3)(ii)(2014)).

RETENTION

Retain until official written minutes are approved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

ORGANIZATIONAL FILES (Item 1-19)

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

RETENTION

Permanent. Retain by agency for 3 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PATIENT AND CLIENT CASE FILES (Item 1-56)

Documentation relating to client or patient medical information. Includes physical, psychiatric, dental, pharmaceutical, medical history, treatments, notes, reports, forms, memorandums, examinations, physical therapy, assessments, and all other related materials.

RETENTION

7 years past last visit unless patient is under 18, then four years past 18th birthday and seven years after last visit, whichever is greater. and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

Protected: 63G-2-304

(Approved 06/13)

PERFORMANCE AUDIT (Item 1-22)

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

RETENTION

Permanent. Retain by agency for 3 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

POLICIES AND PROCEDURES MANUALS (Item 1-23)

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION

Permanent. Retain by agency until superseded and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PROPOSED LEGISLATION RECORDS (Item 1-40)

Records created by governmental agencies for the purpose of proposing legislation. They contain correspondence, memoranda, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, and other information documenting the proposed legislation.

RETENTION

Permanent. Retain by agency for 5 years and then transfer to the State Archives with.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (19) (2012)

(Approved 12/92)

PUBLICATIONS (Item 1-25)

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION

Permanent. Creating agency shall transfer preservation copy(ies) to State Archives and access copy(ies) to the State Library.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/13)

RECORDS ACCESS REQUESTS AND APPEALS (Item 1-64)

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.

RETENTION

2 years if all appeals are exhausted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/14)

RECORDS AMENDMENT REQUEST FILES (Item 1-35)

Files relate only to requests by individuals "contesting the accuracy or completeness" of records containing information on themselves as provided by UCA 63-2-603 (2008). Includes the individual's request to amend and/or review, agency approval or denial of the request, statements of disagreement, agency justification for refusal to amend a record, subsequent appeals of the agency's decision, and related materials.

RETENTION

4 years after resolution of request and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

RECORDS DESTRUCTION FILES (Item 1-38)

Records which document the destruction of a governmental agency's records, such as destruction letters or destruction logs. May also contain documentation of records maintained and destroyed by the State Archives.

RETENTION

5 years after destruction of records and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

RECORDS MANAGEMENT FILES (Item 1-37)

Records used in creating and establishing records management programs. They may contain records inventories, related correspondence, classification designations, records control, equipment, filing procedures/manuals, training information, and other documents created by the State Archives and other agencies to facilitate records management practices. May also contain information on records management equipment and/or computer software.

RETENTION

Retain by agency until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

RECORDS TRANSFER SHEETS (RTS) (Item 1-26)

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer's name and signature, Chief administrative Officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION

5 years after records are destroyed or transferred to the State Archives and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

TECHNICAL REFERENCE FILES (Item 1-29)

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

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

TRANSITORY CORRESPONDENCE (Item 1-62)

Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/14)

TRANSITORY FILES (Item 1-30)

Papers of short-term interest which have no documentary or evidential value. Includes quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

RETENTION

3 months or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

VISITOR REGISTRATION RECORDS (Item 1-52)

Records documenting visits to agencies, usage of materials, and other information about the public's contact with government. Information may include names, home city and state, number in party, and purpose of visit.

RETENTION

6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/02)

WORKING FILES (Item 1-33)

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.

RETENTION

1 year after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/13)

SCHEDULE 2
BUDGETING RECORDS

ANNUAL BUDGET REPORTS (Item 2-2)

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION

Permanent. Retain by agency for 7 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

BLOCK GRANT MONTHLY REPORTS (Item 2-3)

Monthly reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

BLOCK GRANT YEARLY REPORTS (Item 2-4)

Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

RETENTION

Permanent. Retain by agency for 5 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

BUDGET APPORTIONMENT FILES (Item 2-5)

Apportionment and reapportionment schedules, proposing monthly obligations under each authorized appropriation.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 10/01)

BUDGET BACKGROUND RECORDS (Item 2-6)

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work programs, etc.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 07/90)

BUDGET ESTIMATES AND JUSTIFICATION FILES (Item 2-7)

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012).

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 10/01)

BUDGET POLICY FILES (Item 2-8)

Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

RETENTION

Permanent. Retain by agency for 7 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

GRANT CASE FILES (Item 2-9)

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional state and federal retention requirements, please contact the State Archives to schedule a specific retention.

RETENTION

3 years after grant has expired and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

GRANT CONTROL FILES (Item 2-10)

Indices, registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants.

RETENTION

Retain by agency until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PERIODIC BUDGET REPORTS (Item 2-11)

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.

RETENTION

3 years after the close of the fiscal year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

UNSUCCESSFUL GRANT APPLICATION FILES (Item 2-12)

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION

1 year after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SCHEDULE 3
CARTOGRAPHIC RECORDS

CARTOGRAPHIC RECORDS (Item 3-1)

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth?s surface drawn to scale.

RETENTION

Permanent. Retain by agency until administrative need ends and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 06/06)

CARTOGRAPHIC WORKING FILES (Item 3-2)

Cartographic records which do not include the officially designated record copy of maps created by an agency. These records may include reference copies and working information compiled during the creation of an agency's maps.

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 06/06)

SCHEDULE 4
COMMUNICATIONS RECORDS

MAIL CONTROL RECORDS (Item 4-1)

Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

STATE MAIL AND DELIVERY SERVICE RECEIPTS (Item 4-3)

Records of receipts for mail and packages received through the state mail system.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

TELECOMMUNICATIONS REFERENCE VOUCHER AND BILLING RECORDS (Item 4-4)

Reference copies of vouchers, bills, and invoices, relating to the installation, change, removal, and servicing of equipment.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

TELECOMMUNICATIONS SERVICE AGREEMENTS (Item 4-5)

Copies of agreements with background data and other records relating to agreements for telecommunications services.

RETENTION

4 years after expiration or cancellation of agreement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

TELECOMMUNICATIONS SERVICE RECORDS (Item 4-6)

Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and other similar services.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

TELECOMMUNICATIONS STATISTICAL REPORTS (Item 4-7)

Statistical information gathered from a telecommunication program to document cost and volume. Information includes repair orders, billings, new equipment purchases, and accounting information.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

TELEPHONE MESSAGE REGISTERS (Item 4-8)

Message registers, logs, performance reports, daily load reports, and related or similar records.

RETENTION

6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

TELEPHONE MESSAGES (Item 4-9)

Incoming and outgoing telephone messages.

RETENTION

Retain until call is returned and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

SCHEDULE 5
DATA PROCESSING RECORDS

ACTIVITY MONITORING RECORDS (Item 5-1)

Records which monitor the activities of a data processing system. Information includes console logs, physical, and on-line access.

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

BATCH/DATA ENTRY CONTROL FORMS (Item 5-2)

Information on all batch or data entry records received by the mainframe.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COMPUTER HARDWARE MAINTENANCE RECORDS (Item 5-5)

Records documenting the service, repair, and inspection of computer hardware (mainframes, mini and micro computers), which also include service/maintenance agreements.

RETENTION

1 year after disposal of equipment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COMPUTER JOB SCHEDULES AND REPORTS (Item 5-3)

Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COMPUTER TRANSACTION REPORTS (Item 5-4)

Reports showing data processing transactions that were accepted, rejected, suspended, or processed.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COMPUTER UTILIZATION AND BILLING REPORTS (Item 5-6)

Records showing computer use by each agency and any charges for space or time.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

DATA PROCESSING PLANNING RECORDS (Item 5-7)

Records created and used in the development, redesign, or modification of an automated system or application, including project management records, status reports, system or subsystem specifications, user requirements and specifications, and memoranda and correspondence. May also include studies, analyses, and short-range plans.

RETENTION

Permanent. Retain by the Governor's Office of Planning and Budget for 10 years.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PROGRAM MODIFICATION DOCUMENTATION (Item 5-13)

Records that document modifications to computer programs. These records are maintained for reference, backup, to insure adequacy of change documentation, or to rectify errors in program implementation after related programs are replaced, modified, or cease to be used.

RETENTION

1 year after related programs cease to be used and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

PROGRAM SOURCE CODE (Item 5-12)

Automated program code which generates the machine-language instructions used to operate an automated information system.

RETENTION

3 years after the program is discontinued and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SCHEDULE 6
FACILITY MANAGEMENT RECORDS

AMERICANS WITH DISABILITIES ACT (ADA) FILES (Item 6-12)

Records that indicate compliance to Americans with Disabilities Act (ADA). Included are surveys of government buildings to determine accessibility to the physically challenged, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION
15 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

APPRAISAL FILES (Item 6-1)

Files including location, description, value, and photographs of property.

RETENTION
Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS (Item 6-2)

Final plans and specifications for approved and constructed state buildings.

RETENTION
Permanent. Retain until microfilmed and then transfer copy of microfilm to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

BUILDING AND EQUIPMENT SERVICE FILES (Item 6-3)

Requests for building and equipment maintenance services, excluding fiscal copies.

RETENTION

3 years after fiscal year ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

CONSTRUCTION PLANS IN-REVIEW (Item 6-5)

Preliminary designs and specifications prepared by architectural firms for review by state agency.

RETENTION

1 year after approval or rejection of final plans and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

CONSTRUCTION PROJECT CASE FILES (Item 6-6)

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION

Permanent. Retain by agency until administrative need ends and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

FACILITIES MANAGEMENT GUIDELINES (Item 6-7)

Information pertaining to handicapped access, historic preservation, energy conservation, environmental protection, and planning.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

MAINTENANCE WORK ORDERS (Item 6-8)

Requests from agencies for repair of building equipment, minor construction, or painting.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

NATURAL DISASTER AND DAMAGE SURVEY OF PUBLIC BUILDINGS (Item 6-9)

Survey and analysis of damage done to public buildings during natural disasters.

RETENTION

Permanent. Retain by Facilities Construction Management for 10 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SPACE UTILIZATION REPORTS (Item 6-10)

Reports on the amount of floor space in agency buildings, number of rooms, and the capacity.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

UNDER-CONSTRUCTION PLANS AND SPECIFICATIONS (Item 6-11)

Specifications used by contractors and architects as guidelines to construct previously designed buildings.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SCHEDULE 7
FINANCIAL RECORDS

ACCOUNTING ADMINISTRATIVE FILES (Item 7-1)

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

ACCOUNTS RECEIVABLE (Item 7-2)

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

AMERICAN EXPRESS MONITORING REPORT (Item 7-5)

Report generated by American Express showing expenditures made by state employees on agency American Express Cards.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

AUDIT REPORTS (Item 7-7)

These are reports prepared by auditors for entities by examining and verifying the entities' financial activities for the year.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

BANK DAILY TOTALS (Item 7-8)

Daily report from bank that is used for reconciliation.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BANK STATEMENTS (Item 7-9)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BOND OFFICIAL TRANSCRIPTS (Item 7-10)

Official files regarding authority to issue bonds (general obligation or revenue). Records may include Indenture of Trust, leases, authorizing resolutions, offering documents, certificates, specimen bonds, etc.

RETENTION

Permanent. 5 years after final maturity then transfer to State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: Utah Code 67-4-1(1)(h) (2013)
Utah Code 17-24-1 (1)(2013) .

(Approved 12/13)

BONDS, NOTES AND COUPONS PAID (Item 7-12)

These are trustee and/or paying agent related records. Included are book entries, statements and payment confirmations.

RETENTION

3 years after final maturity and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: Utah Code 63G-2-301(2013).

(Approved 12/13)

CASH RECEIPT TRANSACTION FORM (FI-33) (Item 7-17)

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

CASH RECEIPTS (Item 7-13)

Agency copy of receipts given to customers who pay the agency for services rendered.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COST ACCOUNTING REPORTS (Item 7-15)

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COST REPORT DATA FILES (Item 7-16)

Ledgers and forms used to accumulate data for use in cost reports.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

EXPENDITURE ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES (Item 7-19)

Correspondence or subject file maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES (Item 7-20)

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 10/01)

FINANCIAL INFORMATION NETWORK (FI-NET) NON-PAYMENT RECORDS (Item 7-54)

Records that document receipt of cash or transfers between state agencies in the state acounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION
Record copy: Retain for 3 years after the end of the fiscal year in which they were initiated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/96)

FINANCIAL INFORMATION NETWORK (FI-NET) PAYMENT RECORDS (Item 7-53)

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION

Record copy: Retain for 7 years after the end of the fiscal year in which they were initiated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/96)

FINANCIAL INFORMATION NETWORK (FI-NET) REPORTS (Item 7-55)

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION

Record copy: Retain by the Division of Finance for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/96)

FIXED ASSETS INVENTORY (Item 7-27)

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.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

FREIGHT FILES (Item 7-23)

Records relating to freight, consisting of export certificates, transit certificates, demurrage card, record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents, including records relating to the shipment of household goods.

RETENTION

3 years after the period of the account and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

FREIGHT SCHEDULES OF LOST OR DAMAGED SHIPMENTS (Item 7-24)

Schedules of valuables shipped, correspondence, memoranda, reports and other records relating to shipments that were damaged in transit.

RETENTION

3 years after restitution is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

GENERAL ACCOUNTING LEDGER (Item 7-25)

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

JOURNAL ENTRY RECORDS (Item 7-52)

Entries listing adjustments to an organization's credit or debit financial statements. They contain the Division of Finance form FI-35, which lists the credit or debit adjustment, explanation of entry, and approval signature.

RETENTION
10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

NOTARY BOND FILES (Item 7-28)

Posted by notaries public conditioned for the faithful performance of duties.

RETENTION
7 years after expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

PERFORMANCE BONDS (Item 7-30)

Bonds made payable to the state conditional to the performance of all activity requirements and state and federal law.

RETENTION
7 years after expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

PETTY CASH RECORDS (Item 7-33)

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

REAL ESTATE PURCHASE WARRANT REQUESTS (Item 7-51)

Documentation of the purchase of real estate by a government agency.

RETENTION

Permanent. Retain by agency for 5 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

REFUND REQUESTS (Item 7-35)

These are forms signed by customers requesting a refund of monies paid to the entity.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

REIMBURSEMENT FILES (Item 7-44)

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, 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.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 04/09)

STORES ACCOUNTING FILES (Item 7-38)

Files used for the acquisition of items purchased through the Division of Central Stores. Information includes accounting records and returned items form.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

STORES ACCOUNTING WORK PAPERS (Item 7-39)

Work papers used in accumulating stores accounting data.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

STORES INVOICE FILES (Item 7-40)

Invoice or equivalent records used for stores accounting purposes.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

TAX AND REVENUE ANTICIPATION NOTES (Item 7-41)

Short-term notes which are revenue supported. They are issued by the State Treasurer for a term of less than 1 year.

RETENTION

1 year after paid or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TELEPHONE BILLS (Item 7-43)

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

VENDOR PAYMENT VOUCHERS - CANCELED (Item 7-50)

Documentation used to input data about cancelled warrants. The information is used to ensure that funds are accurately credited to proper agency Financial Information Network (FI-NET) accounts.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 07/90)

WARRANT/CHECK (Item 7-47)

Actual warrant or check cut from warrant request to pay for services rendered.

RETENTION

Retain until redeemed and imaged by the bank. Maintain imaged copy by the Division of Finance for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 07/90)

WARRANT/CHECK - LOST (Item 7-48)

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 07/90)

SCHEDULE 9
MOTOR VEHICLE MAINTENANCE AND OPERATIONS RECORDS

AUTOMOBILE TITLES (Item 9-1)

Records which prove state ownership of the vehicle.

RETENTION

Retain until vehicle is sold and then transfer to buyer.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

CERTIFICATES OF MILEAGE (Item 9-2)

Certificates issued by the dealer/manufacturer certifying the mileage is accurate on each vehicle purchased by the state.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

GASOLINE SALES TICKETS (Item 9-3)

Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

INSURANCE ADJUSTER'S ESTIMATES (Item 9-4)

Adjuster's reports on vehicle repair estimates following an accident.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/05)

MANUFACTURERS' STATEMENT OF ORIGINS (Item 9-5)

Verification by the manufacturer of the vehicles's manufactured origin.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

MOTOR POOL COST FILES (Item 9-6)

Motor pool vehicle ledgers and work sheets providing cost and expense data.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

MOTOR POOL RELEASE FILES (Item 9-8)

Records relating to the transfer, sale, donation, or exchange of state vehicles.

RETENTION

5 years after vehicle leaves custody and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MOTOR POOL VEHICLE MAINTENANCE FILES (Item 9-9)

Maintenance records, including those relating to service and repair of state vehicles.

RETENTION

Retain by Motor Pool until vehicle sold or until obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

MOTOR POOL VEHICLE OPERATIONS FILES (Item 9-10)

Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

RETENTION

Retain by Motor Pool Office until obsolete (usually for the lifetime of the vehicle) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

VEHICLE REGISTRATION CERTIFICATES (Item 9-11)

Copies of legal registrations required by law to be maintained with each vehicle.

RETENTION

Retain by Motor Pool Office until vehicle is sold and then transfer to buyer.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

VEHICLE REPAIR WORK ORDER (Item 9-12)

Requests to perform maintenance on a vehicle and the actual work performed.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SCHEDULE 10
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 10-1)

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA-63G-2-301 (1)(b) (2012)

(Approved 07/90)

BUDGET AUTHORIZATION RECORDS (Item 10-2)

Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 10/01)

DEDUCTIONS AND OTHER EARNING REGISTERS (Item 10-3)

Report by low organization number used to reference the amount of retirement deducted and other miscellaneous deductions.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

EMPLOYEE BENEFIT MATCHING MONEY REPORT (Item 10-4)

Listing of state matching funds paid to employee retirement and referenced by low organization number.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

FULL-TIME EMPLOYEE REPORT (Item 10-6)

Report which informs users of the full-time equivalent count for each agency.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

GARNISHMENTS (Item 10-7)

Record of garnishments or levies for debts owed by the employee.

RETENTION

3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

INSURANCE DEDUCTION FILES (Item 10-9)

Reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions.

RETENTION

3 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 07/90)

LEAVE ADJUSTMENT REPORTS (Item 10-10)

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number, and employee name.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

LEAVE APPLICATIONS (Item 10-11)

Applications for leave and supporting papers relating to request for and approval of employee leave.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/01)

LEAVE CATEGORY CHANGES (Item 10-12)

Report showing changes made if an employee does not have enough leave and payroll program must make adjustments from another category.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

LEAVE SUMMARY REPORT (Item 10-13)

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

RETENTION

Retain until report is made part of official agency personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

NOTICES OF PAYROLL ACTION (DHRM33) (Item 10-14)

Notices which document all payroll actions entered into the Department of Human Resource Management automated system.

RETENTION

Retain by agency until notices are made part of official agency personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

PAYROLL APPROVAL RECORDS (Item 10-28)

Records that are printed from the SAP Payroll System. They are used to check the accuracy of payments from the Payroll System and document the review and approval process for audit purposes. The records include the Payroll Review & Approval Documentation Cover Sheet which verifies that a manager, or supervisor has reviewed the Time Summary Report, the Time Edit Report, the Time Entered after Cutoff Report, and the Payroll Results Edit Report. These records also verify that the entries are correct based on the approved time sheets and verify that any changes were properly authorized.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

PAYROLL REGISTER (Item 10-15)

History of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

PRELIMINARY PAYROLL FILES (Item 10-16)

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION
1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

RETIREMENT BENEFITS ASSISTANCE FILES (Item 10-17)

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

RETENTION

1 year and then transfer to Employee retirement file.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 10/01)

RETIREMENT FILES (Item 10-18)

Reports and register control documents relating to retirement.

RETENTION

10 years after separation or termination and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 10/01)

RETROACTIVE PAY REQUESTS FOR STATE EMPLOYEES (Item 10-27)

Records which document requests for retroactive payments to state employees, such as when a pay increase was not made in a timely manner. Information includes name, low organization number, social security number, effective date, number of regular hours, and new hourly rate. These records are kept for audit purposes. The actual retroactive payment is part of the master payroll files maintained by the Division of Finance.

RETENTION

Record copy: Retain by agency as part of employee's personnel file for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 08/96)

SAVINGS BOND PURCHASE FILES (Item 10-19)

Forms and reports with related records pertaining to deposits and purchase of bonds.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SAVINGS BOND PURCHASE SUMMARY (Item 10-20)

List of all bond purchases and the remaining bond balances by low organization number.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/01)

SCHEDULE SIX PLANNING REPORT (Item 10-21)

Compilation of position control files, which keep track of positions that have been authorized by the Department of Human Resource Management, used for budget justification and planning. Information includes number of positions and their cost.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

SCHEDULE SIX POSITION CONTROL REPORTS (Item 10-22)

Reports which document the employee positions authorized by the Department of Human Resource Management that are actually filled and the amount of money spent. Information includes the amount paid to the employee, which is posted against the general ledger to position control. Also indicates the posted benefits. Information appears on Schedule Six.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

SCHEDULE SIX POSTING PAYROLL REPORTS (Item 10-23)

Reports from the Division of Finance indicating the status of agency payroll transactions.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

SUMMARY TIME REPORT (Item 10-5)

This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

TAXABLE WAGE EARNING REPORTS (Item 10-24)

Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports regarding income and social security taxes.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 07/90)

TIME AND ATTENDANCE REPORTS (Item 10-25)

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

W-4 INCOME TAX WITHHOLDINGS CERTIFICATES (Item 10-8)

Records of withholding tax allowances completed by state employees which certify the withholding tax status of the employee and any additional withholding from his paycheck.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 04/06)

SCHEDULE 11
HUMAN RESOURCE RECORDS

ADVERSE ACTION FILES (Item 11-1)

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary separation, suspension without pay, reduction in force) against the 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 appeal of records.

RETENTION

5 years or until case is resolved, whichever is greater and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private.

(Approved 02/06)

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS FOR ACCOMMODATION (Item 11-58)

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.

RETENTION

5 years after termination, retirement, or reasonable accommodation, whichever is first and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected: UCA 63G-2-305 (2012).

(Approved 06/97)

CONFLICT OF INTEREST FILES (Item 11-6)

Conflict of interest documentation concerning any employment or activity outside State of Utah employment that may or may not present a conflict of interest.

RETENTION

Retain until reviewed and place in agency personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 10/01)

DRUG TEST NEGATIVE RESULTS (Item 11-56)

Records of employee drug or alcohol tests, the results of which were found to be negative. Information may include the identity of the person performing the test and the date and location of the test.

RETENTION

Record copy: Retain by Department of Human Resource Management field locations for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302 (2012).

(Approved 06/96)

DRUG TEST POSITIVE RESULTS (Item 11-55)

Records of employee drug or alcohol tests which were found to be positive and any records that demonstrate rehabilitation. Information may include the functions performed by each employee who failed the test, the prohibited drugs used, the disposition of the employees (e.g. separation or rehabilitation), the person or entity performing the test, and the date and location of test.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302 (2012).

(Approved 06/96)

EMPLOYEE ASSISTANCE PROGRAM FILES (Item 11-8)

Records documenting the frequency and other statistical information relating to the number of employees using the Employee Assistance Program (EAP) vendor. This record contains statistical reports submitted by the vendor, but does not contain names or other personal information on individual employees.

RETENTION

Retain by Department of Human Resource Management field locations until administative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

EMPLOYEE AWARDS (Item 11-9)

Case files which document all employee awards, including recommendations, approved nominations, memoranda, correspondence, reports, and related policies pertaining to agency-sponsored cash and non-cash awards. These files may also document awards from other government agencies or private organizations.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

EMPLOYEE HEALTH AND MEDICAL RECORDS (Item 11-65)

These records document an employee's fitness for duty and health benefits. Employee health-related leave and injuries are included.

RETENTION

3 years after end of employment. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

EMPLOYEE PERFORMANCE-RELATED RECORDS (Item 11-30)

Records documenting performance of merit employees. Records include summary performance appraisal records, which may contain job elements, standards used to base the appraisal, performance plans, and any supporting documentation.

RETENTION

3 years as part of employee personnel file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public.

(Approved 02/06)

EMPLOYEE TRAINING RECORDS (Item 11-11)

Correspondence, memoranda, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system.

RETENTION

Retain until made part of employee personnel file.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

EMPLOYMENT HISTORY RECORDS (Item 11-62)

Employment history documents a person's employment with a governmental entity. Hiring, qualifications, job descriptions and actions taken as a result of disciplinary action or grievances are included in this schedule.

RETENTION

65 years or 3 years after end of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AFFIRMATIVE ACTION PLANS (Item 11-13)

Equal Employment Opportunity (EEO) Affirmative Action Plans (AAP) include both the agency copies of consolidated AAP's developed by the Department of Human Resource Management, and the agency feeder plans which are used to develop a larger affirmative action strategy.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE REVIEW FILES (Item 11-14)

Review files containing background papers, etc., relating to contractor employment practices.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES (Item 11-15)

Official complaint files containing complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, and other records as described in 29 CFR 1613.222.

RETENTION

5 years or until case is resolved, whichever is greater and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 02/06)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 11-16)

Employment statistics relating to race and gender.

RETENTION

Permanent. Retain by Department of Human Resource Management for 3 years and then transfer to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/01)

FAMILY MEDICAL LEAVE APPLICATIONS (Item 11-57)

This record contains applications for an employee to take leave based on the Family and Medical Leave Act of 1993. Information includes payroll and identifying employee data such as name, address, and occupation; rate or basis of pay in terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; total compensation paid; dates (or hours) leave is taken by employee; information regarding employee benefits or employer leave policies; premium payments of employee benefits, and data regarding any dispute between the employer and the employee over the designation of leave as Family and Medical Leave Act leave.

RETENTION

Record copy: Retain by Department of Human Resource Management field locations for 3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 29 CFR 825.500(g) (2008).

(Approved 06/96)

FINANCIAL DISCLOSURE REPORTS (Item 11-18)

Reports and related documents submitted by individuals as required under the Public Officers' and Employees' Ethics Act, UCA 67-16-7 (1989).

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: If disclosure has no bearing on state employment

(Approved 07/90)

FITNESS FOR DUTY EVALUATIONS (Item 11-59)

Records which contain any medical or psychological information used to determine an employee's fitness for duty.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Controlled: 63G-2-304 (2008) Amended by Chapter 382, 2008.

(Approved 02/06)

GRIEVANCE AND DISCIPLINE RECORDS (Item 11-64)

Initial documentation responding to complaints that result in any type of investigation for possible disciplinary action.

RETENTION

3 years after case closed. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Controlled: 63G-2-304 (2008) Amended by Chapter 382, 2008.

GRIEVANCE/APPEAL FILES (Item 11-19)

Records originating with the review of grievance and appeals raised by agency employees, except Equal Employment Opportunity (EEO) complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

RETENTION

5 years or until case is resolved, whichever is greater and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected: UCA 63G-2-305 (2012).

SUGGESTED SECONDARY DESIGNATION

Exempt: UCA 67-19a-101 (2010) and 303(4), R137 (2010)

(Approved 02/06)

HUMAN RESOURCE MANAGEMENT RULES (Item 11-20)

Document which outlines policies and procedures to be followed by state agencies in the administration of the state human resource management system.

RETENTION

Permanent. Retain by the Department of Human Resource Management until superseded and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

INCENTIVE AWARDS PROGRAM RECORDS (Item 11-21)

Records containing Department of Human Resource Management approved incentive awards policies and approval forms along with incentive awards criteria.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

INDIVIDUAL HEALTH RECORD FILES (Item 11-22)

Records which contain any medical or psychological information that could be used in the following areas: health, accident, and life insurance requests, long term disability applications, Disabled Veterans DD 2-14s, and reports from physicians, etc.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Controlled.

SUGGESTED SECONDARY DESIGNATION

Private.

(Approved 04/06)

INTERVIEW RECORDS (Item 11-23)

Correspondence, reports, notes, and other records relating to interviews with prospective employees as described in 29 CFR 1602.14 (2004).

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected: Interview notes UCA 63G-2-305(25)(2012).

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) and (2)(a)(2012)

(Approved 10/01)

LABOR-MANAGEMENT RELATIONS FILES (Item 11-25)

Records and case files of labor-management relations such as UPEA, AFCME, UHEE, etc. Includes correspondence, memoranda, reports, and other records relating to the relationship between management and employee associations or other groups.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

LENGTH OF SERVICE AWARD FILES (Item 11-26)

Records include correspondence, memoranda, reports, computations of service documentation, and lists of awardees. This information is entered into the Department of Human Resource Management automated system.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

OFFICIAL EMPLOYEE PERSONNEL FILE (Item 11-2)

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employees's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION

65 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302 (1)(e) (2012).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 02/06)

PERFORMANCE PLANS AND EVALUATIONS (Item 11-63)

This information documents an employee's performance, including awards, performance plans and evaluations .

RETENTION

3 years after end of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302 (1)(e) (2012).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

POSITION MANAGEMENT REQUEST FILES (Item 11-37)

These documents are used to create new positions, abolish old positions, or change existing state employment positions. They include department/division name, effective date, justification statement, position control number, signature of Human Resource Analyst or Specialist, and any additional documentation that is provided such as organizational charts, performance plans, job descriptions/job analysis, position analysis, etc.

RETENTION

3 years Transfer to State Records Center for 7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

RECRUITMENT FILES (Item 11-43)

Records contain applications and resumes for employment, recruiter evaluations, testing and examination materials, scores, transcripts, certifications, licenses, hiring lists, correspondence, notes, reports, etc. relating to interviews with prospective employees. Files also include offers that are declined (offers accepted are maintained in the employee personnel file) and related documents.

RETENTION

3 years after hiring decision is made or until pending complaint or litigation is resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 02/06)

STAFF ACQUISITION RECORDS (Item 11-61)

Records related to the recruiting and hiring of employees, including candidates not hired. The resume and application of hired individuals are part of the Employee History Records.

RETENTION

3 years from application and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

TESTING MATERIALS (Item 11-4)

Tests taken by applicants who have met the minimum requirements for a state position. Includes tests, test keys, applicants' answer sheets, test scores, and any other documents related to the testing process.

RETENTION

3 years as part of recruitment file.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private.

(Approved 04/06)

TIME AND LEAVE HISTORY (Item 11-66)

Information related to hours worked and leave taken with any required justification.

RETENTION

3 years from pay period and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private.

TRAINING AIDS (Item 11-48)

One copy of each syllabus, manual, textbook, videos/DVDs, and any other training materials created by the agency.

RETENTION

Permanent. Retain by agency until training program is obsolete and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

TRAINING CONFERENCE AND COURSES FILES (Item 11-49)

General file of agency-sponsored training. Includes correspondence, memoranda, agreements, authorizations, background and work papers, reports, requirements, reviews, plans, and objectives relating to operation of training courses and conferences.

RETENTION

Retain by agency until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

TRAINING CONTRACTS (Item 11-50)

Contracts between state agencies and the Department of Human Resource Management to administer agreed-upon training programs.

RETENTION

3 years after the end of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

UTAH JOB MATCH POSITION ANALYSIS (Item 11-53)

Electronic document which describes the duties and other position classification information pertinent to a specific position or employee. This is a computerized report used to express more detailed information about a position than is generally provided in a Job Description.

RETENTION

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

VERIFICATION OF EMPLOYMENT ELIGIBILITY (Item 11-51)

Employment documentation required to comply with the Immigration Reform and Control Act, 1986.

RETENTION

Retain until made part of agency personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 07/90)

VOLUNTEER AND CONTRACTOR PERSONNEL FILES (Item 11-3)

Files intended for personnel who are not paid through the state payroll system (i.e. volunteers, contract personnel, board members, etc.). Records may include copies of correspondence, forms, agreements, or other documents related to employment with the State.

RETENTION

1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 02/06)

VOLUNTEER FILES (Item 11-60)

These records are used to verify background information on volunteers prior to and during employment. These files often contain volunteer applications, letters of commendation, photos of the volunteer, background investigations, and other information relating to volunteer service activities.

RETENTION

5 years after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 04/12)

WORKERS COMPENSATION CASE FILES (Item 11-35)

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. See Utah Code 34A-2 for Worker's Compensation Act.

RETENTION

75 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 07/90)

SCHEDULE 12
PRINTING RECORDS

CONTROL FILES (Item 12-1)

Control registers pertaining to requisitions and work orders for printing, binding and duplicating services.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PRINTING PROJECT FILES (Item 12-3)

Job or project records containing papers and data pertaining to planning and execution of printing, binding, duplication, and distribution jobs.

RETENTION

2 years after completion of job and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PRINTING REPORT FILES (Item 12-4)

Reports to the Legislature regarding operation of printing and inventories of printing, binding and related equipment in printing or in storage.

RETENTION

5 years and then destroy.

(Approved 07/90)

SCHEDULE 13
PURCHASING RECORDS

BIDDERS LIST OR CARD FILES (Item 13-1)

Lists of acceptable bidders who are eligible for contracting with the State to provide products or services.

RETENTION

1 year after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

CANCELED SOLICITATION FILES (Item 13-2)

Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled 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.

RETENTION

4 years after cancellation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/05)

CONTRACT APPEALS CASE FILES (Item 13-3)

Case files consisting of notices of appeal and acknowledgments, correspondence between parties, contracts copies, plans, specifications, exhibits, change orders and amendments, transcripts of hearings, documents received from parties concerned, final decisions, and other related records.

RETENTION

Record copy: Permanent. Retain by the Division of Purchasing for 5 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

CONTRACT PURCHASING FILES (Item 13-4)

Files which document transactions of $10,000 or less and construction contracts under $2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION

6 years after final payment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/01)

CONTRACT PURCHASING FILES FOR HIGH-VALUE TRANSACTIONS (Item 13-5)

Files which document transactions of more than $10,000 and construction contracts exceeding $2,000. The files include contract, requisition, purchase order and lease records, correspondence and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

CONTRACTOR'S PAYROLL FILES (Item 13-6)

Contractor's payrolls (construction contracts) with related certifications, anti-kickback affidavits, and other related records.

RETENTION
6 years after completion of contract or until final audit and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (2012)

(Approved 07/90)

LEASING CONTRACT FILES (Item 13-7)

Building or equipment leases and related records documenting agreements, services, and payments.

RETENTION
4 years after contract expires and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

PROFESSIONAL CONTRACTUAL AGREEMENT FILES (Item 13-8)

Files documenting the professional contractual agreements between an agency and a professional individual, or between agencies for temporary services. The files include contract, requisition, purchase order, correspondence, and related records.

RETENTION

6 years expiration of agreement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PURCHASE ORDERS (FI-8) (Item 13-9)

Orders used to document the purchase transaction and to notify the agency of purchase approval.

RETENTION

4 years and then destroy.

(Approved 10/01)

PURCHASE REQUISITION FILES (FI-1) (Item 13-10)

Requisitions for supplies and equipment for current inventory.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/01)

REAL PROPERTY ACQUISITION FILES (Item 13-11)

Title papers documenting the acquisition of real property by purchase, condemnation, donation, exchange, or otherwise.

RETENTION

10 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SUCCESSFUL BIDS AND PROPOSALS FILES (Item 13-12)

Solicited and unsolicited successful bids and proposals to provide products or services to an agency by a private contractor.

RETENTION

4 years related contractual case file has met retention and can be destroyed, and then destroy and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SUPPLY MANAGEMENT FILES (Item 13-13)

Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

TAX EXEMPTION FILES (Item 13-14)

Tax exemption certificates and related records.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 13-16)

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

RETENTION

2 years related contractual case files have met retention and can be destroyed. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SCHEDULE 14
SURPLUS PROPERTY RECORDS

REAL PROPERTY SALE FILES (Item 14-3)

Records which document the transfer of state owned real estate to non-state ownership, whether by transfer, trade, sale, or donation.

RETENTION

Permanent. Retain by agency for 6 years after a deed of sale is recorded and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

SURPLUS PROPERTY CASE FILES (Item 14-4)

Records which document the sale, disposal, or surplus of personal property These files may comprise of invitations, bid acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: Name, phone number, and address of customer

(Approved 07/90)

SURPLUS PROPERTY FORMS (Item 14-1)

Any completed forms required by the Division of Surplus Property to dispose of property an agency wishes to surplus.

RETENTION

2 years after final disposition of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/06)

SCHEDULE 15
PUBLIC AFFAIRS RECORDS

AGENCY COMMENDATION FILES (Item 15-1)

These are awards, letters of commendation, or other forms of formal recognition for accomplishment received by an agency. These records may impart important information or observations about agency programs, operations, or accomplishments. They are not part of individual personnel files.

RETENTION

Permanent. Retain by agency for 5 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

COMPLAINT/INFORMANT FILES (Item 15-2)

Whistle-blower, fraud, and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of an investigation or from which administrative action was taken, and those incorporated into individual personnel files.

RETENTION

7 years after final resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Controlled: UCA 63G-2-305 (2)(a) (2012)

(Approved 07/90)

PRESS RELEASES (Item 15-8)

A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION

Permanent. Retain by agency for 5 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PUBLIC INFORMATION FILES (Item 15-7)

These are files of information which an agency collects on a particular topic and which relate to the agency's interaction with the public. Contents may include newspaper clippings, public opinion polls, studies and reports, or any other materials collected topically to assist the agency.

RETENTION

1 year after close of file or completion of project and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

PUBLIC PRESENTATIONS FILES (Item 15-10)

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, CD, DVD, etc.

RETENTION

Permanent. Retain by agency for 7 years and then transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/06)

SCHEDULE 16
SECURITY SERVICES RECORDS

DISASTER PLAN RECORDS (Item 16-18)

Disaster plans for records and office operations ensure that essential government 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.

RETENTION
Retain until superseded by a new plan and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: 63G-2-302(1)(g)(2014)
Protected: 63G-2-305(11)(2014)

(Approved 06/14)

KEY ACCOUNTABILITY FILES (Item 16-7)

Files relating to accountability for keys issued, including keys to maximum security areas.

RETENTION
2 years after superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 07/90)

LIABILITY INSURANCE POLICY FILES (Item 16-8)

Insurance policy contracts between the State of Utah and private insurers.

RETENTION
Permanent. Retain by the Division of Risk Managment.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

LIABILITY RISK MANAGEMENT CASE FILES (Item 16-9)

Case files of the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities.

RETENTION
20 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected: UCA 63G-2-305 (10) (2012).

(Approved 07/90)

PROPERTY INSURANCE POLICY FILES (Item 16-12)

Insurance policy contracts between the State of Utah and private insurers.

RETENTION
75 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/90)

SECURITY GUARD RECORDS (Item 16-14)

Records of guard assignments and service. Records include reports of rounds and other checks made during shifts, as well as logs of occurrences of unusual activity. Records also detail personnel matters associated with assigning guards to shifts.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected: UCA 63G-2-305 (10)(2012).

(Approved 07/90)

SURVEILLANCE VIDEOS (Item 16-17)

These records consist of surveillance videos used by state agencies to record activity. The surveillance may occur in state agency buildings or in Utah Highway Patrol vehicles.

RETENTION

Retain by agency until administrative need ends and then destroy, provided there is no pending investigation.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 04/06)

VISITOR CONTROL FILES (Item 16-15)

Registers or logs used to record names of outside contractors, service personnel, visitors, and employees admitted to areas, and reports of passengers in State automobiles.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/90)

VISITOR LOGS (Item 16-16)

Registers or logs used to record names of visitors who are admitted to secure areas in government offices and facilities.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 07/90)

Utah

County **General Records Retention Schedule**

SCHEDULE 1
ADMINISTRATIVE RECORDS

AGENDA (Item 1-2)

These are copies of notices of regular and special public meetings. They may include date, time, location of meeting, and list of items to be discussed.

RETENTION

2 years if not part of official minutes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CENSUS INFORMATION FILES (Item 1-4)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CONSTITUTION AND BYLAWS (Item 1-43)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COUNTY HISTORIES (Item 1-31)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

COUNTY SCRAPBOOKS (Item 1-5)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DAILY ACTIVITY SCHEDULES (Item 1-6)

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

RETENTION

Retain until administrative need ends (They are not records according to UCA 63-2-103 (22)(2012) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EXECUTIVE/ELECTED OFFICIALS CALENDARS (Item 1-8)

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

RETENTION

Retain until administrative use ends (According to UCA 63-2-103 (22)(2012) they are not records) and then destroy.

(Approved 06/91)

FEASIBILITY STUDIES (Item 1-9)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (21) (2012) and UCA 63G-2-305 (10) (2012)

(Approved 06/91)

FINDING AIDS (Item 1-10)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

GENERAL ADMINISTRATIVE RECORDS (Item 1-11)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

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

These case files document the appeals for access of county records to separate county appeals bodies (i.e., county commission or separate board) in accordance with county ordinances adopted under authority granted in the Government Records Access and Management Act (GRAMA) (UCA 63G-3-701 (2009)). These case files include copies of the access request and denial forms, the appeal, research notes, commission or board decision, and any other documentation concerning the appeal process.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

GRANT CASE FILES (Item 1-45)

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

RETENTION

3 years after grant has expired and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/06)

HOUSEKEEPING FILES (Item 1-12)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INCOMING DOCUMENT LOG (Item 1-13)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INDEMNIFICATION AGREEMENTS (Item 1-47)

Indemnification or hold harmless agreements involve the assumption of liability through contractual agreement. A party intending to use, ride in, or otherwise occupy government property, agrees to eliminate any liability on the part of the governmental entity in the event that any accident of injury occurs while they are using, riding in, or occupying government property. An example is a "hold harmless agreement" which passengers fill out when they ride along with deputies in police department vehicles.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(51)

(Approved 01/11)

INTERNAL COMMITTEE RECORDS (Item 1-32)

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/95)

MAILING LISTS (Item 1-14)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (2)(d) (2012)

(Approved 06/91)

MEETING RECORDINGS (Item 1-44)

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

RETENTION

3 years after the approval of official minutes and then destroy. Closed meeting recordings are Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63G-2-301 (2)(e)(2012).

SUGGESTED SECONDARY DESIGNATION

Protected: Closed Meetings: UCA 63G-2-305(32) (2012) and 52-4-200 (2009)

(Approved 10/11)

MINUTES (Item 1-15)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

NOTARY BOND FILES (Item 1-35)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

ORGANIZATIONAL FILES (Item 1-16)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PENDING FILES (Item 1-17)

Papers arranged in chronological order as a reminder that 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. May also be called a "tickler" or "chron file."

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PERFORMANCE AUDITS (Item 1-33)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

POLICIES AND PROCEDURE MANUALS (Item 1-18)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (10) (2012)and UCA 63G-2-305 (11) (2012)

(Approved 06/91)

POLICY AND PROCEDURE CASE FILES (Item 1-19)

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

RETENTION

2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PRESS RELEASE FILES (Item 1-20)

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PROJECT CONTROL FILES (Item 1-21)

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

RETENTION

1 year after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PROOF OF PUBLICATION FILES (Item 1-46)

When a statute, court order, or judge requires publication of a document or notice in a local newspaper (UCA 78B-5-613 (2009)) evidence of the publication may be given by the affidavit of the publisher along with a copy of the document or notice and specification of the dates of publication. These files may contain proof of publication affidavits, copies of actual newspaper notices and related evidence of the publication.

RETENTION

6 years after publication and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/06)

PUBLIC RELATIONS FILES (Item 1-23)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

READING OR CHRONOLOGICAL FILES (Item 1-24)

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

RETENTION

1 year or until administrative needs ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

RECORDS TRANSFER SHEETS (Item 1-38)

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

RETENTION

5 years after records are destroyed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

ROUTINE ACTIVITY SCHEDULES (Item 1-25)

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

RETENTION

5 years and then destroy.

(Approved 06/91)

ROUTINE CONTROL FILES (Item 1-26)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SYSTEM STUDIES AND REPORT FILES (Item 1-27)

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

RETENTION

Permanent. May transfer to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TECHNICAL REFERENCE FILES (Item 1-28)

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

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TELEPHONE MESSAGE REGISTERS (Item 1-36)

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

RETENTION

6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

TELEPHONE MESSAGES (Item 1-37)

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

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

UNSUCCESSFUL GRANT APPLICATION FILES (Item 1-39)

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

RETENTION

3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

WORD PROCESSING FILES (Item 1-29)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

WORKING PAPERS (Item 1-30)

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

RETENTION

5 years after project completion and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 2
BONDS AND BONDING RECORDS

BOND ANTICIPATION NOTES (Item 2-1)

These are notes used by counties pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the county, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the county" (UCA 11-14-311 (2012)).in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14-401 (2005)).

RETENTION

1 year after being redeemed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 3
BUDGET RECORDS

ANNUAL BUDGET (Item 3-1)

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (3)(a) (2012)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (2012)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BUDGET APPORTIONMENT RECORDS (Item 3-2)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BUDGET BACKGROUND RECORDS (Item 3-3)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1) (2012)

(Approved 06/91)

BUDGET ESTIMATES AND JUSTIFICATION FILES (Item 3-4)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1) (2012)

(Approved 06/91)

BUDGET INFORMATION FILES (Item 3-5)

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

RETENTION

1 year after budget has been adopted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BUDGET WORKING FILES (Item 3-6)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1) (2012)

(Approved 06/91)

PERIODIC BUDGET REPORTS (Item 3-8)

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

RETENTION

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

REGULAR BUDGET REPORTS (Item 3-9)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

TENTATIVE BUDGET FILES (Item 3-7)

These files contain tentative budget requests. "On or before the first day of the next to last month of every fiscal year, the budget officer shall prepare for the next budget year and file with the governing body a tentative budget for each fund for which a budget is required" (UCA 17-36-10 (2012)).

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 4
FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORTS (Item 4-1)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DISPOSITION RECORDS (Item 4-2)

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

RETENTION

3 years after disposition of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EQUIPMENT INVENTORIES FILES (Item 4-3)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

FIXED ASSET LISTS (Item 4-4)

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

RETENTION

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SURPLUS PROPERTY CASE FILES (Item 4-5)

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

RETENTION

6 years after final payment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE (Item 5-1)

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

RETENTION

4 years and then destroy (UCA 70A-2-725 (1998)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

ACCOUNTS RECEIVABLE (Item 5-2)

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION

4 years UCA 70A-2-725 (1998) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

ADDING MACHINE TAPES (Item 5-31)

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

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

ANNUAL FINANCIAL REPORTS (Item 5-3)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

AUDIT REPORTS (Item 5-4)

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2a-102 (2007). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identifies any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2a-102 (2007))

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 51-2a-102 (2007).

(Approved 06/91)

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

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

BANK STATEMENTS (Item 5-6)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CHECK COPY FILES (Item 5-7)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CHECK REGISTERS (Item 5-8)

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

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

CHECKBOOK STUBS (Item 5-9)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DAILY CASH REPORTS (Item 5-10)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

DEPOSIT SLIPS (Item 5-11)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

FREIGHT RECORDS (Item 5-32)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/95)

GENERAL LEDGERS (Item 5-12)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INTERDEPARTMENTAL BILLINGS (Item 5-13)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

INVESTMENT ACCOUNTING DAILY SHEETS (Item 5-14)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

INVESTMENT ACCOUNTING MONTHLY REPORTS (Item 5-15)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

INVESTMENT REGISTERS (Item 5-16)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

PAYMENT REQUESTS (Item 5-29)

These are requests from entities to pay vendors.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 06/91)

RECEIPTS (Item 5-17)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

REFUND REQUEST (Item 5-18)

These are forms signed by customers requesting a refund of monies paid to the entity.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

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

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

STATE TREASURER'S DEPOSITS (Item 5-33)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SUBSIDIARY LEDGER AND JOURNALS FILES (Item 5-20)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

TELEPHONE BILLS (Item 5-21)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

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

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302 (1)(f) (2012)

(Approved 06/91)

TRAVEL/PASSENGER REIMBURSEMENT FILES (Item 5-22)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 06/91)

UNCLAIMED CHECKS/WARRANTS (Item 5-25)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

WARRANT/CHECK REDEEMED (Item 5-27)

The actual warrant or check cut from a warrant request. A warrant must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the county executive" (UCA 17-19-3 (2012))

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302 (1)(f) (2012)

(Approved 06/91)

WARRANT/CHECK REGISTERS (Item 5-28)

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

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

WARRANT/CHECK REQUESTS - CANCELLED (Item 5-30)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 06/91)

WARRANT/CHECKS - LOST (Item 5-26)

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 06/91)

SCHEDULE 6
MAINTENANCE RECORDS

AMERICANS WITH DISABILITIES ACT RECORDS (Item 6-15)

These records document compliance to the Americans with Disabilities Act (ADA) (1990). They include surveys of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION
15 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/95)

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

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/95)

BUILDINGS AND GROUNDS MAINTENANCE LOG (Item 6-1)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

DAILY VEHICLE USAGE REPORT (Item 6-2)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

DAILY WORK LOGS (Item 6-3)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

EQUIPMENT MAINTENANCE AND REPAIR RECORD (Item 6-4)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

FUEL RECORDS (Item 6-5)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

GASOLINE SALES TICKETS (Item 6-6)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

INSURANCE ADJUSTER'S ESTIMATES (Item 6-17)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/95)

MILEAGE CERTIFICATES (Item 6-16)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/95)

SERVICE REQUESTS (Item 6-7)

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

RETENTION
6 months after maintenance completed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

SPACE UTILIZATION REPORTS (Item 6-8)

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

RETENTION
Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

VEHICLE ASSIGNMENT RECORDS (Item 6-9)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

VEHICLE MAINTENANCE RECORDS (Item 6-10)

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

RETENTION

1 year after disposition of vehicle and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

VEHICLE REGISTRATION CERTIFICATES (Item 6-11)

These motor vehicle registration forms document county ownership.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

WORK ORDER LOG (Item 6-13)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

WORK ORDERS (Item 6-12)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 7
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 7-1)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 06/91)

BUDGET AUTHORIZATION REFERENCE FILES (Item 7-2)

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

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 06/91)

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 7-3)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 06/91)

EMPLOYEE EARNINGS HISTORY FILES (Item 7-4)

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

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

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 06/91)

FLEXTIME ATTENDANCE RECORDS (Item 7-5)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302 (1)(e) (2012)

(Approved 06/91)

GARNISHMENT RECORDS (Item 7-6)

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

RETENTION
3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63-3-301 (1)(b) (2012)

(Approved 06/91)

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

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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

INDIVIDUAL AUTHORIZED ALLOTMENTS FILES (Item 7-8)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

INSURANCE DEDUCTION FILES (Item 7-9)

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

RETENTION

3 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

LEAVE ADJUSTMENT REPORT (Item 7-10)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 06/91)

LEAVE APPLICATION FILES (Item 7-11)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/91)

LEAVE DATA FILES (Item 7-12)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 06/91)

PAYROLL REGISTER (Item 7-13)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 03/03)

RETIREMENT BENEFITS ASSISTANCE FILES (Item 7-14)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (l)(b) (2012)

(Approved 06/91)

RETIREMENT FILES (Item 7-15)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 06/91)

SAVINGS BOND PURCHASE RECORDS (Item 7-19)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

SAVINGS BOND PURCHASE SUMMARY REPORT (Item 7-20)

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

RETENTION
Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/95)

TAXABLE WAGE EARNING REPORTS (Item 7-16)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/91)

TIME SHEETS (Item 7-17)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63-3-302 (1)(e) (2012)

(Approved 06/91)

WAGE SURVEY FILES (Item 7-18)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

SCHEDULE 8
PERSONNEL RECORDS

ADVERSE ACTION FILES (Item 8-1)

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

RETENTION

3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

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

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 06/91)

COURSE ANNOUNCEMENT FILES (Item 8-31)

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

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

COURT ORDERED COMMUNITY SERVICE FILES (Item 8-3)

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

RETENTION

1 year after completion of community service and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Exempt: Rule 4-202.03(10) (2012), CJA

(Approved 06/91)

ELIGIBILITY REGISTER (Item 8-4)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

EMPLOYEE HISTORY CARD (Item 8-5)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 06/91)

EMPLOYEE TRAINING FILES (Item 8-6)

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

RETENTION

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

EMPLOYEE WARNING FILES (Item 8-7)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

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

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

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

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, or when recruiting for a fee or when continuing to employee individuals in accordance with 8 CFR 274a.2 (2010). It is used to verify that the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION

3 years after date of hire or one year after date the individual's employment is terminated, whichever is longer (8 CFR 274a.2 (2010)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 11/95)

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

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

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

These files document official discrimination complaints received and resolved by the county. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1602.14 (2012) 29 CFR 1602.31 (2012)

RETENTION
4 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 06/91)

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

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

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

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

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) (2009) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (1990) (29 CFR 1602 (2012)). They include statistical information on employees hired, rehired, and terminated.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

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

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

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

GREEN THUMB PROGRAM FILES (Item 8-13)

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

RETENTION

3 years after final expenditure report submitted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 06/91)

GRIEVANCE AND DISCIPLINARY FILES (Item 8-14)

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

RETENTION

3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: unsubstantiated.

SUGGESTED SECONDARY DESIGNATION

Public: substantiated (UCA 63G-2-301(2)(o) (2012))

(Approved 06/91)

INTERVIEW RECORDS (Item 8-15)

These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (2012). They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION

6 months after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

JOB OPENING FILES (Item 8-16)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

LABOR-MANAGEMENT RELATIONS FILES (Item 8-17)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

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

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

RETENTION

3 years after date of appraisal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 06/91)

PERSONNEL FILES (Item 8-20)

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

RETENTION

65 years from the date of employment or 3 years after retirement or death, whichever is earliest, and then destroy (UCA 49-11-602 (2011)).

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2012).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 07/04)

PERSONNEL REQUISITION AND ANALYSIS FILES (Item 8-21)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

POSITION DESCRIPTION FILES (Item 8-22)

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

RETENTION
5 years after position is abolished or description is superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

POSITION SURVEY FILES (Item 8-23)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PRE-EMPLOYMENT TESTS (Item 8-29)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private: applicant's name and score

(Approved 09/95)

PREEMPLOYMENT HEALTH RECORDS (Item 8-37)

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

RETENTION
30 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 11/95)

PROMOTIONAL TESTS (Item 8-33)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 09/95)

PUBLIC DISCLOSURE STATEMENTS (Item 8-30)

These statements are required to be filed by elected or appointed county officials to disclose any actual or potential conflict of interest in accordance with UCA 17-16a-5 (2012). They include date, employees name and address, name and address of person or business entity being assisted, or in which appointed or elected official has a serious substantial conflict; and a brief description of the transaction as to which service is rendered or is to be rendered and the nature of service performed or to be performed (UCA 17-16a-5(3) (1993)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

QUARTERLY WAGE LIST REPORTS (Item 8-24)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

RECRUITMENT FILES (Item 8-25)

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

RETENTION

6 months after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SALARY SURVEYS (Item 8-32)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (2012)

(Approved 09/95)

SUMMER YOUTH PROGRAM FILES (Item 8-26)

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

RETENTION

3 years after termination of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 06/91)

TEACHING AIDS TRAINING RECORDS (Item 8-27)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 8-28)

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

RETENTION

1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 06/91)

SCHEDULE 9
PURCHASING RECORDS

CONTRACT PURCHASING RECORDS (Item 9-12)

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

RETENTION

6 years after expiration of contract (UCA 78-12-23(2) (2008)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

INVOICES (Item 9-1)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

LEASING CONTRACT FILES (Item 9-2)

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

RETENTION

4 years after contract expires (UCA 70A-2a-506) (1998)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PROFESSIONAL SERVICE AGREEMENT RECORDS (Item 9-3)

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

RETENTION

4 years after last payment (UCA 78-12-25(1) (2008)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

PURCHASE ORDERS (Item 9-4)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PURCHASE REQUISITION FILES (Item 9-5)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

REAL ESTATE ACQUISITION FILES (Item 9-14)

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

RETENTION

7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(7) (2012) records prepared in contemplation of sale, exchange, lease, rental

(Approved 09/95)

REQUESTS FOR PROPOSALS (Item 9-6)

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

RETENTION

2 years after decision and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SUCCESSFUL BID PROPOSALS FILES (Item 9-7)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TAX EXEMPTION RECORDS (Item 9-13)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

UNOPENED BIDS PROPOSALS FILES (Item 9-8)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 9-9)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

VENDOR LIST (Item 9-10)

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

RETENTION
Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

VOUCHERS (Item 9-11)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 10
RISK MANAGEMENT RECORDS

INSURANCE POLICY FILES (Item 10-2)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

INSURANCE REPORTS (Item 10-3)

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

RETENTION

12 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

LIABILITY RISK MANAGEMENT CASE FILES (Item 10-4)

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

RETENTION

20 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63K-3-201 (2012)
UCA 63G-3-304 (2012)

(Approved 06/91)

LOSS CONTROL INSPECTION REPORTS (Item 10-5)

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

RETENTION
12 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63K-3-201 (2012)
UCA 63G-3-304 (2012)

(Approved 06/91)

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

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private.

(Approved 06/91)

SCHEDULE 11
COUNTY ASSESSOR RECORDS

APPRAISAL CARDS (Item 11-1)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public: All other information.

SUGGESTED SECONDARY DESIGNATION

Private: Income data

(Approved 06/91)

ASSESSMENT CERTIFICATE (Item 11-2)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

ASSESSMENT ROLL PRINTOUT (Item 11-3)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

GREENBELT APPLICATIONS (Item 11-4)

These application forms are used to request taxation under the Farmland Assessment Act which allows for the assessment of agricultural land on the basis of its productive value rather than its market value. "The owner of land eligible for valuation [under the Farmland Assessment Act] must submit an application to the county assessor of the county in which the land is located" (UCA 59-2-508 (2003)). The application shall be filed by March 1 on forms prescribed by the State Tax Commission and supplied by the county assessor. The original is kept by the county assessor and is recorded by the county recorder.

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

SUGGESTED PRIMARY DESIGNATION
Public: All other information.

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

(Approved 10/95)

GREENBELT ROLL-BACK RECORDS (Item 11-5)

These records are of additional tax or a "roll-back" tax, assessed on land no longer in agricultural use (UCA 59-2-506 (2003)). These records usually include a certificate of roll-back tax lien and a computation sheet. In some counties, these records are filed with the Appraisal Cards.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

GREENBELT WITHDRAWAL RECORDS (Item 11-6)

These State Tax Commission forms are used to request the withdrawal of land from greenbelt status. Owners "shall within 180 days after the change in land use notify the county assessor of the change in land use and pay roll-back tax" (UCA 59-2-506.5 (2009)). They include the name, property serial number, date filed, complete legal description, reason for withdrawal, and signature. In some counties, these forms are filed with the Appraisal Cards.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

MOBILE HOME ASSESSMENT RECORDS (Item 11-7)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

PERSONAL PROPERTY AFFIDAVITS (Item 11-8)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 06/91)

PERSONAL PROPERTY AUDITS (Item 11-9)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 59-2-705 (2008).

(Approved 06/91)

PERSONAL PROPERTY CARDS (Item 11-10)

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

RETENTION

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/91)

PERSONAL PROPERTY TAX NOTICE (Item 11-11)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

PLATS (Item 11-12)

These are copies of county recorders plats of property within the county. These plats must comply with prescribed minimum standards.

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

PROPERTY INFORMATION REPORT (Item 11-13)

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

RETENTION
2 years after information is updated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

REFUNDS RECORDS (Item 11-14)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/91)

SALES RATIO REPORTS (Item 11-15)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/91)

TAX COLLECTION REPORT (Item 11-16)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

TAX RELEASES (Item 11-17)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/91)

SCHEDULE 12
COUNTY ATTORNEY RECORDS

CIVIL CASE FILES (Item 12-1)

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

RETENTION

10 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

COLLECTION CASE FILES (Item 12-2)

These case files document the "prosecution of all actions for the recovery of debts, fines, penalties, and forfeitures accruing to the county" (UCA 17-18-1(7)(b) (2002)). They include various court filings, attorney's notes, and final judgment.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

FELONY CASE FILES (Item 12-3)

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

RETENTION

10 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

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

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

LEGAL CASE INDEX (Item 12-5)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 03/92)

MISDEMEANOR CASE FILES (Item 12-6)

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

RETENTION
7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 03/92)

OPINIONS (Item 12-7)

These are the formal legal opinions written by county attorneys in response to requests received from "county, district, and precinct officers on matters relating to the duties of their respective offices" (UCA 17-18-1(7)(c) (2002)). They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SCHEDULE 13
COUNTY AUDITOR RECORDS

ABATEMENT APPLICATION FILES (Item 13-1)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/91)

ABATEMENT CARD INDEX (Item 13-2)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ABATEMENT REGISTER (Item 13-3)

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

RETENTION

Retain until superseded or updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

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

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

RETENTION

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ASSESSED VALUATION REGISTER (Item 13-5)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

AUDIT REPORTS (Item 13-6)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

AUDITOR'S ANNUAL REPORTS (Item 13-8)

These are the official public financial reports of budget accounts and expenditures of all county agencies. The auditor is required within 180 days after the close of each fiscal year to "prepare and make available" to county commissioners an annual financial report (UCA 17-36-37 (2009)). Copies of this report are filed with the state auditor.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

AUDITOR'S TAX DEEDS (Item 13-7)

These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" UCA 59-2-1351.1(9)(b) (2000)). The deed issued by the county auditor "shall be recorded by the county recorder" (UCA 59-2-1351.1(9)(c) (2000)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BOARD OF EQUALIZATION MINUTES (Item 13-9)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

CIRCUIT BREAKER REIMBURSEMENT RECORDS (Item 13-16)

These records document reimbursements from the State Tax Commission to the county on circuit breaker tax abatements. The indigent and elderly may file a claim for a homeowner's credit with the county commission by or before May 1 of each year. The county commission "shall compile a list of claimants and the homeowner's credits granted to them for purposes of obtaining payment from the General Fund for that portion of the claimant's liability for property taxes accrued represented by the credits granted. Upon certification by the [state tax] commission the payment shall be made to the county" (UCA 59-2-1206 (2)(b)(2001)). The records include transmittal letter, a circuit breaker adjustment report including district number, serial number, name, tax, comment, date entered, user, totals, and grand totals.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

CORRECTED ASSESSMENT ROLL (Item 13-17)

These rolls are a record of all property tax assessments within the county. The county auditor is required to correct the assessment roll to "conform to the requirements of the county board of equalization and Commission" and to deliver it to the county treasurer by November 1, (UCA 59-2-326 (2000)). The county auditor maintains a COPY for reference purposes and to respond to questions and complaints while the county treasurer maintains the permanent copy. The rolls include date, serial number, property description, total evaluation, assessed valuation, total exemptions, value as corrected, and property tax amount due.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

DEPOSITS WITH THE STATE TREASURER (Item 13-18)

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

RETENTION
3 years or until audit and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

EQUALIZATION FILES (Item 13-10)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

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

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

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

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

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

MONTHLY DEPARTMENT REPORTS (Item 13-11)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

STATE TAX COMMISSION REPORTS (Item 13-12)

These reports are two annual statements which are submitted to the State Tax Commission. The first is due before June 8 and the second before November 1. The county auditor will "prepare from the assessment book of that year a statement showing in separate columns: total value of all property; total value of all real estate including patented mining claims, stated separately; value of improvements; the value of personal property exclusive of money; and the number of acres of land and the number of patented mining claims, state separately" (UCA 59-2-322(1)(d) (2000)). The second statement reports "the amount and value of all property in the county, as classified by the county assessment rolls, and the value of each class; the total amount of taxes remitted; the rate of county taxes" (UCA 59-2-325 (2000)). This statement is made in duplicate upon blanks furnished by the state auditor. One copy is sent to the State Tax Commission and one to State Auditor.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

TAX DISTRIBUTION REPORTS (Item 13-13)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

TAX SALE MINUTES (Item 13-14)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

VALUATION NOTICES (Item 13-19)

This notice is required to be sent by the county auditor to "all owners of real estate" on or before July 22 of each year prior to the proposed increase of tax revenues (UCA 59-2-919.1 (2010)), to notify property owners of their proposed valuations. It includes year, tax district number, serial number, property location information, name and address of property owner, property's market value, property type, previous year's market value, and current year's market value, property tax listing taxing entities current tax amounts if no budget change made and if proposed budget adopted, date, time, and location of public budget meeting, total property tax, and explanation and instruction sheet explaining evaluation.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SCHEDULE 14
COUNTY CLERK RECORDS

ABSENT AND EARLY VOTER REGISTERS (Item 14-1)

These are the official registers of early or absentee voters. They are used to document registered voters who are unable to vote in person on election day and either voted early or made application to vote absentee. The register includes election and year, name of absent or early voter, address of voter, date ballot cast or mailed, voting district, ballot number, and for absent voters, date application was received and dates ballots were mailed and received.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

APPROVED CLAIMS LIST (Item 14-2)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

BEER LICENSE FILES (Item 14-3)

These files document the issuance of beer licenses within the unincorporated areas of the county. They are used for the application, the investigation, and the issuance or denial of beer licenses. Some counties have chosen to regulate the sale of beer in accordance with Utah law. "Any local authority may . . . issue, suspend, and revoke permits or licenses to sell beer for on-premise consumption . . . [and] "to general food stores and other establishments to sell beer at retail for off-premise consumption" (UCA 32A-10-101(1)(c,d) (2007)). The files include investigative Sheriff's reports, correspondence, and the original application.

RETENTION

5 years after expiration of license and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BIRTH REGISTERS (Item 14-4)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BOUNTY RECORD AND INDEX (Item 14-5)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

BULL REGISTER (Item 14-6)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS (Item 14-39)

These are financial reports required to be submitted by all candidates for county elected offices in accordance with UCA 17-16-16.5 (2012)). Each candidate is required to report his itemized and total campaign contributions at least once within two weeks before the election and at least once within two months of the election. The financial report must identify each contribution over $50, the donor's name, and amount, and each expenditure, the name of the recipient and the amount of the expenditure.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CERTIFICATES OF CITIZENSHIP (Item 14-8)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

CERTIFIED CANDIDATES LIST (Item 14-7)

"Each registered political party [participating in the primary election] shall submit the names of its county candidates to the county clerks . . . by 5 p.m. on May 20 of each even-numbered year" (UCA 20A-9-403(2)(a) (2011)). Parties not participating in the primary election "shall submit the names of its county candidates to the county clerks . . . by 5 p.m. on August 15 of each even-numbered year" (UCA 20A-9-903(2)(b) (2011)). After receiving and reviewing the certified lists the county clerk "conducts a lottery to determine the order of the candidates' names on the ballot" and "shall post or publish a primary election notice as specified by UCA 20A-9-403(3,4) (2011).

RETENTION
1 year after the election and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

COMMISSION AGENDA FILES (Item 14-9)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

COUNTY COMMISSION MINUTES AND INDEXES (Item 14-10)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

COUNTY OFFICIALS REGISTER (Item 14-11)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

DEATH REGISTERS (Item 14-12)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

DECLARATIONS OF INTENTION (Item 14-13)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

DEED FILES (Item 14-14)

These files document the county purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder and statements of delinquencies. The county clerk shall "execute under his seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county pursuant to resolutions of the board of county commissioners" (UCA 17-20-4(2)(2001)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ELECTION BALLOTS (Item 14-15)

These are the official ballots cast by voters in county elections. They shall be preserved "for at least 22 months after an election . . . destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (2007)).

RETENTION

22 months after the election or until time has expired during which ballots could be contested (UCA 20A-4-202(2)(d) (2007) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 20A-4-106 (2012) and 20A-4-401 (2007).

(Approved 04/95)

ELECTION CANVASSES (Item 14-41)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

ELECTION DISTRICT MAPS (Item 14-16)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ELECTION FILES (Item 14-17)

These files document primary, general and school elections. They are used to verify that elections were held in accordance with state statutes (see Election Code, 20A UCA et. seq. (2012)). The files include forms listing official party candidates and delegates; reports of county officers, state delegates to primary convention reports for printing on primary election ballot; names of candidates to be printed on the November ballot; list of party delegates by district to county convention; a letter detailing expenditures for campaigns by county committees and lists of applicants for registration agents; abstract of primary election returns by county; copies of official and primary ballots; information on mass meetings; expenses of candidates; and lists of registration agents and judges.

RETENTION

4 years after general election and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ELECTION REGISTRATION FILES (Item 14-18)

These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2010)). They include the voter's name, address, birth date, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent county wide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2010).

RETENTION

Permanent. (UCA 20A-2-104(2) (2010).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/95)

ELECTION RETURNS (Item 14-19)

The election returns, as defined in Utah Code UCA 20A-1-102(28)(2012), include the poll book, all affidavits of registration, the military and overseas absentee voter registration and voting certificates, one of that tally sheets, any unprocessed absentee ballots, all counted ballots, all excess ballots, all unused ballots, all spoiled ballots, the ballot disposition form, and the total votes cast form.

RETENTION

22 months after the election and then destroy (UCA 20A-4-202(2)(d)(e)(2008)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/95)

FEE BOOKS (Item 14-20)

These books record the collection of fees by the county clerk. They are used to compile reports for the county commission and the court administrator's office. These fees are usually court and marriage license fees, but through the years county clerks have been required to collect other fees. The books contain the date, name of the person making payment, purpose of payment, receipt number, amount and totals. The county clerk shall "keep a fee book as provided by law" (UCA 17-20-4 (2001)).

RETENTION

4 years after completion of book and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

FRANCHISE BOOK (Item 14-21)

This book documents franchises granted by the county commission. The commissioners "must cause to be kept a franchise book containing all franchises granted by the board for that purpose, the length of time and to whom granted, the amount of bond and license tax required or other consideration to be paid" (UCA 17-5-210(4) (2011)) formally UCA 17-5-210.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

JURY MASTER FILE REPORT (Item 14-22)

This was a computer report compiled by the county clerk of all persons serving on juries within the county during the previous year. The county clerk was required until 1992 to maintain "a master list of all juries" (UCA 78B-1-106 (2008))

RETENTION

2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

LICENSE BOOKS (Item 14-23)

This is a record of all business licenses issued by the county. "The governing body of a county may license for the purpose of regulation and revenue any business within the unincorporated areas of the county" (UCA 17-53-216 (2008)). The type of licenses recorded in these books may vary according to the county issuing and when license was issued.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

MARRIAGE LICENSE APPLICATIONS (Item 14-24)

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (2) (2004)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (2012).

(Approved 03/91)

MARRIAGE LICENSE REGISTER (Item 14-26)

This is a register of all marriage licenses issued. The county clerk shall "keep a register of marriage as provided by law" (UCA 17-20-4(1)(2001)). The register usually contains the following information: certificate number; month, date, year license issued; name and age of female; name and age of male; name of person officiating at wedding; book and page marriage recorded; license number; and remarks (usually the type of service).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

MARRIAGE LICENSES (Item 14-25)

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1) (2004)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

NOTARIES PUBLIC INDEX (Item 14-27)

This is an index to all notaries public in the county. After the county clerk receives "certification of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within the county "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (2003)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

OATHS OF OFFICE (Item 14-28)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

OFFICIAL BONDS (Item 14-29)

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of he county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (2007)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

OFFICIAL ELECTION REGISTERS (Item 14-30)

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (2003)) . The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (2009)). These lists are used at the polls by the election judges to identify registered voters and to record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

ORDINANCES AND INDEXES (Item 14-31)

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effort or discharging the powers and duties" of their office (UCA 17-53-223 (1)(a) (2000)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-20-1.7 (2000)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

PASSPORT APPLICATION TRANSMITTAL RECORDS (Item 14-40)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/94)

PETITION FILES (Item 14-32)

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-20-1.7 (2000)). Signatures must be verified to determine whether petitioners are registered voters.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

PETITIONS FOR NATURALIZATION (Item 14-33)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

PROJECT COMMENCEMENT NOTICES FILES (Item 14-34)

These files contain project commencement notices. Each original contractor taking a mechanic's lien shall file with the county clerk "a notice of commencement of the project or improvement with the county clerk for the county or counties where project is located within 30 days after commencement of the project." The county clerk "shall create and maintain a file for the maintenance of the notices of commencement" (UCA 38-1-27 (11)(2010)). In 1991, the county recorder was given the responsibility of filing these notices.

RETENTION

Permanent. and then destroy. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/91)

RESOLUTIONS (Item 14-35)

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-20-1.7(2000)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION

Permanent. May be transferred to he State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

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

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

RETENTION
1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/91)

VOTER REGISTRATION NOTICE (Item 14-38)

These notices are sent to registered voters to check current addresses. This notice is required to be sent by the county clerk to registered voters "where address has changed and it appears the voter now resides in another county" to verify the change of address (UCA 20A-2-306(2)(b) (2011)). These records include the notice containing a statement requesting the voter read and complete, voter's current address, explanation that if form is not returned the voter will be required to show evidence of current address before voting and if voter fails to vote in either of next two regular general elections they will no longer be registered to vote, voter's signature, and a listing of voters to whom notice was sent.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 20A-2-308(2)(b) (2012).

(Approved 09/95)

WILLS FILED AND INDEX (Item 14-37)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/91)

SCHEDULE 15
COUNTY RECORDER RECORDS

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

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2011)). They contain "every instrument recorded, the date and kid of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2011).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

ANNEXATION MAPS (Item 15-2)

These are maps of incorporated areas annexed by municipalities. "Within 30 days after enacting an ordinance . . . the municipal legislative body shall . . . record with the county recorder a certified copy of the ordinance approving [the annexation] . . . with a plat or map prepared by a licensed surveyor and approved by the legislative body, showing boundaries" (UCA 10-2-425 (2009)). Disconnection orders and maps are also recorded with the county recorder (UCA 10-2-507 (2009)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

CHATTEL MORTGAGES AND INDEXES (Item 15-3)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

CONDOMINIUM FILINGS AND INDEXES (Item 15-4)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

CONDOMINIUM PLATS (Item 15-5)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

DEED RECORDS (Item 15-6)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

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

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

FEE AND ENTRY RECORDS (Item 15-8)

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry" (UCA 17-21-6(1)(f) (2011)). They contain the amount of fee paid for recording, names of parties, recordation date and time, a brief description, and entry number.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

GENERAL FILING INDEX (Item 15-9)

This is an index to "all executions and writs of attachments and any other instruments not required by law to be spread upon the record," (UCA 17-21-6(1)(k) (2011)). The index contains separate columns which include the names of plaintiffs in the execution, the defendants in the execution, purchaser at the sale and date of sale, and filing number of document.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

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

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2011)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (2011)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

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

This is an index to recorded maps, plats, and subdivisions within the county (UCA 17-21-6(1)(g) (2012)). It includes the name or number of the subdivision, map, or plat; location, and map file number.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

MILITARY SERVICE RECORDS AND INDEX (Item 15-11)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

MINING RECORDS AND INDEXES (Item 15-12)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

MISCELLANEOUS RECORDS AND INDEX (Item 15-13)

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2011)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

MONTHLY RECORDER'S REPORT (Item 15-14)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/91)

MORTGAGE RECORDS AND INDEXES (Item 15-15)

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(1)(d,e) (2011)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

OFFICIAL RECORDS (Item 15-16)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

OWNERSHIP PLAT MAPS (Item 15-17)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

POWERS OF ATTORNEY INDEX (Item 15-18)

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. They include "the date and time of recording, the book, the page, and entry date (UCA 17-21-6(1)(h)(2011)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

PROFESSIONAL CERTIFICATES AND INDEXES (Item 15-19)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

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

These are recorded judgments "affecting real estate or certified copies of final judgments or decrees partitioning or affecting the title or possession of real estate property any part of which is located in the county" (UCA 17-21-10 (2011)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

REDEMPTION CERTIFICATES (Item 15-21)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

RETURNED OR UNDELIVERABLE INSTRUMENTS (Item 15-22)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/91)

SUBDIVISION MAPS (Item 15-24)

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder "in the county in which the lands platted and laid out as situated"(UCA 10-9-804(3)(a) (2012).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

TAX SALE RECORDS (Item 15-25)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

UNIFORM COMMERICAL CODE FILINGS (Item 15-27)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008)and 63G-2-301(1)(g) (2012).

(Approved 09/91)

WATER RECORDS AND INDEXES (Item 15-26)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 17-21-19 (2008) and 63G-2-301(1)(g) (2012).

(Approved 09/91)

SCHEDULE 16
COUNTY SHERIFF RECORDS

ACCIDENT REPORTS (Item 16-1)

These files document traffic accidents investigated by the sheriff's office. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds $750, or injury or death occurs (UCA 41-6a-404 (2010)), and is maintained for seven years.

RETENTION

3 years UCA 41-6a-402, 404 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 41-6-35(5) (2008).

(Approved 12/91)

ARREST REPORTS (Item 16-2)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: Initial Contact Report (UCA 63G-2-301 (2012))

(Approved 12/91)

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

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

CASE REPORTS (Item 16-4)

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

RETENTION
5 years if not part of case file.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 12/91)

CELL CAPACITY REPORTS (Item 16-5)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CHEMICAL ANALYSIS RECORDS (Item 16-6)

These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (UCA 41-6a-511 (2011)). Usually these tests are part of the case file and are filed by case number. A copy is frequently attached to the arrestee's criminal history file.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

CIVIL PROCESS RECORDS (Item 16-7)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

COMMITMENT ORDERS (Item 16-8)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

COURT SUMMONS (Item 16-9)

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

RETENTION

2 years if not part of case file.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CRIME ANALYSES FILES (Item 16-10)

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

RETENTION

2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CRIMINAL HISTORY DISSEMINATING LOG (Item 16-11)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CRIMINAL HISTORY RECORDS (Item 16-12)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 53-10-202 (2011).

(Approved 12/91)

DAILY ACTIVITY REPORT (Item 16-13)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DISPATCH LOGS (Item 16-14)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DISPATCH TAPE RECORDINGS (Item 16-15)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

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

These reports are a three-part state form used for reporting persons arrested for Driving Under the Influence of Alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days afater the date of arrest and service of notice" (UCA 53-3-223(5) (2011)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

EVIDENCE DISPOSITION FORMS (Item 16-18)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

EVIDENCE LOG (Item 16-17)

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

RETENTION

4 years if not part of case file.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

EXPUNGED RECORDS (Item 16-19)

A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2010). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (7))(2010). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

RETENTION

Retain until record meets the same retention it had before it was expunged. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 77-40-109(6)(2010).

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 77-18-15 (7) (2012) and UCA 63G-2-305 (8) (2012)

(Approved 01/96)

FELONY INVESTIGATION CASE FILES (Item 16-20)

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

RETENTION

5 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

FIELD INTERROGATION REPORTS (Item 16-21)

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

RETENTION

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

FINGERPRINT CARDS (Item 16-22)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

FIREARM QUALIFICATION RECORDS (Item 16-25)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

FIREARMS DISPOSAL RECORDS (Item 16-23)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 12/91)

FIREARMS INVENTORY CARDS (Item 16-24)

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

RETENTION
2 years after the disposal of firearms and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 12/91)

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

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

IMPOUNDED VEHICLES REPORTS (Item 16-46)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

INMATE COMMISSARY ACCOUNTS (Item 16-27)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

INMATE MEDICAL RECORDS (Item 16-28)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

INTELLIGENCE FILES (Item 16-29)

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

RETENTION

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

INTERNAL AFFAIRS SUMMARY REPORT (Item 16-31)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES (Item 16-30)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

JAIL BOOKINGS (Item 16-32)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

JAIL DOCKET SUMMARY (Item 16-33)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

JAIL LOGS (Item 16-34)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

JAIL VISITORS LIST (Item 16-35)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

MASTER NAME INDEX (Item 16-36)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

MISDEMEANOR CASE FILES (Item 16-37)

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

RETENTION

3 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

MUG SHOTS (Item 16-38)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

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

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

PAWN SHOP RECEIPTS (Item 16-40)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 16-56)

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

RETENTION

2 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/92)

RECEIVED PROPERTY RECORDS (Item 16-41)

These are a "proper record" of custodial property that are required to be maintained by peace officers in accordance with UCA 77-24-1.5 (2011). 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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

RELEASE ORDERS (Item 16-57)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

RETURNED PROPERTY RECEIPTS (Item 16-42)

These receipts document the return of property in the custody of the sheriff's department to property owners in accordance with UCA 77-24-3 (1988). They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized sheriff's department personnel. "The receipt shall be retained as a permanent in the files of the agency involved or the court where the case is finally resolved." (UCA 77-24-3 (1980)).

RETENTION

Permanent. (UCA 77-24-3 (1980)).

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

ROBBERY BULLETIN RECORDS (Item 16-43)

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

RETENTION

4 years or until robbery is solved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SEX OFFENDER FILES (Item 16-44)

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders not in the custody of the [department of corrections] . . . upon release from confinement, be registered with the department by the sheriff of the county in which the offender is confined" (UCA 77-27-21.5(12) (2008)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 77-27-21.5(12) (2008).

(Approved 12/91)

SHERIFF SALES DOCKET (Item 16-45)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

STOLEN/RECOVERED PROPERTY LISTS (Item 16-47)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TELETYPES (Item 16-48)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

TRAFFIC CITATIONS (Item 16-49)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

UNCLAIMED PROPERTY FILES (Item 16-50)

These files document the disposition of unclaimed property held by the sheriffs' department. The files contain verified annual reports submitted to the State Treasurer. The reports are required to be filed before May of each year as of the preceding December 31 and to transfer the property identified in the report in accordance with UCA 67-4a-301(1)(a) (2007). The report includes the name of property's owner if known and last known address, description of property including any identification numbers, and the verification of the person completing form to the report's accuracy.

RETENTION

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

UNIFORM CRIME REPORT FILES (Item 16-51)

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

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 53-10-202(2011).

(Approved 12/91)

WARRANT LOG (Item 16-53)

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

RETENTION

1 year after warrant is served and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

WARRANT WORKSHEETS (Item 16-52)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/91)

WARRANTS (Item 16-54)

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

RETENTION
Retain until warrant served or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 63G-2-301(2)(m)(2012) and UCA 63G-2-301(2)(n) (2012).

(Approved 12/91)

WRECKER SERVICE RECORDS (Item 16-55)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

SCHEDULE 17
COUNTY SURVEYOR RECORDS

ADDRESS MAPS (Item 17-1)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

AS-BUILT DRAWINGS (Item 17-2)

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

RETENTION

Permanent. Retain by governmental agency constructing facilities.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CITY AND COUNTY MAPS (Item 17-3)

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

RETENTION
Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

EMERGENCY RESPONSE MAPS (Item 17-4)

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

RETENTION
Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

FIELD BOOKS (Item 17-5)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

LOCAL TIE SHEETS (Item 17-6)

These sheets document the permanent corner locations of each section or quarter section. Since all surveys are tied to these corners it is critical that they can be perpetually located. The county surveyor is required to "to establish all corners of government surveys and reestablish all corners of government surveys where corners have been destroyed" (UCA 17-23-1(1)(4) (2001). These drawings include township, section, range, monuments, corners, survey measurements, and markers (e.g., manhole covers, telephone poles, walls) and survey or replacement date to allow for accurate location of corner. These sheets are updated as new information is collected. They may also be called reference sheets.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

MINOR SUBDIVISION MAPS (Item 17-7)

These are maps of subdivisions which contain nine lots or less. These maps are not recordable with the county recorder, but may be filed with the county surveyor. These maps include township, section, range, lot boundaries, and surveyor's certificate attesting to the accuracy to all measurements.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

PLAT MAPS INDEX (Item 17-8)

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

RETENTION

Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

RECORDED SURVEY INDEX (Item 17-10)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

RECORDED SURVEYS (Item 17-9)

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monumen ts found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (2007)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducable materials in the sizes required by the county surveyor (UCA 17-23-17(4) (2007).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

SPECIAL SERVICE DISTRICT MAPS (Item 17-11)

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

RETENTION

Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TOPOGRAPHICAL MAPS (Item 17-12)

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

RETENTION

Retain until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TOWNSHIP PLAT MAPS (Item 17-13)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SCHEDULE 18
COUNTY TREASURER RECORDS

COUNTY CLERK'S BONDS (Item 18-1)

These are the official bonds of the county clerk. "All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk." The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (2007)).

RETENTION

6 years after clerk leaves office (UCA 78B-2-310 (2008)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

DELINQUENT TAX LISTINGS (Item 18-3)

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

RETENTION

1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

DUPLICATE TAX NOTICES (Item 18-2)

This file contains "duplicates" tax notices which are sent to taxpayers. They are used for reference purposes. Each notice includes "the kind and value of property assessed to the taxpayer; the street address of the property, if available to the county; that the property may be subject to the detailed review in the next year; and the amount of tax levied property tax relief, option for payment of taxes, and collection procedures, other information specifically authorized, and other property tax information approved by the commission." (UCA 59-2-1317(1) (1997)). The notice shall also "separately state all taxes levied . . . have printed or stamped on when and where taxes are payable , state the date on which the taxes will be delinquent, and state the penalty provided by law." (UCA 59-2-1317 (1) (2007).

RETENTION

1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

REDEMPTION CERTIFICATES (Item 18-5)

These are duplicates of certificates issued for money received in payment of delinquent real property taxes. "The county treasurer shall make the proper entry in the record of tax sales filed in the treasurer's office and issue a certificate of redemption" (UCA 59-2-1348 (1988)). Each includes account number, date issued, and serial number. Sometimes the certificate also provides owner's name, location, legal description of property, number of acres, valuation, amount of original taxes, years for which delinquent, total tax due including penalty and interest, date sold, to whom, and amount paid to redeem and date.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/95)

RETURNED TAX NOTICES (Item 18-6)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/91)

STATE ASSESSED PROPERTY SHEETS (Item 18-4)

These are appraisal sheets for property assessed by the state. The State Tax Commission assesses "all property which operates as a unit across county lines, if the value must be apportioned among more than one county or state; all property of public utilities; all operating property of an airline, air charter service, and air contract service; all geothermal fluids and geothermal resources; all mines and mining claims except in cases, as determined by the commission . . ., all machinery used in mining, all property or surfaced improvements upon or appurtenant to mines or mining claims . . ." (UCA 59-2-201(1) (2009)). They are used by the county treasurer in the collection of property taxes. The sheets include the sheet number, year, company name and address, legal descriptions of real estate, description of improvement and personal property, and total value.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/91)

TAX DISTRIBUTION REPORTS (Item 18-8)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX RECEIPTS (Item 18-7)

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

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX ROLL (Item 18-9)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX ROLL INDEX (Item 18-10)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX SALE LISTING (Item 18-13)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

TAX SALE RECORDS (Item 18-11)

These are records required to be prepared by county treasurers as the "official record of delinquent taxes in the same order as property appears in the assessment rolls" (UCA 59-2-1338(1) (1997)). They are required to include the name of the person to whom property is assessed; description of the delinquent parcel, and a reference to the parcel, serial, or account number under which the property was listed in the assessment roll; the amount of delinquent taxes, penalties, and administrative costs; and the date of redemption and by whom the property is redeemed(UCA 59-2-1338 (1995)). The record shall provide space for "entering delinquent taxes assessed years against each parcel which remains unredeemed" (UCA 49-2-1338(2) (1995)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/95)

TAX SALE REPORTS (Item 18-12)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/91)

SCHEDULE 19
AGING AND ADULT SERVICES RECORDS

ALTERNATIVES PROGRAM CASE FILES (Item 19-1)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CONGREGATE RESERVATION LIST (Item 19-2)

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

RETENTION

1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

FOOD DELIVERY REPORT (Item 19-3)

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

RETENTION

Retain until monthly report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

FOOD INVOICES (Item 19-4)

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

RETENTION

3 years after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

HOMEBOUND CARDS (Item 19-5)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

HOMEBOUND MEALS CASE FILES (Item 19-6)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

HOMEBOUND MEALS EMERGENCY CARDS (Item 19-7)

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

RETENTION

1 year after participation ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

HOMEBOUND RESERVATION LIST (Item 19-8)

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

RETENTION

1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

HOMEMAKER PROGRAM CASE FILES (Item 19-9)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

HOMEMAKER TIME SHEET (Item 19-10)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

MASTER PARTICIPANT LIST (Item 19-11)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

PARTICIPANT CARDS (Item 19-12)

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

RETENTION

1 year after participation ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

QUARTERLY PROGRAM PERFORMANCE REPORT (Item 19-13)

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

RETENTION

2 years after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTER ANNUAL REPORT (Item 19-14)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTER CLASS ROLLS (Item 19-15)

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

RETENTION

1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.5 (2008).

(Approved 12/92)

SENIOR CENTER EMERGENCY CARDS (Item 19-16)

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

RETENTION

1 year after participation ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 45 CFR 1321.51 (2012).

(Approved 12/92)

SENIOR CENTER MONTHLY FINANCIAL STATEMENT (Item 19-17)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTER WEEKLY MEAL REPORT (Item 19-18)

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

RETENTION

1 year after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTERS' MONTHLY REPORT (Item 19-19)

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

RETENTION

4 years after final payment on contract and then destroy, provided all audits have been completed later and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SENIOR CENTERS' QUARTERLY REPORT (Item 19-20)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

TITLE V PERSONNEL CASE FILES (Item 19-21)

These files document the participation of persons in the Senior Service Employment Program under 20 CFR 641 (2008). This program provides for the hiring of low-income persons over the age of fifty-five. The files include income certification form, client intake form, any related correspondence, and if applicable termination forms.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

TITLE V QUARTERLY REPORT (Item 19-22)

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

RETENTION

2 years after final payment on contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

TITLE XX ELIGIBILITY DECLARATION (Item 19-24)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

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

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

VAN DRIVER'S STATEMENT (Item 19-25)

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

RETENTION

1 year separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

VOLUNTEER CALENDAR (Item 19-26)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SCHEDULE 20
ANIMAL CONTROL RECORDS

ACTIVITY REPORTS (Item 20-1)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

ANIMAL ADOPTION AGREEMENTS (Item 20-2)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 09/93)

ANIMAL CITATIONS (Item 20-3)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

ANIMAL MASTER REPORT CARDS (Item 20-4)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

BITE REPORTS (Item 20-5)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

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

(Approved 09/93)

COMPLAINT RECORDS (Item 20-6)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/93)

CONTRACT BILLINGS (Item 20-7)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/93)

CONTROLLED SUBSTANCES EUTHANASIA LICENSE RECORDS (Item 20-8)

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

RETENTION
5 years after expiration of license and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/93)

CONTROLLED SUBSTANCES EUTHANASIA LOG (Item 20-9)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

DOG LICENSE RECORDS (Item 20-10)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

MASTER LOGS (Item 20-11)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/93)

SCHEDULE 21
BUILDING INSPECTION RECORDS

BUILDING CARDS (Item 21-1)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

BUILDING PERMIT FILES (Item 21-2)

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

RETENTION

Permanent. May may be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

BUILDING PERMIT REGISTERS (Item 21-3)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

CONSTRUCTION REPORTS (Item 21-7)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

DEMOLITION CASE FILES (Item 21-8)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

ENFORCEMENT CASE FILES (Item 21-9)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

NONRESIDENTIAL BUILDING PLANS (Item 21-5)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

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

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

RESIDENTIAL BUILDING PLANS (Item 21-4)

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used employed. They also identify the 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

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SCHEDULE 22
FIRE DEPARTMENT RECORDS

ACTIVITY REPORT (Item 22-1)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

BICYCLE REGISTRATIONS (Item 22-2)

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale, their respective city or county police 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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

BURNING PERMITS (Item 22-25)

These are permits issued under Utah Code 11-7-1(2)(a), 65A-8-211(2)(a), 65A-8-211(4)(a), and 65A-8-211(6)(a), and Rule R307-202 to authorize the burning of yard or agricultural waste. Burn permits often are separated into agriculture burns and non-agricultural burns (referred to as open burn permits).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/12)

DISPATCH LOGS (Item 22-3)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

DISPATCH TAPE RECORDINGS (Item 22-4)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/91)

EMERGENCY MEDICAL EQUIPMENT MAINTENANCE RECORDS (Item 22-6)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

EMERGENCY SERVICES BILLINGS (Item 22-23)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 01/96)

EQUIPMENT RUN LOGS (Item 22-7)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

EVIDENCE LOG (Item 22-8)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

EXPOSURE REPORTS (Item 22-9)

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

RETENTION

30 years (29 CFR 1910.20 (1997)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 01/96)

FATAL FIRE INVESTIGATION CASE FILES (Item 22-24)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 01/96)

FIRE RUN REPORTS (Item 22-10)

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

RETENTION

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

HOSE TEST REPORTS (Item 22-11)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

HYDRANT MAINTENANCE CARD FILES (Item 22-12)

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

RETENTION

1 year after hydrant removed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

HYDRANT MAINTENANCE INVENTORIES (Item 22-13)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

INVESTIGATION CASE FILES (Item 22-14)

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

RETENTION
10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 01/96)

INVESTIGATION REPORTS (Item 22-15)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/91)

PUMP TEST RECORDS (Item 22-16)

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

RETENTION

2 years after equipment replaced and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 22-22)

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

RETENTION

2 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

SUPERVISED FIRE DRILL REPORTS (Item 22-17)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

TANK APPLICATIONS AND PERMIT RECORDS (Item 22-18)

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

RETENTION

6 years after removal of tank and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

UNAPPROVED TANK APPLICATIONS (Item 22-19)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/91)

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

These report forms record both statistical and patient information on all EMS calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 226-8a-252 (b) (iii) (2011)), and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 01/96)

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

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

RETENTION
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/91)

SCHEDULE 23
HOSPITAL AND NURSING FACILITIES RECORDS

BOARD OF DIRECTORS MINUTES (Item 23-28)

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

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

PHARMACY PERMITS (Item 23-29)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SCHEDULE 24
LIBRARY RECORDS

ACCESSION RECORDS (Item 24-1)

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION

Retain until administrative need ends and then destroy; accession books created before l960 permanent, transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

ANNUAL REPORT (Item 24-2)

This is an annual report by the library directors required by UCA 9-7-506(1) (1995) "to the county governing body on the condition and operation of the library, including a financial statement." It is also used to inform the general public regarding the operations of the library. The report includes budget figures both income and expenditure, circulation and other figures, and may include a brief description of the previous year's activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

BOARD OF DIRECTOR'S MINUTES (Item 24-3)

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

CIRCULATION RECORDS (Item 24-4)

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until items returned and late fees paid and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

(Approved 12/93)

CIRCULATION STATISTICAL REPORTS (Item 24-5)

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION

Retain until annual report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

HOLDINGS CATALOG (Item 24-6)

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many library with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

INTERLIBRARY LOAN RECORDS (Item 24-7)

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION

Retain until request completed or cancelled, applicable fees and fines paid, materials returned, and statistics collected and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 12/93)

LIBRARY COMPLAINTS (Item 24-9)

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence,

RETENTION

1 year after resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012)

(Approved 12/93)

LIBRARY OPERATION POLICIES (Item 24-10)

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) TITLE I, II, AND III (Item 24-8)

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Construction Act grants, which are regranted by the Utah State Library Division to public libraries (34 CFR 75 (2012)). 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

7 years after expiration of contract and destroy, provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

LOST LIBRARY MATERIALS AND REFUND RECEIPTS (Item 24-11)

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 12/93)

PATRON ASSISTANCE PUBLICATIONS (Item 24-12)

These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION

Retain until administrative need ends and then transfer significant publications to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

PATRON REQUESTS (Item 24-13)

These are requests by library patrons for materials currently checked out or to add new materials to the library collection. They may be a form and/or an electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).

RETENTION

1 year or until request is filled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 12/93)

PLANNING AND EVALUATION STUDIES (Item 24-14)

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION

Retain until superseded and then transfer to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

PUBLIC LIBRARY SERVICES DEVELOPMENT GRANT RECORDS (Item 24-15)

The records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.

RETENTION

7 years after expiration of contract and destroy, provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

REGISTRATION RECORDS (Item 24-16)

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Nonexpiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birth date.

RETENTION

1 year after expiration or becoming inactive and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(l)(c) (2012).

(Approved 12/93)

SHELF LIST (Item 24-17)

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

STATE LIBRARY ANNUAL REPORT (Item 24-18)

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

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

STRATEGIC PLANS (Item 24-19)

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/93)

SCHEDULE 25
LOCAL HEALTH RECORDS

ALIVE AND WELL PROGRAM CASE FILES (Item 25-1)

These case files document participation in the Alive and Well Program. It is an educational program run by local health departments to encourage people to live healthier life-styles by preparing a health risk appraisal and fitness profile. The files include the informed consent and release form, physical activity readiness questionnaire, health risk appraisal, nutritional, and screening answer sheet. This program is also called Healthy Heart Program or the Healthy Lifestyle Program.

RETENTION

2 years and then destroy; provided any pending claim or litigation has been resolved.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

ANNUAL PROGRAM REPORTS (Item 25-100

These are annual reports on public health programs administered by the local department. They are used to track programs and employee time. They are compiled from the Quarterly program reports. The reports include time spent, number of people seen, names and ages of person served, and sometimes descriptions of program.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

BIRTH AND RELATIONSHIP VERIFICATION (Item 25-2)

This request is submitted by the State Division of Family Services to local registrars to search birth records. Since some people cannot afford to obtain birth certificates, it is used to verify births and relationships to receive state benefits. The form includes father's name, an indication which other forms were also completed (acknowledgment of paternity of parents, paternity of father and date, or paternity not acknowledged), mother's name, name of children, birth date, place, certificate numbers, signature and title of local health official.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

BIRTH CERTIFICATES (Item 25-3)

These certificates document all live births in the State of Utah in compliance with UCA 26-2-5 (2008). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. All certificates created prior to 1905 are only maintained at the local level and prior to 1978 some local registrars may not have reported all births to the State Health Department. Since 1978, all certificates maintained at the local level are duplicate certificates maintained by the State Health Department. The information recorded includes the child's name, place of birth, date of birth, sex, and if child part of multiple birth; the parents' name, race, age, birthplace, occupation, and marital status; a record of children previously born to the mother; the length of the pregnancy; the child's weight and length at birth; the date of the serological test; and a description of any congenital malformations or birth injuries.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (2012).

(Approved 12/92)

BLOOD PRESSURE/CHOLESTEROL RECORDS (Item 25-4)

These records are a two-part form completed by health workers for clients having blood pressure and cholesterol health screenings. These informal screenings are held at various locations throughout the district including shopping centers and health fairs. They are used to identify existing health problems and to encourage healthy lifestyles. The original (white copy) is submitted to the State Bureau of Chronic Disease Control and is maintained as the record copy while the yellow copy is retained by the local health department. The form includes the name, address, social security number, phone number, weight, height, birth date, age, gender, ethnic origin, education level, questions concerning smoking, questions concerning blood pressure and blood cholesterol, brief family and individual medical history, blood pressure readings, blood cholesterol readings and signed consent authorizing blood pressure and cholesterol tests.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

BOARD MEMBER APPLICATION (Item 25-5)

This is an application used to apply for a position on the local board of health. All applications are retained for two years to create a pool for possible future openings. The form includes name, address, business and home telephone numbers, education and work experience in health and environmental fields, volunteer experience, reasons for wanting to serve on board, occupation, signature and date.

RETENTION
2 years after appointment is made and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

BOARD OF HEALTH MINUTES (Item 25-6)

These minutes document the actions of the local boards of health. Each local health department is required to have a board of health "appointed by the local governing body and shall consist of at least five persons" (UCA 26A-1-109 (2008)). The Board of Health is responsible for establishing policy, for adopting regulations relating to health protection and the promotion of public health or environmental health including but not limited to public health administration and support services, maternal and child health, communicable disease control, surveillance and epidemiology, food protection, solid waste management, wastewater management and safe drinking water management. They include the agenda and the actual minutes of proceedings of special and regular meetings of the local Boards of Health.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 26A-1-109 (2008).

(Approved 12/92)

BURIAL-TRANSIT PERMIT APPLICATION (Item 25-7)

This application is used to obtain a permit to allow the removal of burial remains in accordance with UCA 26-2-17(3) (2007). It includes death certificate number, deceased's name, birth date, birth place, death date, place of death, name of next of kin or other person authorizing disposition, disposition (burial, cremation, or other), funeral home, address, license number, name of person issuing permit, date issued, registrar's signature, how body was disposed (burial, cremated, other), date permit issued, cemetery name, place, county, state, and signature of person in charge.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

CAPITAL OUTLAY DETAIL STATEMENT (Item 25-8)

This is a monthly report submitted by the local health department to the state Department of Health listing the amounts spent for capital outlay on state contracts. It includes the local health department's name, the reporting period, payee's name, the contract or program where the outlay was made, and expenditure amount.

RETENTION

3 years or after state audit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

CAR SEAT RENTAL AGREEMENTS (Item 25-9)

These contracts document the rental of car seats to individuals who choose not to buy their own. This program enables those individuals to comply with UCA 41-6-148.20 (1995) which requires the use of child restraint devices. These contracts include the car seat number; the return date; the name, address, telephone number, drivers license number, and borrower's signature; the names and addresses of two individuals who will know the whereabouts of the borrower; a parental checklist that the borrower received training in the use of the car seat and that the seat was inspected; the amount paid; the dates issued and due; the seat condition when issued; and the receipt number. Some local health department also sell car seats.

RETENTION

4 years after the expiration of the contract and then destroy (UCA 70A-2-725 (1998)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

CASE MANAGEMENT FILES (Item 25-10)

These files, required by 42 CFR 441.56(a) (1992), are used by the health department to ensure that all individuals who are eligible to enroll in the Medicaid program are notified; and to determine eligibility of individuals accepted into the program. These files include the case management form, recipient list, and screening notifications.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

CERTIFIED BIRTH CERTIFICATE AND BIRTH CARD APPLICATION (Item 25-11)

This application form is used to request a certified birth certificate or birth card. It includes the name, date of birth, and city of birth of the individual whose birth certificate is being requested; the applicant's name, address, telephone number, and relationship to the individual whose birth certificate is being requested; the name, year, and state of birth of the individual's parents; reason for the request; request date; and the number of copies of the birth certificate or card requested.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

CERTIFIED DEATH CERTIFICATE APPLICATION (Item 25-12)

This application is used to request a certified death certificate. It includes identifying information, death date, deceased's name, place of death, county birthplace of decedent, usual residence of decedent, name of father, mother, reason for requesting including relationship to person whose certificate is requested, signature of applicant, address, phone, date, number requested, and fee amount.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

CERTIFIED EMISSIONS MECHANIC PERMIT APPLICATIONS (Item 25-13)

These files document mechanics certified as being qualified to conduct emission inspections. They include the applicant's name, address, and home telephone number; applicant's employer; business telephone number and address, applicant's signature; date the application was approved; date the permit was issued; permit number; fee amount; and expiration date.

RETENTION
2 years after permit has expired or been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: applicant's home address and telephone number

(Approved 12/92)

CHILD HEALTH CASE FILES (Item 25-16)

These case files document the participation of children in the Child Health Evaluation and Care Program (CHEC)(1999). This is a low cost program to identify public health problems and to promote healthy children in low income families ineligible for Medicaid. They include the child health record, well child care 4-5 years of age form, and well child care examination forms. These records are also called Well Child case files.

RETENTION

Retain until child reaches the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CHILD HEALTH EVALUATION CARE (CHEC) TARGET AREA RECORDS (Item 25-14)

These records are consent and release forms distributed by the Children Health Evaluation Care (CHEC) (1999) program. Each local health department determines concentration areas and groups to be targeted. This form is used to notify parents within targeted groups of the services provided and to identify infants eligible for the program. These records include both originals and duplicates. The form includes an explanation of the CHEC program, a statement on confidentiality of personal information collected, a statement allowing for the release of information for follow-up purposes containing the date, parent's name, address, telephone number, signature, birth date, social security number, marital status, and number of children.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CHILD HEALTH EVALUATION CARE MEDICAID REIMBURSEMENT REPORT (Item 25-15)

This form reports the reimbursements received on claims for physical examinations provided under the Child Health Evaluation (CHEC) (1999) program. A medicaid billing form is submitted for each completed examination and the original is submitted to the Utah Medical Assistance Program (UMAP) for reimbursement. This form includes child's name, date service provided, date into program, home address, phone number, medical information and patient identification number.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

CHILD HEALTH EVALUATION CARE SCREENING RECORDS (Item 25-17)

These files document services provided to children accepted in the Child Health Evaluation Care (CHEC)(1999) program as part of the medicaid program. The purpose of the screening is to examine and evaluate the general physical and mental health, growth, development, and nutritional status of Medicaid recipients under the age of 21 and to provide corrective treatment. These files include the screening evaluation, claim forms, child health conference evaluation forms, progress form, history form, immunizations, assessment forms, Medicaid records, and growth charts.

RETENTION
Retain until child reaches the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Controlled: mental health screenings

(Approved 12/92)

COMMUNICABLE DISEASE CASE FILE INDEX (Item 25-19)

This is an index of easily accessible basic patient and statistical information regarding reportable communicable diseases. As stated in the Utah Code of Communicable Disease Rules (2013), the information enables the Department to protect the public health, and prevent and control disease. Includes patient's case number, name, address, race, sex, and age; report source and date reported; onset date of the disease; attending physician; patient's hospital; lab results; disease specification of type, if applicable; and date the form was sent to Center for Disease Control, if applicable. Some of the diseases include amebiasis, ascariasis, botulism, campylobacter, cocciodomycosis, and Colorado tick fever. The State Bureau of Epidemiology maintains the record copy of these records permanently.

RETENTION

7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-25a-101 (2008).

(Approved 12/92)

COMMUNICABLE DISEASE CASE FILES (Item 25-20)

These files are kept in order to maintain a concise, accurate, and historical record of reportable communicable diseases and epidemiological investigations. As stated in the Utah Code of Communicable Disease Rules, the reports enable the Department of Health to protect the public health, and prevent and control communicable disease. Includes investigations such as Botulism Alert Summary, Reyes Syndrome Case Investigation Report, Leprosy Surveillance, Outbreak Investigation, Infant Botulism, Pertussis Report, and Weekly Campylobachter Surveillance Report; also includes original incoming and copies of outgoing correspondence related to epidemiological investigations. The State Bureau of Epidemiology maintains the record copy of the records permanently.

RETENTION

7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-25a-101 (2008).

(Approved 12/92)

COMMUNICABLE DISEASE CONTROL PROGRAM FILES (Item 25-21)

This is a record of incoming and outgoing correspondence, related to the Communicable Disease Control Program. Includes financial, medical, disease control, and patient information; policies, procedures, rules, regulations, ordinances; and general program operational files. The State Bureau of Epidemiology maintains the record copy of these records.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

CONTRACTS (Item 25-22)

These are contracts between local health departments and the State Health Department. They document agreements between the state and local departments to operate specific programs. The State Health Department regrants federal funds and grants state funds under certain requirements stated in the contracts.

RETENTION

6 years after expiration of contract (UCA 78B-2-309 (2008)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DAY CARE LICENSING PUBLIC HEALTH NURSE REVIEW RECORDS (Item 25-23)

This inspection form documents the separate annual review of day care centers by public health nurses prior to their state licensing and the relicensing. The form includes center's name, address, owner and person in charge; visit date, arrival and departure times, public health nurse's signature, department's name, indication of review of program and records, and recommendations and comments.

RETENTION

Retain until facility no longer licensed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DEATH CERTIFICATES (Item 25-24)

These death certificates document all deaths occurring in the State of Utah as required by UCA 26-2-13 (2009). In 1905, a state registry system of vital statistics was established at the State Health Department with local registrars. All certificates created before 1905 are only maintained at the local health department and prior to 1978 some local registrars may not have reported all deaths. Since 1978, all originals are maintained at the State and copies at the local level. The information recorded includes the deceased's name, gender, date of birth, race, age, county of death, address, birth place, citizenship, marital status, name of spouse, social security number, occupation, and parents' names; cause of death; if an autopsy was taken; if accident, suicide, or homicide caused death; place and time of death; disposition of the body; name and address of mortuary or crematory; and signature of person certifying death.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (2008).

(Approved 12/92)

DEATH HOLD BOOK (Item 25-25)

This book serves as a tracking device recording the status of death certificates. Death certificates are required to be filed prior to the funeral, but if this is not possible the mortuary will notify the local registrar and receive a hold number. This book is used to verify that death certificates were finally received. It includes hold number, death date, decedent's name, physician, funeral director, decedent's age, burial date, city of death, date hold number issued, date received, number of copies issued, whether the death certificate is pending and whether or not a burial transit was issued.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DETAIL COLLECTIONS STATEMENT (Item 25-26)

This is a monthly statement sent to the Department of Health reporting the amount of fees collected by the local health departments from patients or clients on state contracts. This statement includes the local health department name, month, the allocation of collections by contract or program type, the type of collection (vital statistics, patient fees, etc.), the amount of the collections, and the total amount collected.

RETENTION

3 years or until state health department audit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DISINTERMENT PERMIT (Item 25-27)

This permit allows for the disinterment of burial remains from a cemetery. The form includes county, city, date permit issued, applicant's name, deceased's name, age, sex, place of death, death date, cemetery or city from and to, next of kin signature, permit number, and signature of local registrar at disinterment.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

DRINKING WATER SYSTEMS SURVEY (Item 25-28)

These surveys record the inspections of water tanks for proper security, sanitation, proper maintenance, sanitation, and chlorine levels to guarantee water quality. The survey forms include date, name and address of owner, location of water system, results of inspection, and signature of sanitarian.

RETENTION

Retain until system is no longer in operation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

EMERGENCY RESPONSE HAZARDOUS WASTE CASE FILES (Item 25-29)

These case files document the investigation of hazardous waste incidents including the cleanup, the process and the proper waste disposal. The case files include complaint date, time, and number; complainant's name, address, and telephone number; spill location; material spilled; weather conditions/local terrain; time on scene; population area; personnel on scene; volume of spill; anticipated movement of spill; action taken; water bodies or streams involved; name of shipper/manufacturer; chemical placarding/laveling information; container type; railroad/truck ID number; injury or exposure; samples taken; and signature of registered environmental health specialist.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: trade secrets, confidential informant information

(Approved 12/92)

EMPLOYEE CONFIDENTIALITY AGREEMENTS (Item 25-30)

This agreement is signed by the employee and maintained by the department stating that the employee will not disclose confidential information in accordance with UCA 26-25-4 (2003). The agreement usually becomes part of the employee's official personnel file. It includes the terms of the agreement, the date, employee's signature, and supervisor's signature.

RETENTION

Retain until final disposition of personnel file and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

ENVIRONMENTAL COMPLAINTS (Item 25-31)

These forms record complaints received by the local health department from the public in reference to a wide-range of environmental concerns including air quality, solid waste, hazardous waste, epidemiology, indoor clean air, infectious waste, swimming pools, schools, vector control, food service, landlords, animals, housing, and yards. If complaint pertains to a specific facility it becomes part of the facility's inspection file. The form includes date, time, name of persons taking complaint, complainant's name, address, and telephone number; nature of complaint, date investigated, action taken, completion date, and signature of registered environmental health specialist.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: complainant's name, home address, and telephone number

(Approved 12/92)

ENVIRONMENTAL/OCCUPATIONAL INVESTIGATION CASE FILES (Item 25-32)

These are records of epidemiological investigations of environmental and occupational public health hazards. They help prevent those hazards, and assist in short and long-term health studies. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Includes epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analyses of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred. The State Bureau of Epidemiology maintains the record copy of these records permanently.

RETENTION
7 years after completion of investigation and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: Health hazard appraisals.

SUGGESTED SECONDARY DESIGNATION
Private: Patient/case files

(Approved 12/92)

EXPENDITURES SUMMARY STATEMENT (Item 25-33)

This is a monthly statement sent to the state Department of Health to bill for expenses incurred on state contracts. This statement includes the name of the local health department, month and year, allocation of expenditures by contract type, expenditure category (wages and salaries, fringe benefits, etc.), total amount of expenditures, amount of the collection received, the net amount of expenditures, and date and signature of the certifying official.

RETENTION

3 years or after state health department audit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

FAMILY PLANNING CLIENT CHARTS (Item 25-34)

These charts document services provided to individuals enrolled in the family planning program funded by federal grants under Section 1001 of the Public Health Service Act (2011). The purpose of the grant is to provide educational, comprehensive medical, and social services necessary to aid families, particularly low income families, to determine freely the number and spacing of their children. These files include a physical examination form, a record of client visits, progress notes, face sheet, financial form, signed consent forms, contraceptive method authorization forms, and laboratory test results.

RETENTION

7 years after the client leaves the program, provided client has reached the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 42 CFR 59.15 (2008).

(Approved 12/92)

FAMILY PLANNING NEEDS ASSESSMENT REPORTS (Item 25-35)

This is a report submitted to the State Bureau of Family Planning showing the needs for family planning funds and the performance plan for the upcoming year. It is used in distributing grant money. It includes the local district name, the number of births to teens out of wedlock, abortion numbers, the infant mortality rate, the number of births in families below 150 percent of poverty, and the increase or decrease of each category from the previous year. The record copy of this report is retained by the State Bureau of Family Planning permanently.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

FATHER'S PATERNITY ACKNOWLEDGEMENT (Item 25-36)

This state form is used by the father to acknowledge the paternity of a child when he is not married to the child's mother. The original form is retained by the State Health Department permanently. The form includes child's name, birth date and place, mother's name and address, father's name and address, and a notarized signed statement acknowledging child's paternity.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

FETAL DEATH CERTIFICATES (Item 25-99)

These death certificates document all fetal deaths occurring in the State of Utah as required by UCA 26-2-14 (1995). The certificate is required to be filed with the local registrar within five days after the delivery of a dead fetus. The local registrar transmits the certificate to the State Health Department in accordance with UCA 26-2-19 (1995). The certificate includes local and state file numbers, fetus' name and sex, delivery date and time, delivery place, delivery location (city, county), residence (state, county, city, location, address, zip code), race, parent information, pregnancy history, cause of death, attendant's name and signature, disposition of fetus, date, registrar's signature, and medical and health information. The State Health Department retains the official copy permanently while local health departments retain their copies to respond to local requests.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Exempt: UCA 26-2-22 (2012).

(Approved 01/96)

FOOD ESTABLISHMENT APPLICATION PERMIT (Item 25-37)

This is an application used to obtain a permit to operate a food establishment. The form includes date, business name, address, and telephone number; applicant's name, address, and telephone number; business type; a statement signed by applicant indicating permit conditions; fee amount; permit number; name of person approving application, and the name and address of property owner.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

FOOD HANDLERS PERMIT APPLICATION RECORDS (Item 25-38)

These forms document the application and issuance of food handlers permits. They include applicant's name, address, and telephone number, date, birth date, sex, physical description, place and address of employment site, whether permit previously issued, and applicant signature.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

FOOD SERVICE ESTABLISHMENT INSPECTION REPORTS (Item 25-39)

These are reports on inspections of food service establishments to ensure that proper methods of food preparation and sanitation are followed. These inspections are authorized under UCA 26-15a-107 (2008), 26A-1-113 (2011), 26A-1-114(1)(g) (2011). These reports include the name and address of the owner; name of the establishment; inspection purpose (follow-up, regular, etc); the date by which identified violations must be corrected; inspector's comments; and results of the inspection of food, food protection, personnel, food equipment and utensils, water, wastewater, plumbing, toilet and hand washing facilities, solid waste disposal, insect/rodent/animal control, floors, walls, and ceilings, lighting, ventilation, dressing rooms, other operations, living quarters/laundry; the rating score; and inspector's name.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

FOOD SERVICE PLAN REVIEW RECORDS (Item 25-40)

These review forms document the local health department's review of food service plans prior to the opening of the establishment. This is part of the local health departments duties as set out in UCA 26A-1-114(2)(a) (2011). The department reviews floor plans, equipment schedules, plumbing plan and schedule, lighting plan, finish schedule (floors, walls, and ceiling), and equipment details when necessary to determine whether food establishments meet general requirements for bathrooms, washing facilities, plumbing, cooking equipment, grease traps, lighting, waste disposal, and other facilities prior to the opening of the establishment. These forms include the establishment's name, address, mailing address, and telephone number, reviewers name, date, a listing of any areas of concern, and comments.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

GAS LEAK EMISSIONS CHECK REPORT (Item 25-41)

This is a monthly form submitted by inspection stations reporting that their emissions inspection equipment is operating properly. It ensures the accuracy of the data collected by the station. This form includes the name, number, and address of the station; the analyzer's brand name, model and serial number; the gas brand; the propane equivalency factor; the test date; the person performing the gas calibration and leak check; the cylinder pressure; the span gas concentration levels; the calibration port readings; the readjustment readings; the probe readings; the percentage difference; whether the machine passed or failed the check; and a record of any unusual occurrences during the month (analyzer inoperable, maintenance performed, etc.). This form was discontinued July 1, 1991.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

HOTELS, MOTELS, RESORTS, AND LABOR CAMPS INSPECTION REPORT (Item 25-42)

This state report form documents health inspections of all hotels, motels, resorts, and labor camps. Any deficiencies discovered in the inspection must be corrected before next routine inspection or a specified period or facility could be closed until work is completed. The report form includes establishment's name, establishment type, city, county, lodging unit numbers, secondary water source, on-site sewage disposal type, owner's name and address, health district, lessee's name and address, inspection type (routine, complaint, construction inspection, request, follow-up inspection, pre-opening inspection, survey, and other), and results of inspection concerning water supply, wastewater disposal, service buildings or restroom facilities, housing, laundry facilities, swimming or wading facilities, solid waste, and specific remarks, date, and signatures of the owner or representative and sanitarian.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

HUMAN IMMUNODEFICIENCY VIRUS (HIV) CASE FILES (Item 25-43)

These files contain medical and epidemiological information on patients, suspects and contacts for future research and disease intervention strategies. As stated in the Utah Code of Communicable Disease Rules, the reports are intended to enable the Department of Health to protect the public health, and prevent and control communicable disease. Information includes patient's name, telephone number and address; physician's name and telephone number; the hospital; medical record number; name and phone number of the person completing form; date form completed; status report (new case or update); and the reporting health department. The State Bureau of HIV/AIDS Prevention and Control maintains the record copy of positive case files permanently.

RETENTION

4 years after case is closed, providing records for minors are retained until they reach the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-6-3.5 (2008), 26-25a-101 (2008).

(Approved 12/92)

HUMAN IMMUNODEFICIENCY VIRUS (HIV) CONTROL PROGRAM FILES (Item 25-44)

This is a record of incoming and outgoing correspondence related to the operations of the AIDS Control Program. Includes medical, disease control and patient information regarding AIDS and HIV; narratives; summary data reports; grants information, finance, policies, procedures, rules, regulations, ordinances; and other general program operational files. The State Bureau of HIV/AIDS Prevention and Control maintain the record copy of these records which are transferred to the State Archives after they have been superseded.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

IMMUNIZATION CARDS (Item 25-45)

These cards document immunizations given by the local health department. They include name, birthdate, sex, address, phone number, type of immunizations, series, date given, and date booster given. Some cards also include the signature of the parent. In 1991, the card was replaced with the immunization record and signature card. The new card records similar information, but also serves as the immunization informed consent card.

RETENTION

10 years after date of last immunization, provided client has reached the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

IMMUNIZATION INFORMED CONSENT CARDS (Item 25-46)

These are forms filled out by parents before their children receive immunization for measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis. Consent is secured to help protect the local department against suit for failure to obtain informed consent under UCA 78B-3-406 (2008). These forms include the patient's name, address, age, and date of birth; the signature of the consenting adult; and a printed description of the benefits and risks of the vaccine.

RETENTION

7 years after last visit, provided client has reached the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

IMMUNIZATION PERSONAL EXEMPTION RECORD (Item 25-47)

This is a statewide form provided by the State Health Department to all local health departments. It is used by parents to claim a personal exemption based on a personal belief opposed to immunization in accordance with UCA 53A-11-302.5 (1992). This form must be completed annually to receive continued recognition of the personal exemption. It includes a statement claiming exemption from immunization, parent or guardian's name and signature, address, date, name of child/student exempted, date, school or child care facility's name, witness's signature, title, and date.

RETENTION

Retain until student reaches age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INDIVIDUAL SEWAGE DISPOSAL SYSTEM RECORDS (Item 25-48)

These files document the approval by the department for the construction of individual sewage treatment equipment, as authorized by UCA 26A-1-115(2) (2002). This form includes the property address, owner or mortgagor name, contractor's name, final inspection date, number of bedrooms, subdivision where property is located, lot number, whether the property has a basement, seepage rate, water supply type and source, water source description, a description of the septic tank (capacity, dimensions, access, etc.), seepage pit description, distribution box description, disposal field description, whether the construction is approved or not, and inspector's name.

RETENTION

Retain until the system is updated or no longer in use and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

INDIVIDUAL TANNING OPERATOR CERTIFICATE APPLICATION (Item 25-49)

This is an application form completed to obtain certification as a tanning operator. It includes date, applicant's name, address, social security number, telephone number, and description; application date; fees paid; certificate number, indication whether test taken and passed; issue date; and additional information.

RETENTION

3 years after expiration of certificate and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INDOOR CLEAN AIR ACT COMPLAINTS (Item 25-50)

These forms record complaints received for individuals smoking in public buildings. They include date and time; name, sex, address, birthdate, location of complainant; violator's name and signature; and violator's name.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

INFANT DEVELOPMENT PROGRAM (IDP) CASE FILES (Item 25-51)

These case files document the participation of children in the federal Handicapped Children's Early Education Program under. This program deals with children from birth to age three. The files include the permission to evaluate form, referral/intake form, health assessment, developmental tests, feeding behaviors assessment form, reflex maturation assessment, home visit report, individual family service plan, medical records, patient release forms, family identification record, IDP roll book, and information sheets, and access to records form.

RETENTION

Retain until child reaches the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INSPECTION CERTIFICATE PURCHASE APPLICATION (Item 25-52)

This is an application submitted by an inspection station owner to purchase inspection certificates from the local health department of inspection as required by UCA 41-6-163.6(6) (2012). The application includes the name, station number, and telephone number of the inspection station; names of the owner, manager, and purchaser; purchaser's association with the station; purchaser's address and telephone number; number of compliance certificates requested; a record of the confirmation of the order; amount of money received; and the number of certificates issued.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

INSPECTION/MAINTENANCE AND AUDIT REPORT (Item 25-53)

This report records department inspections of vehicle emission inspection stations to ensure that proper equipment is used and standard procedures followed. This report includes the station's name, permit number, analyzer number, station's address, inspection date, check list, inspection results noting any violations, and inspector's signature.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

INSPECTION/MAINTENANCE CERTIFICATION/RECERTIFICATION EXAMINATION (Item 25-54)
RECORDS

These files document the examination of individuals who wish to become certified emissions mechanics. These forms include the name of the mechanic, certification number, business name and address where the mechanic works, date that the emissions course was completed, whether this is a recertification, name of the instructor of the emissions course, final test score, the results of specific test items, and the signature of the auditor.

RETENTION

1 year after the certification is terminated or expired and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

INSPECTION/MAINTENANCE FILES (Item 25-55)

These are the results of the inspection of each vehicle submitted by the inspection stations to the department. This is used to report the test results of the program to report to the Environmental Protection Agency (EPA). These report forms include the vehicle inspection number, engine size and model; owner's name and address; vehicle make; license plate number; model year; test date; station number; mechanic number; inspection cost; test results for tampering, first test emissions level and final test emissions level; certificate number issued; emission repairs costs; and certified emissions mechanic's signature. These forms were discontined July 1, 1991.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

LABORATORY TEST RESULTS (Item 25-56)

This record is used to assist in the collection of lab test results and to complete patient medical records and verifications of diagnoses. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to protect the public health and protect and control disease. Includes reports such as Request for Serologic Test for Syphilis, Request for Culture of Enteric Bacterial Pathogens, Request for Referred Culture Identification, Report of Antibiotic Sensitivity, Request for Agglutinations and Special Serologic Tests, Request for Miscellaneous Cultures, Request for Rabies Examination, Request for Slide Examination, and Request for Mycobacterium Examination. The State Bureau of Epidemiology retains the record for five years and then destroys.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Exempt: UCA 26-25-2 (2008).

(Approved 12/92)

LICENSED/UNLICENSED DAY CARE FACILITIES, GROUP HOMES, AND JAILS (Item 25-57)
INSPECTION REPO

These report forms document inspections of licensed/unlicensed day care facilities, group homes, and jails. These inspections are part of the local health departments duties as specified in UCA 26A-1-114 (1)(g) (2011). These forms include facility's name and address, operator's name, facility type, indications whether inspection identified any deficiencies in facility's structure, bathrooms, safety, plumbing, outside facilities, food service, vermin control, housekeeping and general cleanliness, managers signature and telephone number, environmental health specialist's signature and date, and an indication whether inspection approved,conditionally approved, or denied the continued operation of facility. Any identified deficiencies are required to be completed within thirty days or facility could be closed for noncompliance.

RETENTION
6 years or until all ligation settled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

MEDICAID NOTIFICATION REPORTS (Item 25-58)

This report lists all individuals or families in the county on medicaid including high risk individuals. It is used to ensure that all individuals eligible to enroll in Medicaid programs are notified and to determine individual eligibility. The report includes case number, recipient name, address, telephone number, and identification number, birth date, whether they have seen a doctor or dentist, date of eligibility, and mother's name.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

MOBILE HOME PARKS, RECREATIONAL PARKS, AND ROADWAY REST STOP INSPECTION REPORTS (Item 25-59)

These report forms document the health department inspections of mobile home parks, recreational vehicle parks, and roadway rest stops. All deficiencies discovered must be corrected by the next routine inspection or a specified time period or facilities could be closed for noncompliance (UCA 26A-1-114 (1995)). The report form includes name of park or rest stop, city, county, health department, number of spaces occupied (independent, dependent, self-contained), secondary water source, on-site sewage disposal site, owner's/operator's name and address, type of inspection (routine, complaint, construction inspection, request, follow-up, pre-opening, survey, other), inspection results concerning water supply, wastewater disposal, service buildings, swimming and wading facilities, and solid waste disposal, any specific remarks, date, owner's or representative's signature, and sanitarian's signature.

RETENTION

3 years and then destroy; provided any pending claim or litigation has been resolved.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MONTHLY CEMETERY DEATH REPORT (Item 25-60)

This three-part report form lists all interments and is prepared monthly by all cemeteries in the state and submitted to their local health department as required by UCA 26-2-18(3) (2006). The information is used by the department to verify that all death certificates are being received. The original is retained by the local health department, the first copy is submitted to the State Health Department and the second copy is retained by the cemetery. The form includes the month and year, name and location of the cemetery, death date, deceased's name and age, the county where death occurred, and the name of the funeral home or funeral director.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

MONTHLY FUNERAL DIRECTOR'S DEATH REPORT (Item 25-61)

This three-part monthly report is submitted by funeral directors for each casket furnished and for funerals performed where no casket was furnished as required by UCA 26-2-16(3) (2009). It is used to ensure that all death certificates are filed. The original is maintained by the local health department while the first copy is submitted to the State Health Department and the second copy is retained by the submitting funeral director. The information includes the month of the report, name and location of the funeral home, and a list of deaths for the period giving for each the date of death, name of the deceased, age of the deceased, name of the medical attendant, and the county where death occurred.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

MONTHLY HOSPITAL BIRTH REPORT (Item 25-62)

This three-part form is submitted by hospitals reporting live births that occurred during the month. It is used to ensure that all birth certificates were received as required by UCA 26-2-5 (2008). The original is maintained by the local health department while the first copy is submitted to the State Health Department and the second copy is retained by the reporting hospital. The form includes the month of the report, hospital's name, and a list of births giving the date of birth, the parent's names, the child's sex, and the name of the medical attendant.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

MONTHLY HOSPITAL DEATH REPORTS (Item 25-63)

This three-part form is submitted monthly by all hospitals reporting all deaths, fetal deaths, or abortions that occurred during the month. It is required by UCA 26-2-23(3) (2009) and is used to ensure that all death certificates are filed. The original is maintained by the local health department with the first copy being submitted to the State Health Department and the second copy is retained by the submitting hospital. The form includes the month being reported, hospital's name and location, a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

MONTHLY NURSING HOME DEATH REPORT (Item 25-64)

This three-part report form is submitted by nursing homes reporting deaths that occurred during the previous month. This report is required by UCA 26-2-23(3) (2009). It is used to determine whether certificates have been received for all deaths and to create state reports. The original record is kept by the local health department while the first copy is submitted to the State Health Department and the second copy is kept by the nursing home. The information includes the month of the report, the nursing home's name, death date, deceased's name, the age at death, medical attendant's name, and the name of the funeral home or funeral director.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MONTHLY PROGRAM REPORTS (Item 25-65)

These are monthly reports on various programs administered by the local health department. They are prepared by local health departments on blood pressure, cancer, and cholesterol screenings; child health evaluation care; immigration; immunizations; infant development; prenatal; refugee and tuberculosis programs. They are used for management purposes and to prepare a quarterly report. They include the name of the employee and the local health department, month, the number of initial and follow-up cases, services provided, number of referrals made, and the number of screenings and follow-up letters sent.

RETENTION

Retain until quarterly report is completed and the information verified and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

MORBIDITY DATA SUMMARY REPORTS (Item 25-66)

These are morbidity statistics for all reportable diseases and diseases of public health importance. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote the public health and to prevent and control disease. They are used for federal, state, and local agencies, the general public, and for the functioning and management of the Bureau. Statistics provide information by year, county, month, and show distribution by age and sex. The State Bureau of Epidemiology retains the record copy of these records permanently.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

OFFICIAL VEHICLE EMISSIONS INSPECTION/MAINTENANCE STATION PERMIT (Item 25-67)
FILES

These files document the issuing of permits to inspection stations to conduct emissions inspections on motor vehicles. This activity is required by by 42 USCA 7410 (2)(g) and UCA 41-6a-1642 (2012). These files include a copy of the permit and the permit application. The application includes the name, address, and business telephone numbers; business owner and the property owner if different; name of the business manager or responsible individual; application approval date; date the permit was issued and permit number; fee amount; and permit's expiration date.

RETENTION

1 year after the permit has expired or has been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

PRENATAL HEALTH CASE FILES (Item 25-68)

These are case files for women who are eligible for the prenatal (PEPI) program. This program is for low income pregnant women who were presumed eligible for medicaid or who are on medicaid. The local health department performs an initial interview to determine the woman's eligibility. Once the woman is determined eligible she is assigned to a registered nurse who then contacts the client every month and performs home visits. Each of these components are documented in each client's chart. The client is maintained in the program for two months after the pregnancy ends. The case file includes prenatal care coordination tracking record form, nursing notes, prenatal initiative form, Utah Perinatal record system (UPRS), identification card, health insurance claim form, and release of information form. These case files may also be called "Baby Your Baby case files."

RETENTION

7 years after last visit and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

PRIVATE WELLS RECORDS (Item 25-69)

These records document the approval of the department for the construction and use of private wells, as authorized by UCA 26A-1-114(1) (2011). The State Health Department maintains the listing of all private wells and retains record copy of state approvals. These records include the property address, owner name, contractor's name, final inspection date, subdivision where property is located, water supply type, source, and description, whether construction approved or not, results of water quality tests, and inspector's name.

RETENTION

Retain until well is no longer in use and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

PROJECT PRIDE CASE FILES (Item 25-70)

These case files document participation of referred children from kindergarten through the third grade to a special grant program provided to local health departments in conjunction with school districts under the supervision of the State Council for Children and Youth at Risk as provided by UCA 63M-9-201(2010). It is designed to identify children, regardless of family income, at risk as potential school dropouts, and to provide them assistance. The children will be studied until they graduate from high school or turn eighteen. These case files include testing results, demographics, information concerning parents' medical and education history, nurses notes, dental referral forms, vision referral forms, physical and psychological testing forms.

RETENTION

Retain until child reaches age of 18 or graduates from high school and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Controlled: psychological testing records

(Approved 12/92)

QUARTERLY DENTAL HEALTH REPORTS (Item 25-71)

These are reports submitted to the State Bureau of Dental Health on district activities in the field of dental health. They are used in preparation of an annual report to be submitted to the Association of State and Territorial Health Officials. The association then publishes a national annual report. These reports include the district name, the report date, the director's name, the number and type of programs for education and prevention held and the number of persons attending, the number of areas fluoridating water, the names of communities fluoridating water and the number of people served, and the number of dentists assisted in placement. The Bureau of Dental Health maintains the record copy of these reports for two years.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

QUARTERLY REPORTS (Item 25-72)

These are quarterly reports on various programs administered by the local health departments including blood pressure, cancer, and cholesterol screenings; immigration; child health evaluation care; immunization; infant development; prenatal; refugee; and tuberculosis programs. They are used for management purposes and to provide statistical information about operated programs. These reports include employee's name, local health department name, number of hours worked, job title, date number of clients seen, services provided, and referrals made.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

RECREATIONAL CAMPS AND TEMPORARY MASS GATHERING INSPECTION REPORTS (Item 25-73)

These report forms document the inspection of recreational camps and temporary mass gatherings. The form includes the identification number, facility type, day use area, indication whether camp is modern, semi-developed, semi-primitive and if camp is operated by federal, state, county, city governments, church, youth, private, or other; facility name, camp's maximum capacity, number of dependent/independent/self-contained spaces, number of cabins or shelters used for sleeping purposes; secondary water source and whether it is for outside use; whether camp is on a sampling schedule; whether a water sample was taken at time of inspection; on-site sewage disposal type; whether food service inspection made and inspection report attached; whether a person is trained to render first-aid; owner's or operator's name; local health department's name; whether a permit is needed; for operations; inspection type (e.g., routine, complaint), report of inspection on site, water supply, waste water dis posal, service buildings, housing, swimming or wading facilities, solid waste, and first aid facilities; any applicable remarks; date; operator's or representative's signature, and signature of sanitarian. All deficiencies must be corrected before next inspection or specified period or facility could be closed for noncompliance (UCA 26A-1-114(1)(g) (2011)).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

REFUGEE CLIENT CHART FILES (Item 25-74)

These files document required health assessment of refugees. The original files are retained by the local health Department with some information being sent to the State Health Department. The files include test results, patient questionnaire, chest x-ray report as needed, nurses notes, medication form, and completed physical form.

RETENTION

7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

SCAVANGER/SALVAGE PERMITS (Item 25-75)

These files document the issuance of permits under the authority of UCA 26A-1-114(1)(a) (2011) allowing the holder to engage in the business of emptying, or cleaning any vault, privy, septic tank, cesspool, or grease trap, automobile salvage, by-product disposal, and recycling. These permits include permit holder's name, the business name, the permit holder's home and business addresses, the date issued, expiration date, the property owner's name, business type, application's approval date and the permit number.

RETENTION

2 years after the permit expires or has been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SCHOOL BUILDING INSPECTION RECORDS (Item 25-76)

These files document the inspections conducted by the local health agency to ensure that the school buildings and premises are safe for use by the students and school personnel. This is part of the local health agencies duties as set out in UCA 26A-1-114(3) (2011). These inspection forms include school district's name, school type, school's name, enrollment statistics, number of class and work rooms, inspection date, inspector's name, inspector's remarks, and the results of the inspection of the grounds, school rooms, floors, walls, ceilings, chalkboards, heating, ventilation, lighting, seating, water supply, hand washing facilities, toilet facilities, locker facilities, shower rooms, and waste disposal.

RETENTION
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

SCHOOL STUDENTS IMMUNIZATION ASSESSMENT ANNUAL REPORT (Item 25-77)

These forms document surveys taken by schools or local health departments of children entering kindergarten and child care to determine immunization status. Copies of the forms are sent to the State Department of Health. The forms include name of facility and responsible party, number enrolled in kindergarten or day care, number of children with immunization cards or records turned in to the school, number of children with no record, number of children adequately immunized, number of exemptions (medical, religious, personal), and total number of exemptions. These records are also called Preschool immunization survey sheets.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

SEXUALLY TRANSMITTED DISEASE CASE FILES (Item 25-78)

These files are used in maintaining and locating medical information, and in the follow up of suspected individuals, cases and contacts with Sexually transmitted diseases (STD) and for controlling the spread of STDs. As stated in the Utah Code of Communicable Disease Rules, the Department of Health is required to maintain this information in order to promote the public health and to prevent and control the spread of disease. The files include laboratory test cards, interstate transmission control identification forms, gonorrhea epidemiologic control records, infectious syphilis epidemiologic control records, original interview information, reinterview record and cluster interview records.

RETENTION

4 years after case is closed, providing records for minors are retained until they reach the age of 21 and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-25a-101 (2008).

(Approved 12/92)

SEXUALLY TRANSMITTED DISEASE PROGRAM FILES (Item 25-79)

This is a record of incoming and outgoing correspondence related to the Sexually Transmitted Disease (STD) Control Program. Includes financial, medical, disease control and patient information regarding sexually transmitted diseases; policies, procedures, rules, regulations, and ordinances; summary data of STDs by month, quarter and year; and other general program operational files. The State Bureau of Epidemiology maintains the record copy of these records.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

SUBDIVISION PLATS (Item 25-80)

These are copies of plats prepared by real estate developers showing the layout of lots in a subdivision. The department reviews these plats to ensure that proper sanitary facilities for the lots are included in the plan. The plats include surveyor's name, boundary description, subdivision name, date of acceptance by the legislative body, the date and terms of approval by the local health department, and planning commission's approval date.

RETENTION

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

SUDDEN INFANT DEATH SYNDROME (SIDS) CASE FILES (Item 25-81)

This is part of a federally funded project to research the cause of Sudden Infant Death Syndrome (SIDS). This program is funded under 42 USCA 300c-12 (2012). These records investigate the family background and response to SIDS. The file includes SIDS case information, Nurse Referral Form, and notice from Medical Examiner's Office. Information includes the infant's name and birth date; the date and time found dead; the place of death; the infant's medical history; the maternal and gestation history; record of other SIDS cases in the family; socioeconomic and environmental data; the parents' names, address, dates of birth, religion, educational level, and occupation; the parents' and siblings reactions; the dates of visits; and nurse or counselor's name.

RETENTION

3 years after the case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

SWIMMING POOL BACTERIOLOGICAL ANALYSES RESULTS (Item 25-82)

These are test results for the inspection of public swimming pools to ensure that they comply with the requirements of UCA 26-15-2(2) (2007). These results include the county name, water supply source, the date the sample was collected, the lab number where tested, the individual name collecting the sample, and the test results.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

SWIMMING POOL INSPECTION REPORT (Item 25-83)

This is a report on the inspection of public swimming pools as required by UCA 26A-1-114(1)(2011) and 26-15-2 (2007). This report form includes the pool name, pool address, owner's name, operator's name, the date and time of the inspection, the number of bathers during the inspection, inspector's name, and inspection results.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

SWIMMING POOL PERMITS (Item 25-84)

These files document the issuance of permits by the health department to operate public swimming pools. The permits include the permit holder's name, the business name, the permit holder's home and business addresses, date issued, expiration date, property owner's name, type of business, date application approved, and permit number.

RETENTION

2 years after the permit expires or has been terminated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

TANNING ESTABLISHMENT INSPECTION RECORDS (Item 25-85)

These forms document inspections of tanning facilities. They include owner's name, establishment's name and address, any comments, indications on facilities physical features, operation, cleaning and maintenance, certifications, advertising, any additional requirements, and inspector's signature.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

TANNING ESTABLISHMENT PERMIT APPLICATION (Item 25-86)

This is an application form used to obtain a permit to operate a tanning establishment. The form includes date, business name, address, and telephone number; applicant's name, address, and telephone number; business type; a statement signed by applicant indicating permit conditions; fee amount; permit number; name of person approving application, and name and address of property owner.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

TUBERCULOSIS CLIENT CHART FILES (Item 25-87)

These case files document services provided to clients being treated for active diseases or for a positive tuberculin test reaction. The original files are retained at local health department, with certain information being sent to the State Health Department. The files include a questionnaire, test results, chest x-rays report as needed, information consent forms, medication sheet, and nursing notes.

RETENTION
7 years after case closed and then destroy, provided patient has reached the age of 21.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/92)

UNDERGROUND CLOSURE/INSTALLATION PERMIT APPLICATION (Item 25-88)

This is an application form used to obtain a permit to either close or install an underground storage tank. The form includes the date, owner's name, address, and telephone number; contractor's name, address, and telephone number; location of underground storage tank, name/business and address; indication whether application is for the installation or closure of underground storage tank(s) listing number of tanks, whether fee has been paid, and if for closure whether a state approved closure plan was noted or if for installation whether installation plans approved prior to permit issuance; amount of fee paid; permit number; approval signature, applicant's name and signature; and closure/installation date.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

VAPOR RECOVERY VIOLATION NOTICES (Item 25-89)

These notices are given to tanker truck drivers who have vented gas vapors while discharging gas. Environmental laws require tanker trucks' hoses to force vapors back into the truck while discharging gasoline. The notices include date and time of violation; name, sex, address, and birthdate of violator; location of violation; explanation of of violation; and officer's signature.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

VEHICLES OPERATING EXCLUSIVELY OUT-OF-STATE OWNERSHIP AFFIDAVITS (Item 25-90)

These affidavits are prepared by owners of motor vehicles that indicate they will not be operating their vehicles in the state of Utah. As the purpose of emissions testing is to improve the air quality in Utah, a citizen taking a vehicle out of the state is not required to pay for the emission tests. This form provides this citizen exemption, yet enables local health agencies to follow-up to ensure that the vehicle is tested when it is returned to the state. This affidavit includes the owner's name, telephone number, and address; the vehicle make; the license number; vehicle's serial number; model year; and the anticipated date of return.

RETENTION

Retain until certificate of compliance is received from the vehicle owner or 18 months, whichever comes first and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

VITAL STATISTICS AMENDMENT AFFIDAVIT (Item 25-91)

This is a state form used to amend a birth, death, or fetal death certificate. This completed form is sent to the State Health Department and after its final approval it becomes part of the original state record and a copy is returned to the local health department. The form includes local certificate number, indication whether birth, death, or fetal death certificate, state certificate number, name, sex, event date and place, names of father and mother, facts on original records and facts as they should have been stated at time of occurrence, and notarized signatures of two witnesses.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 26-2-22 (2012).

(Approved 12/92)

WASTE TIRE PERMIT APPLICATION (Item 25-92)

This is an application used to obtain a permit to operate a waste tire business. The form includes date, business name, address, and telephone number; applicant's name, address, and telephone number; business type; a statement signed by applicant indicating permit conditions; fee amount; permit number; name of person approving application, and name and address of property owner.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

WATER BACTERIOLOGICAL ANALYSES RESULTS (Item 25-93)

These are the results of tests of water sources such as wells to ensure that the water meets all health standards. These tests are authorized by UCA 26A-1-114(2)(d) (2011). These test results include county name, water supply source, the date sample was collected, lab number where tested, individual's name collecting the sample, and the test results.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/92)

WOMEN, INFANTS, AND CHILDREN (WIC) CHILDREN'S PARTICIPANT FILES (Item 25-96)

These files document the participation of children in the Women, Infants, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families in accordance with the provisions of 7 CFR 246 (1993). This program is open to children between the ages of one and five. These files include the nutritional education record, lost or stolen WIC Voucher/ID Card Report, WIC certification form, nutrition care plan, nutrition education information, WIC participant responsibilities agreement, turnaround change order, family enrollment form, growth charts, infant/child medical history, nutrition history, and correspondence.

RETENTION

Retain until child reaches the age of 10 years (Utah Administrative Code, R406-100-7 (2013) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/92)

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM FINANCIAL RECORDS (Item 25-94)

These records document the expenditure of monies for projects funded under the WIC program. These records include receipts, check registers, and a variety of financial reports.

RETENTION

3 years after submission of annual or final expenditure report (7 CFR 246.25(a)(2) (1993)) and then destroy; provided any pending claim or litigation has been resolved.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: names, address, telephone numbers, and expenditures to individual client's

(Approved 12/92)

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM OPERATIONAL RECORDS (Item 25-95)

These records document the operations of local WIC programs. These records include a variety of preliminary reports (monthly, activity, summary reports) and related correspondence.

RETENTION

3 years after submission of annual or final expenditure report (7 CFR 246.25(a)(2) (1993)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/92)

WOMEN, INFANTS, AND CHILDREN (WIC) WOMEN PARTICIPANT FILES (Item 25-97)

These files document the participation of women in the Women, Infant, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families, in accordance with the provisions of 7 CFR 246 (1993). This program is open to pregnant, postpartum, and breast-feeding women. These files include the nutrition history, notification of eligibility, family enrollment forms, turnabout change order, nutrition education information, nutrition education attendance record, nutrition care plan, pregnancy history, WIC certification form, and the WIC participant responsibilities agreement.

RETENTION

4 years following the end of the fiscal year of the client's termination from the program (Utah Administrative Code, R406-100-7 (2013)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 01/96)

WORK EDUCATION AND TRAINING PROGRAM (WEAT) CASE FILES (Item 25-98)

These case files document participation in the Work Education and Training (WEAT) program. This program is for women on welfare. It is designed to help participants become self-sufficient through the work experience and training they receive at their work site. Participants receive between six to twelve months training and work experience in the public sector and are paid minimum wage. The case files include an interview sheet, time sheet, and participant evaluation forms.

RETENTION
1 year after client leaves program and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 12/92)

SCHEDULE 26
MOSQUITO ABATEMENT RECORDS

AERIAL SPRAY REPORTS (Item 26-1)

These reports document the acreage sprayed by air, the amount of chemical used to spray, and the cost of air time and materials used. This report includes pounds used per acre, date and time, area maps, plane rate, pilot, application cost, total cost, invoice number, and operator.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

BITE COUNT REPORTS (Item 26-2)

These are reports used by the field director to determine if mosquitoes in a specific area are creating a problem for the public. This report includes date, time, area, species and number, total count, hour of the day, temperature, wind condition, and collector.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

BLACK FLY STATISTICAL RECORDS (Item 26-3)

These records are used to verify the occurrence of respective black fly species as collected in the larvae stage by field technicians. They include collection date, collection locations, and developmental state of the black fly at each collection point.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

ENCEPHALITIS SURVEILLANCE REPORTS (Item 26-4)

These are blood samples and test reports submitted to the State Health Department to verify the occurrence of encephalitis in certain areas of the state. Chickens are raised in certain areas of each county and blood is drawn periodically from these birds. These test are conducted by the mosquito abatement departments and sent to the state health department for verification. This report includes test type, flock, draw number, draw date, report date, and bird number.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

FIELD TECHNICIANS DAILY REPORTS (Item 26-5)

These are reports on mosquito breeding sources and daily work performed by the field technician. These reports include copies of topographic maps and other data collected by field technicians.

RETENTION
2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (2013).

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

FIELD/OPERATIONAL DATA MAPS (Item 26-6)

These maps show mosquito breeding sources. They are used for reference and to determine locations for field technicians. The maps are duplicate copies of specific mapped areas of the county. These maps are updated yearly. They includes maps showing marked areas depicting all known mosquito breeding sources within the geographic areas.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

FISH REQUEST AND PLANTING RECORDS (Item 26-7)

These records are used to document the planting of fish or mosquito fish each year, and to determine if replanting is necessary. Fish are planted in small or ornamental ponds around the district to consume the mosquito larva. These records include date, area, address and telephone number of person requesting fish, size of pond, condition, number of fish planted, hour of day, and operator.

RETENTION

2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (2013).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

GRASSHOPPER STATISTICAL RECORDS (Item 26-8)

These records are used to verify the population of grasshoppers at a specific location. If large numbers of grasshoppers are found when the test is made, the district will spray. These records includes inspection data, location information, development stage of the grasshoppers, amount and type of spray used in the area.

RETENTION

2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (2013).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

HAZARDOUS WASTE DISPOSAL REPORTS (Item 26-9)

These reports document the disposal of empty chemical containers at the county landfill. These reports includes the Environmental Protection Agency identification numbers, name, address, phone number of the district, date shipped, Department of Transportation shipping description, hazard class, quantity, units, container type, immediate response information, special handling instructions, drivers signature, and dates.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

LARVAE COUNT REPORTS (Item 26-10)

These reports verify mosquito larvae quantities and types in specific areas. The field director and the inspectors use the report to identify mosquitoes, to determine whether they will be harmful, and for future follow up. This report includes date, section, area, species, amounts per dip, inspector's name, temperature, and operator.

RETENTION
15 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

LIGHT TRAP REPORT (Item 26-11)

These reports document the number of mosquitoes that are trapped each night in light traps. This information is used to determine spraying success and whether spraying should be repeated. The reports include date and time, location, truck number, trap number, date, weather conditions, and number of mosquitoes trapped.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 01/96)

MOSQUITO CONTROL REQUESTS (Item 26-12)

These records document requests or complaints made by citizens for mosquito/vector control services. If complaints are justifiable, adequate spraying is provided. These records includes name, address and telephone number of citizen making complaint, and service requested or type of complaint.

RETENTION

2 years and then destroy (Utah Administrative Code, R68-7-8(B)(4)(e) (2013).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

NON-COMMERCIAL PESTICIDE APPLICATOR LICENCES (Item 26-13)

These licenses are issued by the State Department of Agriculture to county employees who spray for mosquitoes. These licenses must be renewed annually and be posted conspicuously in the department office. They include year license issued, license number, license type, categories, employee name, agency address, date renewed, and agriculture commissioner's signature.

RETENTION

1 year after expiration of license and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 01/96)

SCHEDULE 27
PARKS AND RECREATION RECORDS

CLASS ROLLS (Item 27-1)

These sheets record participation in recreational programs sponsored by the county (e.g., crafts, nutrition, exercise). The rolls are used to create monthly and annual reports and for future planning. They include program or activity title, date, and participant's name.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

COMMERCIAL EXHIBITORS APPLICATIONS AND CONTRACTS (Item 27-2)

These are the applications and contracts of commercial exhibitors who want to set up a booth during the county fair. The information includes name of exhibitor, how space will be used, items to be exhibited or sold, fees of contract, address, and date.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

CONSTRUCTION PROJECT FILES (Item 27-3)

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COUNTY FAIR BOARD MINUTES (Item 27-4)

These minutes document regular and special meetings of the county fair board. The board oversees the annual county fair. The minutes include date, time meeting began and ended, members in attendance and excused, and summary of proceedings including votes and decisions made.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COUNTY FAIR JUDGES SEATS (Item 27-5)

These sheets document the participants in events at county fairs. and indicate the ratings and premiums given. The sheets include the name of the participants, the name of the animal or item on exhibit, the rating, and the amount of premium awarded.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

MAINTENANCE COMPLAINTS (Item 27-6)

These files contain a record of complaints or requests received from the general public concerning county parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, phone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION

2 years after resolution of complaint and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

PREMIUM BOOKS (Item 27-7)

These books are generated for each county fair and used by exhibitors to determine entry procedures. The premium book states the types of categories for entry and the rules to win. They are sent to previous-year exhibitors and specific requesters. The information in the book includes entry dates, fees, map of fairgrounds, entry blanks, scheduled entertainers, information on contests, and classes available for entry.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATION PROGRAM FILES (Item 27-8)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATIONAL ACTIVITY RELEASE RECORDS (Item 27-9)

This form is completed by individuals participating in county recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in county recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION

2 years or until all litigation is resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: medical information

(Approved 11/95)

RECREATIONAL EQUIPMENT RECORDS (Item 27-10)

These records document recreational equipment and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group, name, address, phone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATIONAL FACILITY FILES (Item 27-11)

These files document each county recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, and photographs.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

RECREATIONAL FACILITY MAPS (Item 27-12)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

REGISTRATION RECORDS (Item 27-14)

These forms are used to register for county recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; may also include information on attendance at previous training sessions; and a signed liability waiver statement.

RETENTION

2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: home address and telephone number, social security number, medica1, information.

(Approved 11/95)

RESERVATION RECORDS (Item 27-13)

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include the request form (date of request, name of group, number of people, name, address, and phone number of requesting person, area and park requested, time, date, and amount paid).

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

SPORTS TEAMS RECORDS (Item 27-15)

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; assignment of umpires; regular play schedules; tournament schedules; and awards and prizes.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

SUPERVISOR'S DAILY/WEEKLY REPORTS (Item 27-16)

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

TICKET STUBS (Item 27-17)

These are ticket stubs for events held at county recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendence numbers at ticketed events. They include ticket number, seat location, and a liability disclaimer.

RETENTION

1 month or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

SCHEDULE 28
PLANNING AND ZONING RECORDS

ADOPTED MASTER PLANS (Item 28-1)

These are comprehensive plans for county development adopted by the county commission. "Each county shall prepare a comprehensive general plan for: (a) the present and future needs of the county; and the growth and development of the land within the county or any part of the county". "Each countywide or township planning commission shall, with respect to the unincorporated area of the county, or the township, make a recommendation to the county legislative body" (UCA 17-27a-302 (2010)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of counties attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environment element; (d) a public service and facilities rehabilitation, redevelopment, and cons ervation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the county considers appropriate". The plan may also include maps, plats, and charts.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

AERIAL PHOTOGRAPHIC MAPS (Item 28-2)

These are large aerial photographs of the county. They are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

BOARD OF ADJUSTMENT CASE FILES (Item 28-3)

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

BOARD OF ADJUSTMENT MINUTES AND INDEX (Item 28-4)

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer, with the the consent of the legislative body, considers appropriate" (UCA 17-27-701(2) (1995)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinances; special exceptions to the terms of the zoning ordinance; and variances from terms of the zoning ordinance" (UCA 17-27-703(1) (1995)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION RECORDS (Item 28-15)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS (Item 28-14)

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

CONDITIONAL USE PERMIT RECORDS AND INDEX (Item 28-5)

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence.

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/92)

PLANNED UNIT DEVELOPMENT CASE FILES (Item 28-6)

These case files document the creation of Planned Unit Developments (PUDs) within the county. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, and diagrams.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

PLANNING COMMISSION MINUTES (Item 28-7)

These are minutes of meetings and hearings held by the planning commission. "Each county may enact an ordinance establishing a countywide planning commission or one district planning commission for each planning district" (UCA 17-27a-301(1) (2011). A countywide planning commission is required to prepare and recommend general plans and amendments; zoning ordinances and maps; amendments to zoning ordinances; administers provisions of the zoning ordinance; recommends subdivision regulations plans and amendments; and advise legislative body as specified in UCA 17-27a-302 (2012).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

PLANNING STUDY REPORTS (Item 28-8)

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

REZONING RECORDS AND INDEXES (Item 28-9)

These files document applications to rezone property within the county. They contain the original application, review forms, maps of areas involved, copies of investigative reports, copies of planning commission minutes, notices of hearings, development agreements, copies of ordinances, and copies of county commission minutes.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SITE REVIEW PLANNING RECORDS (Item 28-10)

These files document the regulatory review and approval of commercial and industrial site plans by various county departments. They contain a checklist of approvals, copies of the recommendations of planning commission, cash receipts, site plan review forms, investigative reports and recommendations, building plans and related correspondence.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SUBDIVISION REVIEW CASE FILES (Item 28-11)

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

ZONING MAPS (Item 28-12)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

ZONING ORDINANCES (Item 28-13)

These "land use and development" ordinances provide standards for development for "land use and development" within the county. They have been approved by both the planning commission and the county commission. "The planning commission shall prepare and recommend to the [county commission] a proposed zoning ordinance and maps . . . The [county commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [county commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9a-502 (2005)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

SCHEDULE 29
PUBLIC WORKS RECORDS

ACCIDENT REPORTS (Item 29-1)

These are copies of reports on traffic accidents investigated by the sheriff's office. They are used for traffic safety studies and reports. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds $750, or injury or death occurs (UCA 41-6a-402 (2005)), and is maintained for seven years. Copies are also maintained by the county sheriff's office.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

ASPHALT PRODUCTION RECORDS (Item 29-2)

These records consist of a daily computer printout and a daily log showing aggregate tonnage of asphalt produced at the county asphalt plant. The printout is received daily and the information is recorded in the log and the printout is then destroyed. They are used for budget purposes. The log includes customer name, job location and supervisor, name of weighmaster, customer number, job number, truck number, amount, type and description of mix, and ingredient information.

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

CAPITAL PROJECT STATUS REPORT (Item 29-3)

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CLASS "B" ROAD FUNDING PROJECT FILES (Item 29-4)

These project files document the funding for Class "B" roads. Class "B" funding is money allocated to each county from the Transportation Fund (UCA 72-2-108 (2008)). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

3 years after claim, audit or litigation settled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

COMPLAINT FILES (Item 29-5)

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION

7 years or until resolution of any litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

CONCRETE MAINTENANCE RECORDS (Item 29-6)

These records document the replacement of concrete maintenance necessary when the county is responsible for damage caused by county vehicles (e.g., garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the county or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

CONSTRUCTION CONTRACT RECORDS (Item 29-7)

These records document contracts for all engineering and construction projects undertaken by the county. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION
6 years after expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

CONSTRUCTION PROJECT FILES (Item 29-8)

These project files document the planning, design, and construction of county-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DELIVERY TICKETS (Item 29-9)

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and a list of miscellaneous supplies received.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DRAINAGE MAINTENANCE AGREEMENTS (Item 29-10)

These are agreements between the county and canal or irrigation companies. The agreements allow storm water be diverted into drainage systems maintained by these companies. The county pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of county commission chair, county clerk, and company representative.

RETENTION

6 years after expiration of agreement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DRAINAGE SYSTEM REPAIR LIST (Item 29-11)

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface, and a brief description of the problem.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

DRAWINGS AND DIAGRAMS (Item 29-12)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

ENCROACHMENT AGREEMENTS (Item 29-13)

These are agreements between the county and property owners allowing them to extend fences or plants (bushes and trees) within the county right of way. The county reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the county commission chair and county clerk.

RETENTION

6 years after contract revocation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

EXCAVATION PERMIT APPLICATIONS (Item 29-14)

These applications are used by individuals and contractors requesting to work in the county right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and county ordinances.

RETENTION

1 year after expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

EXCAVATION PERMIT BILLINGS (Item 29-15)

These billings are sent to contractors for the inspections of excavations on the county right-of-way. The permits may be issued over the telephone with parties having agreements with the county and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

FLOOD CONTROL PERMIT APPLICATIONS (Item 29-16)

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific countywide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the county in a flood emergency and that all structures are subject to county inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

HIGHWAY DAILY REPORT (Item 29-17)

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes county name, district, section, supervisor's name, date, employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

INFORMATIONAL MAPS AND PLATS (Item 29-18)

These are county maps and plats for surveyors and maintenance of county property and facilities. They are used for research purposes by the public, other county departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

INTERLOCAL AGREEMENTS (Item 29-19)

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of county commission chair, county clerk, and city representatives.

RETENTION

6 years after expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

MATERIALS TEST RESULTS (Item 29-20)

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on county construction projects. Reports are also used for reference on future county project work. Reports include: date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION
3 years after project completed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

RESURFACING BILLINGS (Item 29-21)

These billings are sent to contractors and public utilities for resurfacing county roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the county right-of-way. Persons doing excavation work may request the county to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

SCHOOL ROUTING MAPS (Item 29-22)

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records are maps, plans, and other records. They include routing changes, safety concerns, and recommendations.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SIGNALIZED INTERSECTION RECORDS (Item 29-23)

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION

7 years or 2 years after signal device removed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SPECIAL ASSESSMENT PLATS (Item 29-24)

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION

5 years after district is completed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SPECIAL EVENTS PERMITS (Item 29-25)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

STREET FILES (Item 29-26)

These files document all streets and roads in the county. They include correspondence, copies of contracts, bid logs, bidding schedule, copies of grant applications, work orders, accident report, diagrams, drawings, and memoranda.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

STREET MAINTENANCE RECORDS (Item 29-27)

These records document the repairs and maintenance work on county streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis. They include date, supervisor's name, county name, district, employees' names, and location.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SURVEY DRAWINGS (Item 29-28)

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

TRAFFIC SIGNAL CONFLICT-MONITOR LOG (Item 29-29)

This is a log showing when each conflict-monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The information is maintained at the intersection. The log includes location, type of conflict monitor and date serviced.

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/94)

TRAFFIC VOLUME COUNTS (Item 29-30)

These are the records from both speed and volume counters. These devices are used to document special taffic studies and regular volume counts. The regular volume count locations are undertaken annually and are used to determine traffic patterns or shifts in patterns and to determine street maintenance. Counters are usually placed for weekly intervals. The records include location, date, time, number of vehicles per hour, and possible average speed.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/91)

UTILITY LICENSE AGREEMENTS (Item 29-31)

These are agreements between the county and public utilities allowing them to extend or replace existing lines across the county right-of-way. They include date; grantee's name; purpose; location; length; contractor's name and address; engineering firm's name; agreement's conditions including protection of traffic, restoration of existing pavement, reconstruction of highway, and liability; notarized grantee's signature; and authorizing county signature.

RETENTION

6 years after contract expires or replaced and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/94)

SCHEDULE 30
REDEVELOPMENT RECORDS

ANNUAL REPORT (Item 30-1)

The redevelopment agency shall prepare and file an annual report with the "county auditor, the State Tax Commission, the State Board of Education, and each property taxing entity affected by the distribution of property taxes" on or before November 1. This annual report shall contain the estimates of the portion of property tax to be paid to the agency for the calendar year ending December 31 and an estimate of the portion of property taxes to be paid to the agency for the calendar year beginning the next January 1" (UCA 17C-1-601 (6)(a)(2010)

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

APPRAISAL PROJECT FILES (Item 30-2)

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

BUILDING ILLUSTRATIONS (Item 30-5)

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION

4 years after project rejected or until superseded or updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

CERTIFICATION FILES (Item 30-3)

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions and ordinances.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

CONSULTANT RECORDS (Item 30-4)

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification files.

RETENTION

2 years after being rejected and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

FACADE PROJECT FILES (Item 30-6)

These files document the regranting of funds received by the county to restore exteriors of architecturally important structures in project areas. These grants are totally funded grants made to individual property owners for separately assessed structures. The files include a work contract, photographs, and related correspondence.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS (Item 30-7)

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58 (1993)).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/92)

HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES (Item 30-8)

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects dealing with historic preservation, employment survey, and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58 (1993)).

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/92)

LITIGATION FILES (Item 30-9)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 03/92)

OWNER PROJECT FILES (Item 30-10)

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION

4 years after completion of redevelopment project and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/92)

REDEVELOPMENT PLANS (NON-APPROVED) (Item 30-11)

"The agency shall prepare or cause to be prepared a redevelopment plan for [each] project area" in accordance with the provisions of UCA 17A-2-1213 (1995). The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the community's general plan, master plan, and other plans of the community involved in development or capital improvement programs affecting the project area." The agency shall "consult with the planning commission of the community in preparing a project area redevelopment plan" (UCA 17C-4-102 (2006)). Approved plans become part of the certification files.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/92)

SCHEDULE 31
SOLID WASTE RECORDS

ASBESTOS WASTE RECORDS (Item 31-1)

This report form is completed when asbestos is dumped at the landfill. Includes information on generator, work site name, address, owner's name, telephone number; operator's name and address; operator's phone number; waste disposal site name, mailing address and physical site location, and phone number; name and address of responsible agency; description of materials; containers (number, type); total quantity; special handling instructions and additional information; operator's certification (name, title, signature, and date); transporter's name and title; signature, date, address, and phone; disposal site; indication of any discrepancy certificates for asbestos; and name, title, and signature of person completing form, and date completed.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

COMPLIANCE ORDERS (Item 31-2)

These orders are issued by the State Department of Environmental Health for violations of hazardous and solid waste regulations to bring landfill into compliance with the law. The orders include the name and address of the facility being cited, the order number, a description of the violations for which the company is being cited, the date of inspection that uncovered the violations, the date the notice of violation was issued, the steps the company is being required to take to correct the violations, the date on which the action(s) are to be completed, and the consequences of the failure to comply with the order.

RETENTION

2 years after complying with regulations and all litigation resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

DAILY LANDFILL INSPECTION REPORTS (Item 31-3)

This report is to be completed no less than quarterly by all landfill operators (Utah Administrative Code, R315-302-2(5)(a) (2013)). This inspection is completed to prevent malfunctions and deterioration, operation errors, and discharges which may cause or lead to the release of wastes to the environment or a threat to human health. It includes date, time, inspector's name; list of various items to inspect (e.g., daily cover, litter, public access, equipment, fencing, etc.) and inspector's signature.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

DAILY MASTER TRANSACTION REPORT (Item 31-4)

This daily report lists all transactions at the landfill. It includes date, beginning time, account number, truck number, gross weight, tare weight, net weight, load cost, health cost, city fee, county fee, fee grand total, material code, amount tendered, and paid type.

RETENTION

Permanent. (Utah Administrative Code, R315-302.3(a) (2013)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

DISPOSAL TICKETS (Item 31-5)

These receipts are issued to persons paying fees for disposing materials at the landfill. They include date, time, transaction number, ticket number, hauler's name, truck number, code/type of material disposed, gross weight, tare weight, net weight, fees charged, amount tendered, and change provided.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

GAS MONITORING REPORT (Item 31-6)

This is a quarterly report of gas emisions from the landfill in accordance Utah Administrative Code, R315-302.2(3)(a)(iv) (2013). Includes inspector's name, date, monitoring levels at various locations of landfill, comments and signature of inspector.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

GROUNDWATER MONITORING REPORT (Item 31-7)

This is a report completed according to the groundwater monitoring schedule contained in the landfill permit. Includes samplers name, date samples were taken, well locations, quality control and chain of custody documents, analytical results, statistical analysis results, comments and signature.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

INSPECTION NOTIFICATION REPORT (Item 31-8)

This inspection report notifies landfill whether material was incorrectly rejected or hauler incorrectly charged. It is used to correct errors and to improve operating procedures. It includes date and time, inspector's name, location, hauler, license/truck number, transaction number, vehicle, material, contact phone number, whether an adjustment is to be made, tip fee, pictures (y/n), and any relevant comments.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

LOAD INSPECTION REPORT (Item 31-9)

This is report on random inspections of loads of waste entering the landfill. The inspections are conducted according to a frequency contained in the permit to prevent the disposal of hazardous or PCB containing wastes in accordance with Utah Administrative Code, R315-303-5(7)(b) (2013). It includes the date, time, inspector's name, location, hauler, license number, time/transaction number; vehicle and material dumped. If hazardous or PCB containing wastes are detected, the report also includes action taken.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/95)

MASTER AUDIT TRAIL REPORT (Item 31-10)

This report lists all changes made to the daily report on fees collected or material dumped. It is used to correct errors. It includes date, ticket number, change code, and change description.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

OPERATIONAL PLAN (Item 31-11)

This plan describes the facility's designers operational concept and actual operation in accordance with Utah Administrative Code, R315-302.2 (2013). The county is required to develop, maintain, and abide by the plan approved by the Board's Executive Secretary. The plan is required to include an intended schedule of construction, description of on-site solid waste handling procedures during the active life of the facility; contingency plans for other releases; description of maintenance of installed equipment include lechate, and gas collection systems and ground water monitoring systems; procedures for excluding the receipt of hazardous waste or waste containing PCBs; a plan for alternative waste handling systems; closure and post-closure plans; cost estimates and financial assurance; general training and safety plan for site operators. The plan is also to include documentation of any demonstration made with respect to any location standard or exemption; any design documentation for t he placement or recirculation of leachate or gas condensate into the landfill; information demonstrating compliance with class II landfill requirements; and any other information pertaining to operation, maintenance, monitoring, or inspections as may be required by the executive secretary or the permit (Utah Administratiave Code, R315-302-2(3)(b) (2013).

RETENTION

Permanent. (Utah Administrative Code, R315-302-2(2) (2013) May be transferred to the State Archives 5 years after closure.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(10) (2008)

(Approved 11/95)

PLAN AND MAPS (Item 31-12)

These are as-built engineering plans and topographical maps of solid waste facilities and landfills. They include the dimensions of the landfill or facility, specifications, borehole information, and site location.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/95)

SCHEDULE 32
GEOSPATIAL DATA SETS

BOUNDARIES RECORDS (Item 32-1)

These geospatial records of administrative boundaries include county, municipal, precinct, tax districts, subdivisions, and other important countywide boundaries.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

ELEVATION RECORDS (Item 32-7)

These county geospatial records pertain to the elevation of a particular county in Utah. Digital Elevation Models (DEMs), contours, slope, and aspect are included. Digital representations of contour information known as hypsography represent lines of vertical elevation values above or below a datum surface. Light Detection and Ranging (LIDAR) data is also included.

RETENTION

Permanent. May be transfered to Archives after one year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/10)

GEO-SCIENTIFIC RECORDS (Item 32-8)

These county geospatial records contain information on earth sciences, including, geologic resources, surface geology features, geologic hazards, and soil types. Geologic resource records contain information on energy resources, including oil, natural gas, coal, gas hydrates, and geothermal resources. Geologic surface records contain information on the geologic surface features located in Utah. Surficial (surface) geology maps provide data on the types of material and landforms found at the surface of the earth. Geologic hazard records contain information on the natural geologic events that can endanger human lives and threaten human property. Earthquakes, floods, landslides, radon gas, and dam failure maps are included. Soil records contain information on the types of soil found in the counties of Utah.

RETENTION
Permanent. May be transfered to the Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/10)

IMAGERY, BASE MAPS, AND EARTH COVER RECORDS (Item 32-9)

These are geospatial base map records pertaining to land cover, meaning what the land is used for, which could be farming, housing, or something else. It also describes how the land is changing over time. Land cover, vegetation and imagery (aerial photos) are included. The imagery consists of Digital Ortho Quadrangle (DOQ), and the United States Geological Survey (USGS) Quadrangle maps of Utah. These records range in scale from 1:12000 to 1:250000.

RETENTION
Permanent. May be transfered to the Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/10)

INLAND WATER RECORDS (Item 32-2)

These geospatial records contain information pertaining to the hydrologic features located in Utah counties. These are lakes, streams, ponds, and watersheds.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

LOCATION RECORDS (Item 32-3)

These geospatial records contain information pertaining to geodetic networks and control points. They include latitude and longitude coordinates.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

PLANNING AND CADASTRE RECORDS (Item 32-4)

These geospatial records contain information pertaining to reference locations (or points on the earth), parcel boundaries, parcel identifiers, parcel addresses, owner types, county recorder contact information, and planning and zoning data.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

SOCIETY RECORDS (Item 32-10)

These county geospatial records pertain to demographic data and cultural features (called society records in reference to International Organization for Standardization (ISO) naming conventions). Demographic data is derived from the Topologically Integrated Geographic Encoding and Referencing system (TIGER) line data from the Census Department. This data includes household information such as how many members live in the household, race, and income level. Cultural features included are historic places and cemeteries.

RETENTION

Permanent. May be transferred to the Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/10)

TRANSPORTATION RECORDS (Item 32-5)

These geospatial records contain information pertaining to transportation routes in Utah counties. These include street centerlines, street locations, street names, and railroad routes.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

UTILITIES AND COMMUNICATION RECORDS (Item 32-6)

These geospatial records contain information pertaining to the utilities found in Utah counties. These may include telephone infrastructure, electricity transmission lines, storm sewer pipes, and septic tanks.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

Utah

Municipal **General Records Retention Schedule**

SCHEDULE 1
ADMINISTRATIVE RECORDS

ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES REPORTS (Item 1-10)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CENSUS INFORMATION FILES (Item 1-3)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

CITY HISTORIES (Item 1-14)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

CITY SCRAPBOOKS (Item 1-4)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS (Item 1-47)

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1995)).

RETENTION

3 years after end of grant period and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS (Item 1-48)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

CONSTITUTION AND BYLAWS (Item 1-17)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

FEASIBILITY STUDIES (Item 1-11)

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

5 years after completion of study and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11)(2012) and UCA 63G-2-305(22) (2012)

(Approved 06/97)

FINDING AIDS (Item 1-5)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

GENERAL ADMINISTRATIVE RECORDS (Item 1-6)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) MUNICIPAL APPEALS CASE FIL (Item 1-30)

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 (2009)). 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.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(d) (2012)

(Approved 06/97)

GRANT FILES ORIGINAL APPLICATIONS (Item 1-9)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/88)

HOUSEKEEPING FILES (Item 1-7)

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
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

INCOMING DOCUMENT LOG (Item 1-32)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

INTERNAL COMMITTEE RECORDS (Item 1-33)

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

MAILING LISTS (Item 1-12)

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

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(2)(d) (2012)

(Approved 03/88)

MEETING AGENDA (Item 1-1)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

MEETING RECORDINGS (Item 1-45)

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2009) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2010) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting".

RETENTION

3 years after approval of official minutes and then destroy. Closed meeting recordings are Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63G-2-301 (2012).

SUGGESTED SECONDARY DESIGNATION

Protected: Closed Meetings: UCA 63G-2-305(32)(2012) and 52-4-206(5)(2010)

(Approved 10/11)

MINUTES (Item 1-13)

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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 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) (2010) 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.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 52-4-7(3)(2009).

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(32)(2012)

(Approved 12/96)

NOTARY BOND FILES (Item 1-34)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ORGANIZATIONAL FILES (Item 1-15)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PENDING FILES (Item 1-35)

Papers arranged in chronological order as a reminder that 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. May also be called a "tickler" or "chron file."

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PERFORMANCE AUDITS (Item 1-36)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11)(12) (2012)

(Approved 12/96)

POLICY AND PROCEDURE CASE FILES (Item 1-37)

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

2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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

1 year after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

PUBLIC RELATIONS FILES (Item 1-19)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PUBLIC RELEASE FILES (Item 1-20)

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

READING OR CHRONOLOGICAL FILES (Item 1-22)

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

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

RECORDS TRANSFER SHEETS (Item 1-38)

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

5 years after records are destroyed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

ROUTINE CONTROL FILES (Item 1-23)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SYSTEM STUDIES FINAL REPORTS (Item 1-25)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SYSTEM STUDIES SUPPORTING FILES (Item 1-46)

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

3 years after date of final report and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

TECHNICAL REFERENCE FILES (Item 1-26)

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

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

TELEPHONE MESSAGE REGISTERS (Item 1-40)

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

RETENTION

6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(d) (2012)

(Approved 06/97)

TELEPHONE MESSAGES (Item 1-41)

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

RETENTION

Retain by agency until until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

UNSUCCESSFUL GRANT APPLICATION FILES (Item 1-43)

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

3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

WORKING PAPERS (Item 1-44)

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

RETENTION

5 years after project completion and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 2
BONDS AND BONDING RECORDS

BOND ANTICIPATION NOTES (Item 2-1)

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 11-14-311(4) (2009)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (2009)).

RETENTION

1 year after being redeemed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

BOND ISSUE FILES (Item 2-2)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

BOND REDEMPTION AND DESTRUCTION CERTIFICATES (Item 2-6)

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

RETENTION

3 years after expiration of bonds and then file in Bond Issue Files.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

BOND REDEMPTION REGISTERS (Item 2-3)

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

RETENTION

3 years after redemption of coupon and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

BOND REGISTRATION FILES (Item 2-4)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

BONDS, NOTES AND COUPONS PAID FILES (Item 2-5)

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

RETENTION

1 year after being redeemed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

EMPLOYEE BONDS (Item 2-7)

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 (1987)).

RETENTION

3 years after expiration of bond and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

FIDELITY BONDS (Item 2-8)

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 (1977)).

RETENTION

3 years after expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

GENERAL OBLIGATION BONDS (Item 2-9)

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 11-14-310 (2006)).

RETENTION

1 year after being paid or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

MUNICIPAL REVENUE BONDS (Item 2-10)

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-306 (2006)).

RETENTION

1 year after being paid or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

NOTARY BONDS (Item 2-11)

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 (2003)).

RETENTION

3 years after expiration of bond and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (Application Form)(2012)

(Approved 03/89)

SPECIAL IMPROVEMENT BONDS (Item 2-12)

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.

RETENTION

Retain until "paid or cancelled" (UCA 11-14-14(2)(c) (2011)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 3
BUDGET RECORDS

ANNUAL BUDGET (Item 3-1)

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(3) (2003)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919.1(2010) through 59-2-923(2010), 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 (2001)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

BUDGET APPORTIONMENT RECORDS (Item 3-2)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

BUDGET BACKGROUND RECORDS (Item 3-3)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 03/89)

BUDGET ESTIMATES AND JUSTIFICATION FILES (Item 3-4)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 03/89)

BUDGET INFORMATION FILES (Item 3-5)

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

2 years after budget has been adopted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

BUDGET MESSAGE (Item 3-6)

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 (2010)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

BUDGET WORKING FILES (Item 3-9)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2010)

(Approved 11/96)

PERIODIC BUDGET REPORTS (Item 3-7)

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

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

REGULAR BUDGET REPORTS (Item 3-10)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

TENTATIVE BUDGET FILES (Item 3-8)

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) (2010)).

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

SCHEDULE 4
FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORT (Item 4-1)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

DISPOSITION RECORDS (Item 4-2)

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

3 years after disposition of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

EQUIPMENT INVENTORIES FILES (Item 4-3)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

FIXED ASSET LISTS (Item 4-4)

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

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SURPLUS PROPERTY CASE FILES (Item 4-5)

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

RETENTION

6 years after final payment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE (Item 5-1)

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

4 years and then destroy (UCA 70A-2-725 (1998)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

ACCOUNTS RECEIVABLE (Item 5-2)

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

4 years and then destroy (UCA 70A-2-725 (1998)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

ACCOUNTS RECEIVABLE INVOICES (Item 5-3)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

ADDING MACHINE TAPES (Item 5-31)

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

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

ANNUAL FINANCIAL REPORTS (Item 5-4)

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 (2009)). "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 (2009)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

AUDIT REPORTS (Item 5-5)

These are reports prepared by auditors for entities by examining and verifying the entities' financial activities for the year.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 51-2-3(3) (2008) and UCA 51-2a-102(3)(2007).

(Approved 11/96)

BANK DEPOSIT (PASS) BOOKS (Item 5-6)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

BANK STATEMENTS (Item 5-7)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

CHECK COPY FILES (Item 5-8)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

CHECK REGISTERS (Item 5-9)

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

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

CHECKBOOK STUBS (Item 5-32)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

DAILY CASH REPORTS (Item 5-10)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

DEPOSIT SLIPS (Item 5-11)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

FREIGHT RECORDS (Item 5-33)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

GENERAL LEDGERS (Item 5-12)

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
10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

INTERDEPARTMENTAL BILLINGS (Item 5-13)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

INVESTMENT ACCOUNTING DAILY SHEETS (Item 5-14)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

INVESTMENT ACCOUNTING MONTHLY REPORTS (Item 5-34)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

INVESTMENT REGISTERS (Item 5-15)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

RECEIPTS (Item 5-16)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

REFUND REQUEST (Item 5-17)

These are forms signed by customers requesting a refund of monies paid to the entity.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SALES AND USE TAX RETURN FORMS (FORM TC-71) (Item 5-18)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

STATE TREASURER'S ACCOUNTING STATEMENTS (Item 5-19)

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

STATE TREASURER'S DEPOSITS (Item 5-35)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

SUBSIDIARY LEDGER AND JOURNALS FILES (Item 5-20)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

TRAVEL - PRIVATE VEHICLE USAGE FILES (Item 5-25)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 03/89)

TRAVEL/PASSENGER REIMBURSEMENT FILES (Item 5-23)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 03/89)

UNCLAIMED CHECKS/WARRANTS (Item 5-36)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 11/96)

WARRANT REGISTERS (Item 5-26)

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
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

WARRANT REQUESTS (Item 5-27)

These are requests from entities to pay vendors.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 12/97)

WARRANT REQUESTS - CANCELLED (Item 5-28)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 12/97)

WARRANT/CHECKS - LOST (Item 5-30)

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(g) (2012)

(Approved 12/97)

WARRANT/CHECKS REDEEMED (Item 5-29)

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(g) (2012)

(Approved 12/97)

SCHEDULE 6
LICENSING RECORDS

BEER LICENSE APPLICATION FILES (Item 6-1)

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

4 years after completion of application and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

BUSINESS LICENSE FILES (Item 6-2)

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

4 years after final renewal of license and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2012)

(Approved 03/89)

CERTIFICATES OF LICENSE (Item 6-3)

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

RETENTION

1 year after issuance of certificate and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

LICENSE REGISTERS (Item 6-4)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private.

(Approved 11/96)

SCHEDULE 7
MAINTENANCE RECORDS

AMERICANS WITH DISABILITIES ACT RECORDS (Item 7-13)

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

15 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS (Item 7-14)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

BUILDINGS AND GROUNDS MAINTENANCE LOG (Item 7-1)

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

RETENTION

3 years after completion of repairs and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DAILY VEHICLE USAGE REPORT (Item 7-2)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

DAILY WORK LOGS (Item 7-3)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

EQUIPMENT MAINTENANCE AND REPAIR RECORDS (Item 7-4)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

FUEL RECORDS (Item 7-5)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

GASOLINE SALES TICKETS (Item 7-6)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

INSURANCE ADJUSTERS' ESTIMATES (Item 7-15)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

MILEAGE CERTIFICATES (Item 7-16)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

SERVICE REQUESTS (Item 7-7)

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

RETENTION
6 months after maintenance completed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

SPACE UTILIZATION REPORTS (Item 7-17)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

VEHICLE ASSIGNMENT RECORDS (Item 7-8)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

VEHICLE MAINTENANCE RECORDS (Item 7-9)

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

1 year after disposition of vehicle and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

VEHICLE REGISTRATION CERTIFICATES (Item 7-10)

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

WORK ORDER LOG (Item 7-11)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

WORK ORDERS (Item 7-12)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

SCHEDULE 8
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 8-1)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302(1) (2012).

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 11/96)

BUDGET AUTHORIZATION REFERENCE FILES (Item 8-2)

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

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 03/89)

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 8-3)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 03/89)

EMPLOYEE EARNINGS HISTORY FILES (Item 8-4)

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.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302(1) (2012).

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 03/89)

FLEXTIME ATTENDANCE RECORDS (Item 8-17)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(f) (2012)

(Approved 03/89)

GARNISHMENT RECORDS (Item 8-5)

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

RETENTION
3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 03/89)

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES (Item 8-6)

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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

INDIVIDUAL AUTHORIZED ALLOTMENTS FILES (Item 8-7)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

INSURANCE DEDUCTION FILES (Item 8-8)

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

RETENTION

3 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

LEAVE ADJUSTMENT REPORTS (Item 8-18)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302(1) (2012).

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 11/96)

LEAVE APPLICATION FILES (Item 8-9)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 11/96)

LEAVE DATA FILES (Item 8-10)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302(1) (2012).

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 11/96)

PAYROLL FILES (Item 8-11)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 12/97)

PAYROLL REGISTER (Item 8-12)

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

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

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1) (2012).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 03/03)

RETIREMENT BENEFITS ASSISTANCE FILES (Item 8-19)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

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

(Approved 03/89)

RETIREMENT FILES (Item 8-13)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 03/89)

SAVINGS BOND PURCHASE RECORDS (Item 8-20)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

SAVINGS BOND PURCHASE SUMMARY REPORT (Item 8-21)

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

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1) (2012).

(Approved 11/96)

TAXABLE WAGE EARNING REPORTS (Item 8-22)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1) (2012).

(Approved 11/96)

TIME SHEETS (Item 8-14)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2012)

(Approved 11/96)

WAGE SURVEY FILES (Item 8-15)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

SCHEDULE 9
PERSONNEL RECORDS

ADVERSE ACTION FILES (Item 9-16)

These are case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary 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

3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 11/96)

COURSE ANNOUNCEMENT FILES (Item 9-33)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

COURT ORDERED COMMUNITY SERVICE FILES (Item 9-17)

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
1 year after completion of community service and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Exempt: Rule 4-202.03(10) (2008) CJA

(Approved 11/96)

DRUG TEST NEGATIVE RESULTS (Item 9-42)

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
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302.

(Approved 04/06)

DRUG TEST POSITIVE RESULTS (Item 9-41)

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

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

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302.

(Approved 04/06)

ELIGIBILITY CERTIFICATES (Item 9-2)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/88)

ELIGIBILITY REGISTER (Item 9-4)

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

RETENTION

2 years after expiration of eligibility and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

EMERGENCY AND OTHER PERSONAL LEAVE FILES (Item 9-5)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/97)

EMPLOYEE HISTORY CARD (Item 9-6)

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

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

EMPLOYEE TRAINING FILES (Item 9-18)

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

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

EMPLOYEE WARNING FILES (Item 9-19)

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

RETENTION

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.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

EMPLOYMENT APPLICATIONS (HIRED) (Item 9-1)

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.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/88)

EMPLOYMENT APPLICATIONS (NOT HIRED) (Item 9-20)

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

2 years after application deadline and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

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

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

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.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/97)

EMPLOYMENT HEALTH RECORDS (Item 9-37)

Employee health records can include but are not limited to such things as Family Medical Leave documentation, psychological profiles, doctor's notes for absences, long and short term disability documentation, documentation of disability accommodations, workers' compensation information, x-rays, hypertension screenings, blood series, pre-employment physicals, medical histories and etc. The records are used to limit liability in deployment of workers, to establish the health status of potential employees, and to limit the effect of occupation related diseases or to modify conditions that might limit an employee's ability to perform assigned duties.

RETENTION

65 years from date of employment or 3 years after retirement or death, whichever is earliest and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/88)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES (Item 9-21)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

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

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
4 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

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

(Approved 03/88)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES (Item 9-22)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS (Item 9-35)

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
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 9-23)

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

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

EXEMPT EMPLOYEE PERFORMANCE-RELATED RECORDS (Item 9-7)

These files document the performance of exempt employees. They may include performance records supserseded 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
5 years after date of appraisal and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

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

(Approved 12/97)

EXPERIENCE WORKS PROGRAM FILES (Item 9-24)

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
3 years after final expenditure report submitted and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

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

(Approved 11/96)

GRIEVANCE AND DISCIPLINARY FILES (Item 9-9)

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
3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: unsubstantiated.

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

(Approved 03/88)

INTERVIEW RECORDS (Item 9-25)

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

2 years after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

JOB OPENING FILES (Item 9-10)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

LABOR-MANAGEMENT RELATIONS FILES (Item 9-26)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

MERIT EMPLOYEE PERFORMANCE-RELATED RECORDS (Item 9-27)

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
3 years after date of appraisal and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

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

(Approved 06/97)

MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT RECORDS (Item 9-36)

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 (1989) through 10-3-1312 (1989) (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
10 years after termination of municipal employment/appointment and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

PERSONAL INJURY FILES (Item 9-11)

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

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/88)

PERSONNEL FILES (Item 9-12)

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

65 years from date of employment or 3 years after retirement or death, whichever is earliest, and destroy (UCA 49-11-602 (2012)).

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2012).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 07/04)

PERSONNEL REQUISITION AND ANALYSIS FILES (Item 9-28)

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
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

POSITION DESCRIPTION FILES (Item 9-13)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/88)

POSITION SURVEY FILES (Item 9-14)

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

3 years or until position is resurveyed, whichever occurs first and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

PRE-EMPLOYMENT TESTS (Item 9-38)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private: applicant's name and score

(Approved 11/96)

PROMOTIONAL TESTS (Item 9-39)

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
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected.

SUGGESTED SECONDARY DESIGNATION
Private: name and score

(Approved 11/96)

QUARTERLY WAGE LIST REPORTS (Item 9-29)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/97)

RECRUITMENT FILES (Item 9-30)

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.

RETENTION

2 years after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SALARY SURVEYS (Item 9-40)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (2012)

(Approved 11/96)

SUMMER YOUTH PROGRAM FILES (Item 9-31)

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

3 years after termination of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 12/97)

TEACHING AIDS TRAINING RECORDS (Item 9-15)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 9-32)

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

1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 11/96)

SCHEDULE 10
PURCHASING RECORDS

CONTRACT PURCHASING RECORDS (Item 10-12)

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

RETENTION

6 years after expiration of contract (UCA 78-12-23(2) (2008)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

INVOICES (Item 10-5)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

LEASING CONTRACT FILES (Item 10-6)

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

4 years after contract expires (UCA 70A-2a-506 (1998)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

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

4 years after last payment (UCA 78-12-25(1) (2008)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

PURCHASE ORDERS (Item 10-1)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

PURCHASE REQUISITION FILES (Item 10-8)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

REAL ESTATE ACQUISITION FILES (Item 10-13)

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

RETENTION

7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(8) (2012)

(Approved 12/97)

REQUESTS FOR PROPOSALS (Item 10-9)

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
2 years after decision and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

SUCCESSFUL BID PROPOSAL FILES (Item 10-2)

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
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

TAX EXEMPTION RECORDS (Item 10-14)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

UNOPENED BIDS PROPOSALS FILES (Item 10-10)

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
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 10-11)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

VENDOR LIST (Item 10-3)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

VOUCHERS (Item 10-4)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 11
RISK MANAGEMENT RECORDS

DISASTER PLANNING FILES (Item 11-1)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 11/96)

INSURANCE POLICY FILES (Item 11-2)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

INSURANCE REPORTS (Item 11-3)

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

RETENTION
12 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(24) (2012)

(Approved 12/97)

LIABILITY RISK MANAGEMENT CASE FILES (Item 11-4)

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

RETENTION
20 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(24) (2012)

(Approved 12/97)

LOSS CONTROL INSPECTION REPORTS (Item 11-5)

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
12 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(24) (2012)

(Approved 12/97)

MEDICAL AND DENTAL INSURANCE CLAIM FILES (Item 11-6)

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION

4 years after paid and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/11)

SCHEDULE 12
SPECIAL ASSESSMENT RECORDS

MINUTES OF THE BOARD OF EQUALIZATION AND REVIEW (Item 12-1)

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 th e municipality (UCA 17A-3-317 (2006)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

NOTICES OF INTENTION (Item 12-2)

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 (2006)).

RETENTION

2 years after final payment made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

PROTEST FILES (Item 12-3)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SPECIAL ASSESSMENT BOOKS (Item 12-4)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SPECIAL ASSESSMENT LEDGERS (Item 12-5)

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

3 years after final payment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SPECIAL ASSESSMENT STATEMENTS (Item 12-6)

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

3 years after final payment made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SPECIAL TAX REFUND BOOKS (Item 12-7)

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

3 years after final payment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 13
AIRPORT RECORDS

AIR SPACE CONSTRUCTION FILES (Item 13-1)

These files contain applications (FAA Form 7460) to construct facilities which may obstruct air space affecting flights at the airport. They are required by the Federal Aviation Administration (FAA). The files contain the correspondence and applications requesting approval or denial of request. This information is placed on aeronautical charts.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/89)

AIRFIELD INSPECTION FILES (Item 13-2)

These files record airfield inspections made at the airport on runway conditions, fire and rescue facilities, ground vehicle control, obstructions, public protection, bird hazards, construction and other unservicable areas, wind-indicating devices, standby power system, fuel farms, lift stations and nightly inspection of lighting. The files are maintained in compliance with Federal Aviation Administration (FAA) regulations (14 CFR 139.301 (1994)). They include date, time of inspection, shift, inspector's name, a checklist of items to be checked, present condition, and action taken.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 07/89)

AIRPORT AUTHORITY BOARD MINUTES (Item 13-9)

These are the minutes of the Airport Authority Board. This board consists of seven commissioners appointed by the mayor with the consent of the city council. The board "has charge and responsibility for the planning, design, construction, operation, maintenance, administration and management of all airport properties and attendant facilities under the jurisdiction of the city" (UCA 17A-2-1502(5) (1997)). "The board shall cause written minutes of its proceedings to be kept which shall be available for public inspection in the office of the director. The board shall record in the record the yea and nay votes cast by the board with regard to any action taken by it" (UCA 17A-2-1516 (1997)).

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

AIRPORT CERTIFICATION SPECIFICATION MANUALS (Item 13-12)

This record is the Federal Aviation Authority (FAA) approved Airport Certification Specification Manual as required in 14 CFR 139.207 (2012). The manual is kept up-to-date and is submitted to the FAA for inspection upon request.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

AIRPORT MASTER RECORD FILES (Item 13-3)

The forms (5010.1) are created by the Federal Aviation Administration (FAA) to document basic information about airports and are updated as state officials inspect the airports. The records contain information on individual airports, including owner's name and address, manager's name and address, whether the airport is public or private, latitude and longitude, runway date, lighting, landing length, services, facilities, based aircraft, and operations. Also included is an Airport Layout Plan (ALP) of the airport.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11) (2012)

(Approved 12/97)

AS-BUILT PROJECT DRAWINGS (Item 13-4)

These as-built drawings document all construction projects including runways, cargo buildings, terminals, hangars, and remodeling projects. They serve as a record of actual construction.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

DAILY LOG BOOKS (Item 13-5)

These daily log books are kept by inspectors and project engineers on the progress of each airport construction as required by the Federal Aviation Administration (FAA). They are used for verification purposes of what happened on a particular day.

RETENTION

7 years after completion of project and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/89)

ENGINEERING PROJECT FILES (Item 13-6)

These are project files for all airport construction. They are used to monitor compliance of local, state and federal regulations. They include engineer's project notes, inspection reports, construction progress reports, a record of payment, drawings, project location numbers, details of project, cost of construction, requests for money to be spent, agreements, and related correspondence (14 CFR 151.53, 14 CFR 151.55 (1993)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

MAINTENANCE REPORT RECORDS (Item 13-7)

These files contain logs, reports, and similar records relating to the inspection, maintenance and repair of airport runways, runway lights, beacons and other ground devices maintenance records directly related to the landing and taking off from airport. Please refer to Schedule 7, Item #9 "Vehicle Maintenance Records" for the maintenance records of airport vehicles.

RETENTION
10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 12/97)

MAYOR'S REPORTS (Item 13-8)

The airport authority board is required to file with the mayor the following reports: "(1) a detailed report of all its transactions, including a statement of all revenues and expenditures, at monthly, quarterly, or annual intervals, as the mayor may prescribe; (2) on or before September 30 of each year, a report of its activities for the preceding calendar year, which report shall include a complete financial statement setting forth its assets, liabilities, income and operating expense; (3) any additional report required or requested by the mayor" (UCA 17A-2-1521 (1997)).

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

PERMITS AND CERTIFICATION FILES (Item 13-10)

These files contain permits and certifications from the Federal Aviation Administration (FAA) or other state and federal agencies and other reports, correspondence, or other documentation bearing directly on the application for the issuance or the renewal of the permit or certification.

RETENTION

2 years after expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/89)

RESOLUTIONS (Item 13-11)

These records are resolutions that are adopted by the legislative body of a municipality with the intent to establish an authority "which must contain a statement of intent to create an airport authority; the name of the airport authority; the time and place for a public hearing; the name of the newspaper in which the resolution will be published; a designation of the airport or airports to come under the jurisdiction of the authority; and such other information concerning the proposed authority as the legislative body deems necessary or appropriate" (UCA 17A-2-1505 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 14
ANIMAL CONTROL RECORDS

ACTIVITY REPORTS (Item 14-1)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

ANIMAL ADOPTION AGREEMENTS (Item 14-8)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(d) (2012)

(Approved 12/97)

ANIMAL CITATIONS (Item 14-2)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/89)

ANIMAL MASTER REPORT CARDS (Item 14-3)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/89)

BITE REPORTS (Item 14-9)

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 (1981)). The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(b)(2012) and 63G-2-302(2)(d) (2012)

(Approved 06/97)

COMPLAINT RECORDS (Item 14-4)

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

CONTRACT BILLINGS (Item 14-10)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONTROLLED SUBSTANCES EUTHANASIA LICENSE RECORDS (Item 14-11)

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

5 years after expiration of license and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONTROLLED SUBSTANCES EUTHANASIA LOG (Item 14-12)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DAILY FIELD REPORTS (Item 14-5)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 07/89)

DOG LICENSE RECORDS (Item 14-6)

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
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

MASTER LOGS (Item 14-7)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/89)

SCHEDULE 15
ATTORNEYS' RECORDS

CIVIL CASE FILES (Item 15-5)

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

10 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 06/97)

CLAIM PETITION FILES (Item 15-1)

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

6 years provided no litigation pending and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 06/97)

COLLECTION CASE FILES (Item 15-6)

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) (2006)). They include various court filings, attorney's notes, and final judgment.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/97)

FELONY CASE FILES (Item 15-7)

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

10 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 06/97)

FORMAL LEGAL OPINIONS (Item 15-4)

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.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

HOMICIDE AND OTHER MAJOR CRIMINAL CASE FILES (Item 15-8)

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.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 06/97)

INFORMAL LEGAL OPINIONS (Item 15-11)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

LEGAL CASE INDEX (Item 15-9)

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.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 06/97)

MISDEMEANOR CASE FILES (Item 15-2)

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
7 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 06/97)

ROUTINE LAWSUIT CASE FILES (Item 15-3)

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
7 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected.

(Approved 12/97)

SIGNIFICANT LAWSUIT CASE FILES (Item 15-10)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 12/97)

SCHEDULE 16
BUILDING INSPECTION RECORDS

BUILDING CARDS (Item 16-1)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

BUILDING PERMIT FILES (Item 16-2)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

BUILDING PERMIT REGISTERS (Item 16-3)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

CONSTRUCTION REPORTS (Item 16-7)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/88)

DEMOLITION CASE FILES (Item 16-8)

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
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/88)

ENFORCEMENT CASE FILES (Item 16-9)

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
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/88)

MINUTES OF THE BOARD OF APPEALS AND EXAMINERS (Item 16-10)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

NONRESIDENTIAL BUILDING PLANS (Item 16-4)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS (Item 16-5)

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

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RESIDENTIAL BUILDING PLANS (Item 16-6)

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

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.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(36) (2012)

(Approved 12/88)

SCHEDULE 17
CEMETERY RECORDS

CERTIFICATES OF PERPETUAL CARE (Item 17-1)

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DEED REGISTER/PAYMENT RECORDS (Item 17-2)

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DEEDS (Item 17-3)

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

GRAVE OPENING ORDERS (Item 17-4)

These are a signed authorization to dig graves. They are used to guarantee a body is interred in a specific burial plot and to generate the interment and lot records. They include time order was received, deed number, date, lot owner's name, authorization signature, address and telephone number, name of person being interred, location of grave by plot, block, grave number, and tier.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/89)

INTERMENT REPORTS (Item 17-10)

These are copies of a monthly report submitted by the sexton to the Health Department's local registrar when deceased was buried in the cemetery. They are used to verify a report was made. They include "name of the decedent, place of death, date of burial, and name and address of the funeral director or other person making the interment" (UCA 26-2-18(2) (2006)).

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 26-2-18(2) (2008).

(Approved 07/89)

INTERMENT/DISINTERMENT REGISTERS (Item 17-5)

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

LOT BOOKS/FILES (Item 17-6)

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

MAP BOOKS (Item 17-7)

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PLOT INDEX BOOKS/FILES (Item 17-8)

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RECEIPT BOOKS (Item 17-9)

These are receipts issued for money received for burial lots. They are used to record money generated by the cemetery. They include date, receipt number, name of person making payment, amount received, fees involved, credits, cash sales, and may include the address of person making payment.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 18
CLERK'S RECORDS

ANNEXATION FILES (Item 18-1)

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 (2009) to 422 (2007)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

APPOINTMENT FILES (Item 18-2)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES (Item 18-3)

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (2012). 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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

CITY CHARTER (Item 18-4)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

COUNCIL AGENDA (Item 18-7)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

COUNCIL BUSINESS FILES (Item 18-8)

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.

(Approved 03/88)

COUNCIL MINUTES (Item 18-23)

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 52-4-203 (2) (2009).

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 52-4-203 (2) (2009).

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305 (32) (2012)

(Approved 03/88)

DEEDS FILES (Item 18-10)

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.

(Approved 03/88)

EASEMENT FILES (Item 18-11)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

ELECTION BALLOTS (Item 18-12)

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) (2007)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (2007)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 20A-4-106 (2012) and 20A-4-401 (2008).

(Approved 12/96)

ELECTION CANVASSES (Item 18-13)

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.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/88)

ELECTION RECORDS (Item 18-14)

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (2007)).

RETENTION
22 months after the election and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

ELECTION RETURNS (Item 18-15)

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION
22 months after the election (UCA 20A-4-202(2)(c) (2007) and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

HEARINGS FILES (Item 18-16)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/88)

LEASE FILES (Item 18-17)

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
4 years after contract expires (UCA 70A-2a-506 (1998)) and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 63G-2-301(2)(d) (2012).

(Approved 12/96)

OATHS (Item 18-18)

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 (1077) and 10-3-828 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ORDINANCES (Item 18-19)

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 (1977). 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.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

PETITIONS (Item 18-20)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

PROOF OF PUBLICATION RECORDS (Item 18-21)

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

RETENTION

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

RESOLUTIONS (Item 18-22)

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 (2010)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 19
PARKS AND RECREATION RECORDS

CLASS ROLLS (Item 19-8)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION PROJECT FILES (Item 19-1)

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

MAINTENANCE COMPLAINTS (Item 19-2)

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

2 years after resolution of complaint and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PARKS FILES (Item 19-3)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RECREATION PROGRAM FILES (Item 19-5)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RECREATIONAL ACTIVITY RELEASE RECORDS (Item 19-10)

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

2 years or until all litigation is resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: medical information

(Approved 06/97)

RECREATIONAL EQUIPMENT RECORDS (Item 19-4)

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

1 year after equipment returned and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

RECREATIONAL FACILITY FILES (Item 19-11)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RECREATIONAL FACILITY MAPS (Item 19-12)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

REGISTRATION RECORDS (Item 19-13)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: home address and telephone number, social security number, medica1, information.

(Approved 12/97)

RESERVATION RECORDS (Item 19-6)

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
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(2)(d) (2012)

(Approved 06/97)

SPORTS TEAMS RECORDS (Item 19-14)

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
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

SUPERVISOR'S DAILY/WEEKLY REPORTS (Item 19-7)

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
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/89)

TICKET STUBS (Item 19-9)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

SCHEDULE 20
PLANNING AND ZONING RECORDS

ADOPTED MASTER PLANS (Item 20-8)

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; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). 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 rehabilit ation, 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 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

AERIAL PHOTOGRAPHIC MAPS (Item 20-9)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

BOARD OF ADJUSTMENT CASE FILES (Item 20-1)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

BOARD OF ADJUSTMENT MINUTES AND INDEXES (Item 20-3)

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". 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". The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS (Item 20-14)

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION

3 years after end of grant period and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

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 regrants. These files include the initial application, and all final reports.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

CONDITIONAL USE PERMIT RECORDS AND INDEXES (Item 20-2)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

NONCONFORMING USE CERTIFICATE RECORDS (Item 20-18)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

PLANNED UNIT DEVELOPMENT CASE FILES (Item 20-10)

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
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

PLANNING COMMISSION MINUTES (Item 20-4)

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9a-301 (1)(a) (2011)). 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 10-9a-403 (2012)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PLANNING STUDY REPORTS (Item 20-11)

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

REZONING RECORDS AND INDEXES (Item 20-5)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

SITE REVIEW PLANNING RECORDS (Item 20-6)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

STREET/ALLEY VACATING RECORDS (Item 20-17)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

SUBDIVISION REVIEW CASE FILES (Item 20-7)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

ZONING MAPS (Item 20-12)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

ZONING ORDINANCES (Item 20-13)

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 10-9a-404 (2005)).

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 21
POLICE DEPARTMENT RECORDS

ACCIDENT REPORTS (Item 21-1)

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds $1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Exempt: UCA 41-6-42 (2008).

(Approved 12/89)

ARREST REPORTS (Item 21-3)

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

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: Initial Contact Report (UCA 63G-2-301(2)(g) (2012))

(Approved 08/96)

BICYCLE REGISTRATIONS (Item 21-4)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private.

(Approved 12/89)

CASE REPORTS (Item 21-7)

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

SUGGESTED PRIMARY DESIGNATION
Protected.

(Approved 12/89)

CHEMICAL ANALYSIS RECORDS (Item 21-8)

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 41-6a-515 (2005)). 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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/89)

CIVIL PROCESS RECORDS (Item 21-55)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

COURT SUMMONS (Item 21-9)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

CRIME ANALYSIS FILES (Item 21-10)

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

RETENTION

2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

CRIMINAL HISTORY DISSEMINATION LOG (Item 21-11)

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-10-202 (2011).

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

CRIMINAL HISTORY RECORDS (Item 21-12)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 53-10-202 (2011).

(Approved 08/96)

DAILY ACTIVITY REPORT (Item 21-2)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

DAILY RADIO LOG (Item 21-13)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

DISPATCH LOGS (Item 21-14)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

DISPATCH TAPE RECORDINGS (Item 21-15)

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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 08/96)

DUI (DRIVING UNDER THE INFLUENCE) REPORTS (Item 21-16)

These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223 (5) (2011)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 11/96)

EVIDENCE DISPOSITION RECORDS (Item 21-56)

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

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 08/96)

EVIDENCE LOG (Item 21-19)

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

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/89)

EXPUNGED RECORDS (Item 21-21)

A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2010). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (7))(2010). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

RETENTION

Retain until record meets the same retention it had before it was expunged and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 77-40-109(6) (2010).

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 77-18-15(8)(2010) and 63G-2-305(9)(2012)

(Approved 12/10)

FELONY INVESTIGATION CASE FILES (Item 21-57)

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

5 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 08/96)

FIELD INTERROGATION REPORTS (Item 21-22)

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

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 08/96)

FINGERPRINT CARDS (Item 21-23)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/89)

FIREARM QUALIFICATION RECORDS (Item 21-25)

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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 08/96)

FIREARMS DISPOSAL RECORDS (Item 21-26)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/89)

FIREARMS INVENTORY CARDS (Item 21-27)

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

2 years after disposal of firearms and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/89)

HOMICIDE AND THEFT OF PUBLIC FUNDS CASE FILES (Item 21-58)

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.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 08/96)

IMPOUNDED VEHICLES REPORTS (Item 21-30)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

INITIAL CONTACT REPORTS (Item 21-63)

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; 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 63G-2-103(14) (2012)). 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

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

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63G-2-301(2)(g) (2012).

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(9) (2012)

(Approved 12/97)

INTERNAL AFFAIRS SUMMARY REPORT (Item 21-59)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES (Item 21-31)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 08/96)

MASTER NAME INDEX (Item 21-35)

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.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/89)

MISDEMEANOR CASE FILES (Item 21-6)

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

3 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 08/96)

MUG SHOTS (Item 21-36)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS (Item 21-37)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

PAWN SHOP RECEIPTS (Item 21-38)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

POLICE IN-CAR VIDEO RECORDINGS (Item 21-64)

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

3 months and destroy provided tapes of questioned actions are duplicated and retained.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/06)

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 21-60)

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

2 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

RECEIVED PROPERTY RECORDS (Item 21-40)

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 (2011). 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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 08/96)

RETURNED PROPERTY RECEIPTS (Item 21-61)

These receipts document the return of property in the custody of the police department to property owner in accordance with UCA 77-24-3 (1980). 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 (1980)).

RETENTION

Permanent. (UCA 77-24-3 (1980)).

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 08/96)

ROBBERY BULLETIN RECORDS (Item 21-41)

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

4 years or until robbery is solved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

SEX OFFENDER FILES (Item 21-43)

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 76-5-404.1 (2007))

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

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

(Approved 08/96)

STOLEN/RECOVERED PROPERTY LISTS (Item 21-44)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

TELETYPES (Item 21-47)

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

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/89)

TRAFFIC CITATIONS (Item 21-48)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

UNCLAIMED PROPERTY FILES (Item 21-49)

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) (2007). 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

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

UNIFORM CRIME REPORT FILES (Item 21-50)

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.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 10-205 (1998).

(Approved 12/89)

WARRANT LOG (Item 21-53)

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

1 year after warrant is served and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

WARRANT WORKSHEETS (Item 21-42)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 08/96)

WARRANTS (Item 21-62)

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

RETENTION
Retain until warrant served or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public: UCA 63G-2-301(3)(m) and UCA 63G-2-301(3)(n) (2012).

(Approved 08/96)

WRECKER SERVICE RECORDS (Item 21-54)

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
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

AS-BUILT CONSTRUCTION DRAWINGS (Item 22-9)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 12/97)

BACKFLOW PREVENTION TEST REPORTS (Item 22-1)

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
3 years after subsequent test and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(9)(a) (2012)

(Approved 12/97)

BACTERIOLOGICAL QUALITY ANALYSES REPORTS (Item 22-2)

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

5 years after subsequent test (40 CFR 141.33(a) (2006)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

BILLING ADJUSTMENT RECORDS (Item 22-3)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(b)(d) (2012)

(Approved 12/89)

BILLING RECORDS (Item 22-5)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302(2)(b)(2012).

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(51)(2012)

(Approved 12/89)

BILLING REGISTER (Item 22-4)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(2)(b)(d) (2012)

(Approved 12/89)

CHEMICAL/RADIOLOGICAL ANALYSES (Item 22-6)

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

10 years after subsequent test (40 CFR 141.33(b) (2006)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

COMPLAINT FILES (Item 22-7)

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

3 years after date of resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

CONNECTION BOOKS (Item 22-8)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 12/89)

CROSS CONNECTION CONTROL SURVEY FILES (Item 22-10)

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
3 years after destruction of premise and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

CUSTOMER APPLICATION RECORDS (Item 22-11)

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

3 years after account closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(b)(d) (2012)

(Approved 12/89)

CUSTOMER DEPOSIT CARDS (Item 22-12)

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

3 years after account closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(2)(b)(d) (2012)

(Approved 12/89)

DAILY FILTER LOG (Item 22-13)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

DAILY OPERATIONAL LOG (Item 22-14)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 12/89)

DAILY PUMP STATION WELL REPORTS (Item 22-15)

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

2 years provided summary report is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 12/97)

DISCHARGE MONITORING AND WATER RECLAMATION PLANT REPORTS (Item 22-16)

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 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) (2006)).

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

DITCH FLOW DAILY RECORDS (Item 22-17)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

DITCH FLOW SUMMARY REPORTS (Item 22-35)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES (Item 22-18)

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
3 years after final audit and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/89)

FIELD NOTES (Item 22-19)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 12/89)

FLOW CHARTS (Item 22-20)

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

RETENTION
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/89)

HYDROGRAPH ANNUAL REPORTS (Item 22-36)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

HYDROGRAPH DAILY CHARTS (Item 22-21)

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

RETENTION
10 years provided annual report is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

METER BOOKS (Item 22-22)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(2)(b)(d) (2012)

(Approved 12/89)

METER LOCATION RECORDS (Item 22-23)

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
1 year after removal of meter and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/89)

METER REPAIR AND TESTING FILES (Item 22-24)

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
1 year after disposal of meter and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/89)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS (Item 22-25)

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (2008)). This applies to municipalities with a population of 100,000 or greater.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

PUMP STATION WELL SUMMARY REPORTS (Item 22-34)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

REMITTANCE STUBS (Item 22-27)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(2)(b) (2012)

(Approved 12/89)

SEWER MAIN LOCATION PLATS (Item 22-28)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11) (2012)

(Approved 12/89)

TELEVISION INSPECTION REPORTS (Item 22-29)

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

3 years or until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected: UCA 63G-2-305(11) (2012).

(Approved 12/89)

WATER CONSUMPTION ANNUAL REPORTS (Item 22-38)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

WATER CONSUMPTION MONTHLY REPORTS (Item 22-30)

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

WATER FLOW ANNUAL RECORDER CHARTS (Item 22-37)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

WATER FLOW WEEKLY RECORDER CHARTS (Item 22-26)

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
3 years provided annual chart is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

WATER MAIN CHARTS AND INDEXES (Item 22-31)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 12/89)

WATER STOCK PURCHASE FILES (Item 22-32)

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

10 years after sale of stock and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

WATER TREATMENT PLANT OPERATIONAL REPORTS (Item 22-33)

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4)(1989). 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

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

SCHEDULE 23
PUBLIC WORKS RECORDS

CAPITAL PROJECT STATUS REPORT (Item 23-1)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

CLASS "C" ROAD FUNDING PROJECT FILES (Item 23-2)

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 72-2-108 (2008)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

3 years after claim, audit, or litigation settled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

COMPLAINT FILES (Item 23-3)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

CONCRETE MAINTENANCE RECORDS (Item 23-26)

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

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION CONTRACT RECORDS (Item 23-27)

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

6 years after expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION PROJECT FILES (Item 23-13)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DELIVERY TICKETS (Item 23-4)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

DRAINAGE MAINTENANCE AGREEMENTS (Item 23-28)

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

6 years after expiration of agreement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DRAINAGE SYSTEM REPAIR LIST (Item 23-5)

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DRAWINGS AND DIAGRAMS (Item 23-6)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

DRIVER AND ROUTE CHECK LIST (Item 23-7)

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.

RETENTION

2 years or until termination of driver and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

ENCROACHMENT AGREEMENTS (Item 23-29)

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

6 years after contract revocation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

EXCAVATION PERMIT APPLICATIONS (Item 23-30)

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

1 year after expiration and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

EXCAVATION PERMIT BILLINGS (Item 23-31)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

FLOOD CONTROL PERMIT APPLICATIONS (Item 23-32)

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 municipalwide 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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

HIGHWAY DAILY REPORT (Item 23-33)

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.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

INFORMATIONAL MAPS AND PLATS (Item 23-8)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

INTERLOCAL AGREEMENTS (Item 23-34)

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

6 years after expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

INTERSECTION CASE FILES (Item 23-9)

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
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

MATERIALS TEST RESULTS (Item 23-35)

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
5 years after project completed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

MONTHLY WEIGHT REPORTS (Item 23-10)

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
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

PARKING METER REPAIR CARD LOG (Item 23-11)

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
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

PERMITS TO WORK IN A PUBLIC WAY (Item 23-12)

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
1 year after bond expires and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

RESURFACING BILLINGS (Item 23-36)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

REVIEW FILES (Item 23-14)

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

3 years after completion of project and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

ROUTE MAPS (Item 23-15)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

SCHOOL ROUTING MAPS (Item 23-37)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SIGNALIZED INTERSECTION RECORDS (Item 23-17)

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

2 years after signal device removed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SPECIAL ASSESSMENT PLATS (Item 23-18)

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

5 years after district is completed. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SPECIAL EVENTS PERMITS (Item 23-38)

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
1 year after event and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(2)(d) (2012)

(Approved 06/97)

STREET CLEANING RECORDS (Item 23-19)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

STREET MAINTENANCE RECORDS (Item 23-20)

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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

STREET NAME AND HOUSE NUMBER FILES (Item 23-21)

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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 09/89)

SURVEY DRAWINGS (Item 23-22)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SURVEY FIELD BOOKS (Item 23-23)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

TRAFFIC DRAWINGS (Item 23-24)

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

4 years after revised and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

TRAFFIC SIGNAL CONFLICT MONITOR LOG (Item 23-16)

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

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

TROUBLE CONTROL REPORT (Item 23-25)

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

7 years or until litigation completed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/89)

SCHEDULE 24
REDEVELOPMENT RECORDS

ANNUAL REPORT (Item 24-1)

The redevelopment agency shall prepare and file an annual report with the "county auditor, the State Tax Commission, the State Board of Education, and each property taxing entity affected by the distribution of property taxes" on or before November 1. This annual report shall contain the estimates of the portion of property tax to be paid to the agency for 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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

APPRAISAL PROJECT FILES (Item 24-2)

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

BUILDING ILLUSTRATIONS (Item 24-6)

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

4 years after project rejected or until superseded or updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CERTIFICATION FILES (Item 24-3)

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

COMMUNITY DEVELOPMENT BLOCK GRANT ORIGINAL APPLICATION AND FINAL REPORT (Item 24-4)

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 regrants. 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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES (Item 24-14)

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 regrants. 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
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

CONSULTANT RECORDS (Item 24-5)

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

2 years after being rejected and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

FACADE PROJECT FILES (Item 24-7)

These files document the regranting 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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS (Item 24-13)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES (Item 24-8)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

LITIGATION FILES (Item 24-9)

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, judgements, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 06/97)

OWNER PROJECT FILES (Item 24-10)

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION

4 years after completion of redevelopment project and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PRELIMINARY PLAN REPORTS (Item 24-11)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

REDEVELOPMENT PLANS (NON-APPROVED) (Item 24-12)

"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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 25
LIBRARY RECORDS

ACCESSION RECORDS (Item 25-1)

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

ANNUAL REPORT (Item 25-2)

This is an annual report by the library board of directors required by UCA 9-7-506 (1993) "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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

BOARD OF DIRECTOR'S MINUTES (Item 25-3)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CIRCULATION RECORDS (Item 25-4)

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until items returned and late fees paid and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 06/97)

CIRCULATION STATISTICAL REPORTS (Item 25-5)

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION

Retain until annual report compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

HOLDINGS CATALOG (Item 25-6)

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many 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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

INTERLIBRARY LOAN RECORDS (Item 25-7)

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION

Retain until request completed or cancelled, applicable fees and fines paid, materials returned, and statistics collected and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 06/97)

LIBRARY COMPLAINTS (Item 25-8)

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

1 year after resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012)

(Approved 06/97)

LIBRARY OPERATION POLICIES (Item 25-9)

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) GRANT FILES (Item 25-10)

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Technology Act (1995) grants, which are regranted by the Utah State Library Division to public libraries (20 USC 72 (2010)). 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

7 years after expiration of contract and destroy, provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

LOST LIBRARY MATERIALS AND REFUND RECEIPTS (Item 25-11)

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 06/97)

PATRON ASSISTANCE PUBLICATIONS (Item 25-12)

These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION

Retain until administrative need ends and then transfer significant publications to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PATRON REQUESTS (Item 25-13)

These are library patron requests. They may be either requests for library materials, such as requests for materials currently checked out or to add new materials to the library collection, or they may be requests to use library owned equipment such as computers and listening stations. Materials requests may include library card number, patron's name, address, telephone number, and signature, as well as information about the requested library material. Equipment usage requests may additionally include information about the use of computers or other equipment such as date and time used, Inter-net sites visited, or terms of use.

RETENTION

1 year or until request is filled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 06/97)

PLANNING AND EVALUATION STUDIES (Item 25-14)

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION

Retain until superseded and then transfer to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PUBLIC LIBRARY SERVICES DEVELOPMENT GRANT RECORDS (Item 25-15)

The records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.

RETENTION

7 years after expiration of contract and destroy provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

REGISTRATION RECORDS (Item 25-16)

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Nonexpiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birthdate.

RETENTION

1 year after expiration or becoming inactive and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(l)(c) (2012).

(Approved 06/97)

SHELF LIST (Item 25-17)

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

STATE LIBRARY ANNUAL REPORT (Item 25-18)

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

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

STRATEGIC PLANS (Item 25-19)

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 26
FIRE DEPARTMENT RECORDS

ACTIVITY REPORT (Item 26-1)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

BICYCLE REGISTRATIONS (Item 26-2)

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city or county police 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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/97)

BURNING PERMITS (Item 26-25)

These are permits issued under Utah Code 11-7-1(2)(a), 65A-8-211(2)(a), 65A-8-211(4)(a), and 65A-8-211(6)(a), and Rule R307-202 to authorize the burning of yard or agricultural waste. Burn permits often are separated into agriculture burns and non-agricultural burns (referred to as open burn permits).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 07/12)

BUSINESS INSPECTION RECORDS (Item 26-3)

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
4 years after subsequent report and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

DISPATCH LOGS (Item 26-4)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

DISPATCH TAPE RECORDINGS (Item 26-5)

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

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/97)

EMERGENCY MEDICAL EQUIPMENT MAINTENANCE RECORDS (Item 26-6)

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

RETENTION
1 year after equipment is replaced and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

EMERGENCY SERVICES BILLINGS (Item 26-7)

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
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/97)

EQUIPMENT RUN LOGS (Item 26-8)

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 occurence, address, run number, time in service, type of run, and equipment used.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

EVIDENCE LOG (Item 26-9)

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

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

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/97)

EXPOSURE REPORTS (Item 26-10)

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

30 years after termination of employment (29 CFR 1910.1020(d)(i) (1997)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/97)

FATAL FIRE INVESTIGATION CASE FILES (Item 26-11)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/97)

FIRE RUN REPORTS (Item 26-12)

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
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

HOSE TEST REPORTS (Item 26-13)

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
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

HYDRANT MAINTENANCE CARD FILES (Item 26-14)

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

1 year after hydrant removed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

HYDRANT MAINTENANCE INVENTORIES (Item 26-15)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

INVESTIGATION CASE FILES (Item 26-16)

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

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/97)

INVESTIGATION REPORTS (Item 26-17)

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

6 years and then destroy if annual report compiled. If annual report not compiled retain permanently.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 12/97)

PUMP TEST RECORDS (Item 26-18)

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

2 years after equipment replaced and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 26-19)

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

2 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SUPERVISED FIRE DRILL REPORTS (Item 26-20)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

TANK APPLICATIONS AND PERMIT RECORDS (Item 26-21)

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

6 years after removal of tank and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

UNAPPROVED TANK APPLICATIONS (Item 26-22)

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
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

UTAH EMERGENCY MEDICAL SERVICES (EMS) INCIDENT REPORT (Item 26-23)

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 26-8a-103 (2011)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

RETENTION
10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/97)

UTAH FIRE INCIDENT REPORTING SYSTEM (UFIRS) FORMS (Item 26-24)

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
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

SCHEDULE 27
GEOSPATIAL DATA SETS

BOUNDARIES RECORDS (Item 27-1)

These geospatial records of administrative boundaries include county, municipal, precinct, tax district, subdivision, and other important municipal boundaries.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

INLAND WATER RECORDS (Item 27-2)

These geospatial records contain information pertaining to hydrologic features located in Utah municipalities. These are lakes, streams, ponds, and watersheds.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

LOCATION RECORDS (Item 27-3)

These geospatial records contain information pertaining to geodetic networks and control points. They include latitude and longitude coordinates.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

PLANNING AND CADASTRE RECORDS (Item 27-4)

These geospatial records contain information pertaining to reference locations (or points on the earth) and planning and zoning information.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

TRANSPORTATION RECORDS (Item 27-5)

These geospatial records contain information pertaining to the transportation routes in Utah municipalities. These include street centerlines, street locations, street names, and railroad routes.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

UTILITIES AND COMMUNICATION RECORDS (Item 27-6)

These geospatial records contain information pertaining to utilities found in Utah municipalities. These may include telephone infrastructure, electricity transmission lines, storm sewer pipes, and septic tanks.

RETENTION

Permanent. May be transferred to Archives after 1 year.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 04/09)

Utah

School Districts **General Records Retention Schedule**

SCHEDULE 1
ADMINISTRATIVE RECORDS

AGENDA (Item 1-2)

These are copies of notices of regular and special public meetings. They may include date, time, location of meeting, and list of items to be discussed.

RETENTION

2 years if not part of official minutes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

DENIED REQUESTS INTERNET LOG FILES (Item 1-35)

These logs identify Internet sites that computer users from local school districts have tried to access and which have been denied because of site content. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (403 indicates that a request was denied or rejected), size value, and category code.

RETENTION

30 days and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(h)(2012)

(Approved 10/02)

DIRECTORIES (Item 1-3)

These are directories of all district staff. They include name, district office or school, position title, business address and telephone number. The directories may also include home address and telephone number.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: home address and telephone number (UCA 63G-2-302(1)(f)(2012)

(Approved 12/96)

DOCUMENT LOG (Item 1-4)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

EQUIPMENT STANDARDS GUIDE (Item 1-5)

These are standards developed by the district for equipment purchases. They are used to ensure the most efficient expenditure of district funds. The standards are normally organized by subject and include an item-by-item description, estimated or guaranteed price, and quantity allowed.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

FEASIBILITY STUDIES (Item 1-7)

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

RETENTION
2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305 (21)(11) (2012)

(Approved 12/96)

FINDING AIDS (Item 1-8)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) SCHOOL DISTRICT APPEALS CA (Item 1-10)

These case files document the appeals for access of school district records to separate district appeals bodies (i.e., school board or separate board) in accordance with school district policies adopted under authority granted in the Government Records Access and Management Act (GRAMA) (UCA 63-3-701 (2009)). These case files include copies of the access request and denial forms, the appeal, research notes, commission or board decision, and any other documentation concerning the appeal process.

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) STATE APPEALS CASE FILES (Item 1-11)

These case files document appeals for records access to the State Records Committee in compliance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63G-2-701(1)(c)(2009); 63G-2-403(2012)). These case files include copies of the access request and denial forms, the appeal, research notes, statements, State Records Committee's order, and any other documentation concerning the appeals process.

RETENTION
Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

HOUSEKEEPING RECORDS (Item 1-12)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

INTERNAL COMMITTEE RECORDS (Item 1-13)

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

INTERNET ACCESS LOGS (Item 1-36)

These logs identify Internet sites that computer users from local school districts have tried to access, including both those approved and denied. The logs are created by filtering software used by the Utah Education Network. The data is used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (200 indicates an accepted site and 403 indicates that a request was denied or rejected), size value, and category code.

RETENTION

7 days and destroy, provided logs of denied sites are transferred to record series, Denied requests internet log files.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/02)

MAILING LISTS (Item 1-14)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (2)(d) (2012)

(Approved 12/96)

MINUTES (Item 1-15)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

NOTARY BOND FILES (Item 1-16)

These files document school district employees providing notary public services. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ORGANIZATIONAL FILES (Item 1-17)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PERFORMANCE AUDITS (Item 1-19)

These are reports written and prepared as a result of a performance audit of the school district, individual school, or specific program. These studies are frequently contracted with private consultants. They contain summary documentation on agencies' programs, operations and productivity.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PENDING FILES (Item 1-18)

Papers arranged in chronological order as a reminder that 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. May also be called a "tickler" or "chron file."

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

POLICIES AND PROCEDURE MANUALS (Item 1-20)

These manuals document policies and procedures adopted by the district, department, or school. They establish rules, guidelines, and processes for conducting operations within the district. They include the actual policies and procedures, approval date, organizational charts, and approval signature of school board and/or superintendent.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (10)(11) (2012)

(Approved 12/96)

POLICY AND PROCEDURE CASE FILES (Item 1-21)

These files contain records related to the issuance of policies and procedures and document their formulation. Includes narrative or statistical reports and studies regarding district or office operations, and related correspondence.

RETENTION

2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PRESS RELEASE FILES (Item 1-22)

These files contain a copy of each officially prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PROJECT CONTROL FILES (Item 1-23)

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

1 year after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

READING OR CHRONOLOGICAL FILES (Item 1-25)

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

1 year or until administrative need ends whichever is sooner and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

RECORDS TRANSFER SHEETS (Item 1-26)

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

RETENTION

5 years after records are destroyed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ROUTINE CONTROL RECORDS (Item 1-27)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHOOL DISTRICT HISTORIES (Item 1-28)

These are published or unpublished histories of the district and/or individual school, written or financed by the school district. They may include title, author, date written, and the historical narrative.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SYSTEM STUDIES AND REPORTS (Item 1-29)

These are various reports and studies undertaken by or for school districts. They include program analyses, project studies, and final reports.

RETENTION

4 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TECHNICAL REFERENCE FILES (Item 1-30)

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

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TELEPHONE MESSAGE REGISTERS (Item 1-31)

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

RETENTION

6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TELEPHONE MESSAGES (Item 1-32)

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

RETENTION

Retain by agency until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

UNSUCCESSFUL GRANT APPLICATIONS (Item 1-33)

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. (Successful grants are filed individually by grant program).

RETENTION

3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

WORKING FILES (Item 1-34)

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

RETENTION

1 year after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 2
BONDS AND BONDING RECORDS

BOND ISSUE FILES (Item 2-1)

These files document the implementation of significant school district bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of school district indebtedness.

RETENTION

10 years after expiration of bond and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BOND REGISTRATION FILES (Item 2-4)

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

RETENTION

3 years after expiration of bonds and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BONDS, NOTES AND COUPONS PAID FILES (Item 2-5)

These are the actual bonds and coupons redeemed throughout the lifetime of the bond. Many school districts no longer receive copies.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BOND REDEMPTION AND DESTRUCTION CERTIFICATES (Item 2-2)

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

RETENTION

3 years after expiration of bonds and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

GENERAL OBLIGATION BONDS (Item 2-6)

These issued bonds may be payable from any financial resources of the school district. They constitute a full general obligation of the school district for the prompt and punctual payment of principal and interest. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the school board (UCA 17-17-1 (2010)).

RETENTION

3 years after being paid or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TAX ANTICIPATION NOTES (Item 2-7)

These notes document the borrowing of money by local school boards in anticipation "of the collection of taxes or other revenue of the school district as long as it complies with the Title 11, Chapter 14, Local Government Bonding Act" (UCA 53A-18-101 (2005)).

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

ADOPTED ANNUAL BUDGET (Item 3-1)

The tentative budget is prepared by the superintendent and filed with the school board prior to June 1. "Prior to June 22 of each year, each local school board shall adopt a budget and make appropriations for the next fiscal year" (UCA 53A-19-102 (1995). According to UCA 53A-19-101(1995), "the budget and its supporting documents are required to include: the revenues and expenditures of the current fiscal year, estimate of revenues for the succeeding fiscal based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value as the basis for this calculation; and a detailed estimate of the essential expenditures for the purposes for the succeeding fiscal year." The school board is required to file a copy of the adopted budget with the state auditor and the State Board of Education.

RETENTION
10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

BUDGET APPORTIONMENT RECORDS (Item 3-2)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

BUDGET BACKGROUND RECORDS (Item 3-3)

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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

BUDGET INFORMATION FILES (Item 3-4)

These files document the adoption of the district'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 the budget.

RETENTION

1 year after budget has been adopted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BUDGET WORKING FILES (Item 3-5)

These files contain working papers used to assist in the preparation of district's budgets and to justify budget requests presented to the school board. 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

1 year after the close of the calendar year covered by the budget and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

MONTHLY BUDGET REPORTS (Item 3-6)

This monthly budget report is prepared by the business administrator for the school board in accordance with UCA 53A-19-108 (1995). The report includes amounts of all budget appropriations, disbursements from the appropriation, and percentage of disbursement, and reporting date. The report usually becomes part of the School Board Minutes.

RETENTION

1 year after publication of annual report and destroy, if not apart of School Board Minutes.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TAX RATE SUMMARY SHEETS (Item 3-7)

These report forms are submitted to the county auditor reporting on desired tax levies for property taxes. They include proposed tax rate worksheet, tax rate summary, a certified tax rate worksheet, and a budget affidavit.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

UNIFORM SCHOOL BUDGET REPORT (F-16) (Item 3-8)

This is the district's annual budget report submitted to the State Office of Education. It is used to create the annual budget on funding levels and expenditures for education in Utah. It includes a summary statement of revenues, expenditures, and changes in unappropriated fund balances, unrestricted grants-in-aid, minimum school programs, uniform school district budget reports broken down by expenditures, revenues, funds, and sources, as well as information concerning property tax.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

SCHEDULE 4
FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORTS (Item 4-1)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

DISPOSITION RECORDS (Item 4-2)

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

RETENTION

3 years after disposition of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

EQUIPMENT INVENTORIES FILES (Item 4-3)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

FIXED ASSET LISTS (Item 4-4)

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

RETENTION

3 years after updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SURPLUS PROPERTY CASE FILES (Item 4-5)

These files document the sale of surplus school district property. They include invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION

3 years after final payment and destroy. NOTE: Federal surplus property may have separate requirements (See specific grants).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE (Item 5-1)

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

RETENTION

4 years (UCA 70A-2-725 (1998)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ACCOUNTS RECEIVABLE (Item 5-2)

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

RETENTION

4 years (UCA 70A-2-725 (1998)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ANNUAL FINANCIAL REPORT (F-4) (Item 5-34)

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (2004). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ANNUAL FINANCIAL REPORTS (Item 5-3)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

AUDIT REPORTS (Item 5-4)

These are reports prepared by external auditors examining and verifying the school district'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 51-2a-202 (2004)). 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 51-2a-102 (3) (2004)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 51-2a-102 (3) (2007).

(Approved 12/96)

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

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BANK STATEMENTS (Item 5-6)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

CANCELLED CHECKS (Item 5-30)

These are the actual checks cut from a warrant request. Checks are drawn upon a bank ordering payment of the stated sums from accounts previously deposited upon which satisfaction has been made.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

CHECK COPY RECORDS (Item 5-7)

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

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

CHECK REGISTERS (Item 5-31)

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

RETENTION
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

CHECKBOOK STUBS (Item 5-9)

These are multi-columnar records with chronological check entries. They usually include check numbers, name of individual or business to whom the check was written, and amounts of debits or deposits per account.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

DAILY CASH REPORTS (Item 5-10)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

DEPOSIT SLIPS (Item 5-11)

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

RETENTION

3 years ; 4 years if attached to bank statement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/92)

GENERAL JOURNAL ENTRY REPORT (Item 5-13)

This monthly computer report is a register of journal entries detailing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

GENERAL LEDGERS (Item 5-14)

These are summaries showing receipts and disbursements of each department or school. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION
10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

INTERDEPARTMENTAL BILLINGS (Item 5-15)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

INVESTMENT REGISTERS (Item 5-18)

These are registers of all investments made by the school district. A worksheet 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 school district.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

PAY VOUCHER (Item 5-32)

These are requests from district offices and schools to pay vendors.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

RECEIPT REGISTER REPORT (Item 5-20)

This is a monthly computer report of all cash receipts issued by the district. It includes receipt number, date of receipt, account number, description of account, source of funds, amount of receipt, and totals.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

RECEIPTS (Item 5-19)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

REFUND REQUEST (Item 5-21)

These are forms signed by customers requesting a refund of monies paid to the entity.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

SUBSIDIARY LEDGERS AND JOURNALS (Item 5-22)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

TRANSACTION SUMMARY REPORT (Item 5-24)

This monthly computer report lists all the district's financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

TRAVEL-PRIVATE VEHICLE USAGE RECORDS (Item 5-26)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(c) (2012)

(Approved 12/96)

TRAVEL/PASSENGER REIMBURSEMENT RECORDS (Item 5-25)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(c) (2012)

(Approved 12/96)

UNCLAIMED CHECKS (Item 5-27)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2012)

(Approved 12/96)

VOID CHECK REGISTER (Item 5-28)

This is a monthly computer report of voided accounts payable checks. It is used for verification purposes. The report includes vendor number, check number, date, name, regular hours, regular amount, overtime hours, overpayment, location code, and gross pay.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

WARRANT/CHECKS - LOST (Item 5-29)

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2012)

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 6-1)

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

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 12/96)

BUDGET AUTHORIZATION REFERENCE FILES (Item 6-2)

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

RETENTION
Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 12/96)

DEDUCTION ANNUITY AUTHORIZATION FILE (Item 6-3)

These employee-completed forms authorize payroll deductions for tax shelters. They include an employee signed request to have tax sheltered annuity withheld for various 403B and 401K companies.

RETENTION

2 years after retirement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

DEDUCTION AUTHORIZATION FILES (Item 6-4)

These employee-completed forms authorize payroll deductions for various voluntary (nontax savings) deductions such as credit union payments or savings plans, life insurance, association dues, etc. They are used to provide proof to auditors that the employee approved the deductions. They include signed authorizations.

RETENTION

5 years after employee changes or rescinds authorization and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 6-5)

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

RETENTION

3 years ; 3 years after retirement, if used for referencing retirement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 12/96)

DISTRIBUTION REPORTS (Item 6-6)

This monthly computer report lists salary and benefits status. The report may come in two sections: an alphabetical listing by employee's name and numerical by account number. Both reports include the following information: employee names, social security numbers, account numbers, current amount paid, month-to-date total paid, quarter to date paid, and fiscal year-to-date paid.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: social security numbers

(Approved 12/96)

EMPLOYEE EARNINGS HISTORY FILES (Item 6-7)

These files are an accumulative salary history for individual school district employees. They contain the name and address of employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year to date, net pay, and check number. While these files are considered to be the most important payroll record for retirement purposes, they do not exist in many school districts and other records are then used.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

FIVE YEAR LEAVE DATA SHEET (Item 6-8)

This is a five year-record of all leave taken by district employees. It includes social security number, employee name, marital status, telephone number, birthdate, department name, date started, school, beginning contract salary, amount of sick and other leave taken by year and month.

RETENTION

5 years or until employment separation and then file in personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

GARNISHMENT RECORDS (Item 6-9)

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

RETENTION

3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63-3-301 (1)(b) (2012)

(Approved 12/96)

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES (Item 6-10)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

INDIVIDUAL AUTHORIZED ALLOTMENT FILES (Item 6-11)

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

RETENTION

4 years after being superseded or separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

INSURANCE DEDUCTION FILES (Item 6-12)

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

RETENTION

3 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

LEAVE ADJUSTMENT RECORD (Item 6-13)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 12/96)

LEAVE DATA FILES (Item 6-15)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 12/96)

LEAVE APPLICATION FILES (Item 6-14)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

MONTHLY PAYROLL DEDUCTION BILLINGS (Item 6-16)

These billings are deduction letters from insurance companies. They are attached to the payroll listing employees enrolled in optional deductions for specialized insurance and serve as an insurance billing. They include billings and deduction sheet.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

PAYROLL REGISTER (Item 6-18)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 03/03)

PAYROLL REPORT (Item 6-26)

These report forms are completed and submitted to the district payroll office on or before the fifth day of each month authorizing payments for services rendered. These records include a variety of report forms including the payroll report form, the absence report, and the payroll voucher. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The official copy is usually sent to the district's payroll department while copies are retained by the school and the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, instructional aides, specialists, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

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

(Approved 06/99)

PAYROLL VOUCHER (Item 6-19)

This report form is submitted monthly by contracted and noncontracted employees authorizing payments for services rendered over and above their regular contract.(e.g., extended career ladder days, substitute pay, supervision of facilities, adult education classes taught). It includes social security number, employee name and address, date, budget number, and a listing of days and hours, services rendered where and for whom, pay rate per day/hour, amount due, approval signatures of principal and supervisor/director, and signature of claimant certifying amounts are accurate.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 12/96)

PAYROLL ABSENCE SUMMARY REPORT (Item 6-17)

This monthly summary report authorizes payments for leave taken by contracted professional and classified personnel. It includes school, period covered, days absent, number of days, name of absent employee, reason for absence, name of substitute, signature and title.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: reasons for absence

(Approved 12/96)

PERSONNEL ACTION RECORDS (Item 6-20)

These forms are used to make corrections to payroll. They include date, name, school, address, telephone number, social security number, and sections for adding applicable information on new employees, any salary adjustment, and terminating employee.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: social security number

(Approved 12/96)

RETIREMENT FILES (Item 6-21)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301 (1)(b) (2012)

(Approved 12/96)

RETIREMENT REPORTS (Item 6-22)

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/96)

TAXABLE WAGE EARNING REPORTS (Item 6-23)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/96)

TIME SHEETS (Item 6-24)

These are records which verify hours worked (regular and overtime), leave earned (vacation, sick, emergency, conference/professional) and taken by school district employees.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-3-302 (1)(e) (2012)

(Approved 12/96)

WAGE SURVEY FILES (Item 6-25)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

SCHEDULE 7
PURCHASING RECORDS

CONTRACT PURCHASING RECORDS (Item 7-1)

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

RETENTION

6 years after expiration of contract (UCA 78B-2-309 (2008) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

INVOICES (Item 7-3)

These records document the procurement of goods and services for the school district. 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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

INVENTORY RECORDS (Item 7-2)

These cards are used to maintain an inventory of supplies and equipment previously purchased by the district and their suppliers. The cards include item number, item description, names of suppliers, stock on hand, and ordering information. The cards will soon become obsolete once the automation of the file has been completed. The automated file is programmed to automatically erase obsolete information from the files once they have become full.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

LEASING CONTRACT FILES (Item 7-4)

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

RETENTION

4 years after contract expires (UCA 70A-2a-506 (1998)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

PRICE QUOTATION FILES (Item 7-5)

These records relate to the bid process for obtaining goods or services. Price quotations are given by vendors and other companies estimating the cost of their services to the school district. The records include quote forms, correspondence, purchase orders and other items of information.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

PRIOR PAYMENT REPORT (Item 7-6)

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The report includes vendor number and name, 1099 flag (for purchases over $600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

PURCHASE ORDER (Item 7-7)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 08/96)

PURCHASE REQUISITION FILES (Item 7-8)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 08/96)

REAL ESTATE ACQUISTION FILES (Item 7-9)

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

RETENTION

7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(7)(2012) records prepared in contemplation of sale, exchange, lease, rental

(Approved 08/96)

REQUESTS FOR PROPOSALS (Item 7-11)

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

RETENTION

2 years after decision and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

REQUISITIONS (Item 7-12)

These are accounting requests from school or department for goods purchased or services rendered.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SERVICE AGREEMENT RECORDS (Item 7-13)

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

RETENTION

4 years after last payment (UCA 78B-2-307 (1)(2008) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SUCCESSFUL BID PROPOSALS FILES (Item 7-14)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

TAX EXEMPTION RECORDS (Item 7-15)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

UNOPENED BIDS PROPOSAL FILES (Item 7-16)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 7-17)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

VENDOR LIST (Item 7-18)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

VOUCHERS (Item 7-19)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 8
RISK MANAGEMENT

DISASTER PLANNING FILES (Item 8-1)

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

RETENTION

5 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (10) (2012)

(Approved 06/97)

GENERAL LIABILITY ACCIDENT REPORT (Item 8-2)

This is a report form completed and sent to the district's insurance carrier on accidents where a student or patron was seen or treated by a medical provider (or absent for more than one-half day) or where school liability is an issue. This report includes policyholder name, address, and telephone number; accident's date, time, location, first notification, and name of person making notification; description of accident or occurrence; injured person's name, marital status, age, address, telephone number(s); nature and extent of injuries; name of doctor or hospital; probable cause of accident or occurrence; property damage; names, addresses, and telephone numbers of witnesses; name, position, and telephone number of person completing form; name of person reporting incident; name of person receiving report; date; signature of person completing report; and any remarks.

RETENTION

5 years or until all litigation is resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: medical information, home address and telephone numbers,

(Approved 06/97)

HEALTH AND ACCIDENT INSURANCE RECORD (Item 8-3)

These are application forms completed by district employees enrolling into health and accident insurance. The original is sent to the insurer. Includes district name; specific job title; date of employment; policy number; employee name, social security number, address, birthdate, telephone number(s); beneficiary and contingent beneficiary and relationships; information on other insurance and employment; information of coverage requested; optional waiver of group insurance; listing of family members to be covered containing name, sex, birthdates, physicians names and addresses; employee's signature authorizing deductions for insurance; date; effective date and approval signature.

RETENTION

Retain until insurer changed or employee separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

INSURANCE POLICY FILES (Item 8-4)

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

RETENTION

18 years after expiration of policy and settlement of all claims and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

INSURANCE REPORTS (Item 8-5)

These reports are used for the reference and generation of claims which neither required an investigation nor resulted in litigation.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

LIABILITY RISK MANAGEMENT CASE FILES (Item 8-6)

These case files document the reporting, investigation, and settlement of liabilility claims filed against the district.

RETENTION
10 years after case closed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305 (23) (2012)

(Approved 06/97)

MEDICAL AND DENTAL INSURANCE CLAIM FILES (Item 8-7)

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

RETENTION
3 years after all claims settled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302 (1)(a) (2012)

(Approved 06/97)

SAFETY SELF-INSPECTION REPORTS (Item 8-8)

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of Risk Management. There are three separate required survey forms including the general survey, cafeteria/kitchen survey, and playground survey. The purpose of this report is to identify potential hazards within school buildings and on school sites. If the school completes these reports, it may receive a 15 percent discount on its insurance premium after a follow-up survey has been conducted. These safety inspections are submitted to the District Office, accumulated, and sent to the State Risk Management for evaluation by April 1st. These survey forms includes district name, date, school, name of person completing survey, and responses to survey questions (yes, no, not applicable). The State Division of Risk Management retains the record copy for twelve years.

RETENTION

1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

STUDENT INJURY REPORT (Item 8-9)

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, and school name and number; student's sex, birthdate, and grade; accident's date and time; number of days absent; action taken by school and parent; nature of injury; area affected; contributing factors; period; surface; location; activity; equipment; injury description; signature of person making report; title code; and principal's signature. The state's copy is retained for five years.

RETENTION

7 years and then destroy provided there is no pending claim or litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

ANNUAL PUBLIC SCHOOL ENROLLMENT REPORT (Item 9-1)

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

ANNUAL STATISTICAL REPORT (S-3) (Item 9-2)

This is an annual three-part report submitted to the State Office of Education on student enrollment, adult education, and staffing levels. It is used to create the state annual report. All figures are certified. The first part is a membership summary containing the year-end enrollment and aggregate days memberships including statistics on high school graduates, fee waivers, drivers' education, youth-in-custody, immunizations, fire drill compliance, out-of-district tuition paid students, and incidents of delinquency activity. The second part reports on full time equivalent (FTE) and racial background for all classified employees and summer school certified personnel. . The third part reports on all adult basic education and adult high school programs.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

BLOCK HISTORY MONTHLY REPORTS (Item 9-3)

These monthly reports provide geographic projections on student enrollment. They are printed as needed and are used for future planning. The reports contain the number of people living on each block (or grid) within city or county and the number of school age per block (or grid).

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

FAMILY HISTORY CARDS (CENSUS CARDS) (Item 9-4)

These card files document surveys undertaken of families residing within the school district. These surveys were undertaken during the 1950s, 1960s, and 1970s and were used as an official accounting of children living within the school district boundaries for planning purposes. These time-consuming surveys were discontinued during the 1980s. The cards include date, parents' names and address, children's names, gender, and ages.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

PUBLIC LAW 874 SURVEY FORMS (Item 9-5)

These records document the annual survey taken to qualify for federal impact funds in accordance with 34 CFR 222 (1996). Public Law 874 provides federal funding for eligible school districts with students whose parent(s) or guardian(s) live or work on federal property. Only districts where children equal at least 2,000 average daily attendance (ADA) and 15 percent of the district's total average daily attendance may receive payments. The following report forms are submitted to the district's business administrator: a survey form, a school survey summary, and a statistical report form. The survey form is completed and signed by the parent or guardian and certifies whether parent was a member of the armed services on the survey date or was employed on federal property. The school survey summary is a summary of federal employment and lists the number of parents or guardians employed at a specific federal installation. The statistical report form summarizes the total school membership by grade level on the survey date as well as the number of pupils present and number of pupils absent on that date. All forms are completed in detail, dated, and signed by the school principal.

RETENTION

3 years after the last payment for a fiscal year or until resolution of any questioned audit and any necessary adjustments to payment have been made (34 CFR 222.10 (1996)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

AMERICANS WITH DISABILITIES ACT ACCESSIBILITY RECORDS (Item 11-1)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS (Item 11-2)

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

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

ASBESTOS MANAGEMENT PLAN (Item 11-3)

This management plan is required by 40 CFR 763.93 (1998) to be developed for each school on or before October 12, 1988. The plan is required to be developed by an accredited management planner and to include a list of the name and address of each school building and whether they contain friable and nonfriable Asbestos Building Material (ACBM), friable and nonfriable suspected ACBM assumed to be Asbestos Containing Material (ACM) (40 CFR 763.93(e) (1998)) and must contain "a true and correct statement, signed by the individual designated by the local education agency" certifying that local agency responsibilities have been or will be met (40 CFR 763.93(1) (1998). Each local educational agency "shall maintain and update its management plan to keep it current with ongoing operations and maintenance" (40 CFR 763.93(d) (1998)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1998)). A copy of this report becomes part of the managemen t plan (40 UCA 763.92(b)(2)(iii) (1998)). The surveillance reports include district name, school name, building, date, sample number, percent, type, original condition, change, recommendation, and signature of person performing surveillance.

RETENTION

Retain until school vacated or closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public: 40 CFR 763.93(12)(g)(3) (2010).

(Approved 06/97)

CHANGE ORDER RECORDS (Item 11-16)

These records document changes made during the construction which require increased expenditures. They are also used for budgeting purposes. They include purchase orders, copies of bills, applications of certificate for payment, copies of work orders, construction budget report, detailed statements, and weekly time sheets.

RETENTION

6 years after construction completed and destroy (UCA 78B-2-309 (2008).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION CASE FILES (Item 11-12)

These case files document the construction of new district buildings and addition to existing structures. They include architect's field reports; performance bonds; construction charges; insurance certificates; observation reports; various inspections (fire marshal's, construction inspection; district inspections); completion certificates; correspondence with property owner(s), architect, and contractors; certificates of completion; and other related correspondence.

RETENTION

6 years after completion of construction and then destroy (UCA 78B-2-309) (2004)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION LEGAL FILES (Item 11-17)

These construction records document agreements between the school district, architects, contractors and subcontractors. They include original agreements and contracts, certificates of insurance, and performance bonds.

RETENTION

6 years after expiration of contracts and destroy (UCA 78B-2-309 (2008)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION PAYABLE FILES (Item 11-15)

These files contain all payments made for the construction of district buildings. They are used to track all construction expenditures and for budgeting purposes. They include purchase orders, invoices, copies of bills, applications of certificate for payment, copies of work order, construction budget report detailed statements, and weekly time sheets.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

OPERATION MANUALS (Item 11-11)

These are manuals on the operation of all equipment within district (e.g., heating and cooling systems). They are used to properly maintain and repair district equipment. They include model numbers; serial numbers; manufacturer's name, address, and telephone number; maintenance instructions; parts listings; and schematics.

RETENTION

Retain until superseded or equipment replacement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PRECONSTRUCTION CASE FILES (Item 11-10)

These case files document all aspects of the planning process for the construction of school and district buildings. They include advertisement for bids, requests for proposals (RFPs), subcontractor and contractor bid tabulations, bid bonds, architects and contractors agreements, specifications, memoranda, soils and foundation reports, preliminary drawings, accepted bid proposals, cost estimates, copies of insurance policies, operational procedures, guidelines and requirements for submitting proposals, construction change orders, copies of meeting minutes and agenda, design data, and related correspondence.

RETENTION

3 years after completion of construction and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RENTAL AGREEMENTS (Item 11-9)

These files contain agreements between the district and persons or organizations for renting space in district buildings. They are used to authorize the rental, collect fees, indicate the need of any equipment, and explain any applicable rules and regulations for the use of district buildings. They include date, name of individual, business, or organization; space to be rented and name of school; date and time of use; equipment needed; amount of rent; date fees due; rules for use of space, signature of district administrator approving rental; signature, address, and phone number of renter. After the use of rental space custodians complete a copy of the form indicating any additional fees to be charged and/or any problems with the rental.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RENTAL AND FACILITY SUPERVISION REPORT (Item 11-4)

This monthly report is submitted to the district's business administrator on all school facility rentals. It is used for accounting purposes. The report includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SHOP DRAWINGS (Item 11-13)

These are the working architectural drawings used during construction. They document changes during construction. They include blueprints and specifications, notes, and shop drawing logs.

RETENTION

Retain until completion of construction and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SPACE UTILIZATION REPORTS (Item 11-5)

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

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

TESTING RECORDS (Item 11-14)

These records document on-going tests undertaken during construction. The tests are used to determine whether construction materials meet specifications and to identify any problems with soils at the construction site. They include compression results for concrete and asphalt and soil tests.

RETENTION

2 years after construction completion and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

WORK ORDER LOG (Item 11-6)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

WORK ORDERS (Item 11-7)

These forms are used to request maintenance and repair of district equipment or buildings. They include work order number, date, school or district office, type of repair (building or equipment), principal's or director's approval, account number, repair problem, and information on completion of repairs (parts, labor, person making repairs, and date).

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

ANNUAL SCHOOL LUNCH AND BREAKFAST STATISTICAL REPORT (Item 12-1)

This is the annual statistical report on the school lunch, special milk, and breakfast programs submitted to the State Child Nutrition Section. It is used to create the state annual report and to comply with federal requirements. Includes district number; period covered; number of institutions in lunch and breakfast programs; average number of days lunch served; variations in number of days schools served lunch; reduced price charged to students for lunch; total number of reimbursable student lunches claimed (free, reduced, paid); average number of days breakfasts served; variations in number of days schools served breakfast; reduced price charge to student for breakfast; total number of reimbursable student breakfasts claimed for regular and severe need (free, reduced, paid); title and the reporter's signature. The Schedule A form is submitted with the annual policy indicating each school's percent of free and reduced price lunch participation in the second preceding year. If the school served at least forty percent free and reduced meals then that school qualifies for severe need breakfast reimbursement. Qualifying schools are entitled to additional breakfast program disbursement federal funding. Summer programs qualify if the percentage of free and reduced lunches are at least fifty percent of lunches served. The State Child Nutrition's copy is retained for "3 years after final status report is filed with the U.S. Department of Agriculture" in accordance with 7 CFR 210.23 (1995).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

DEPARTMENT OF AGRICULTURE FOOD USAGE AND INVENTORY REPORT (Item 12-2)

This is a report submitted in June and December to the Child Nutrition Section, Utah State Office of Education. The report is used to verify usage of U.S. Department of Agriculture (USDA) food indicating what and how fast it is being used. This report includes program, report closing date, USDA food received, units on hand, transfers out of the School Food Authority (SFA), total available for use, amount used, adjustment, and new inventory. The state maintains their copy for 3 years after close of fiscal year to which records pertain and then destroy.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

FREE AND REDUCED MEALS ANNUAL POLICY AGREEMENT (Item 12-4)

This agreement policy is a legal contract between the state and local districts participating in the Child Nutrition Programs. After 1997 a permanent agreement would be initially made, followed by an annual extension document updating current signatures and information. It includes the prototype free and reduced price policy, changes, and current benefit application. Copies of the free and reduced price meal policies must also be maintained at each school. The state's copy is maintained for 3 years after formal status report is filed with U.S. Department of Agriculture in accordance with 7 CFR 210.23(c) (1995).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

FREE AND REDUCED MEALS APPLICATIONS (Item 12-3)

These application forms are completed by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district which identifies the approved meal type (free/reduced) and is signed and dated by the approving official. These forms may either be maintained at the individual school or at the district level.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/97)

MEALS AND MILK COUNT REPORTS (Item 12-5)

These are reports submitted to the district by each elementary and secondary school on milk and meals served daily. They are used to compile a monthly report to the State Office of Education and to generate reimbursements for meals meeting regulating requirements. The report includes the date, school, total meals served, number of paid, reduced, free, paid, and adults served.

RETENTION
3 years after close of fiscal year to which records pertain and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

MONTHLY REIMBURSEMENT CLAIM REPORT (Item 12-6)

This is a monthly claim report on the National School Lunch, Milk, and Breakfast programs submitted to the State Child Nutrition Section of the Utah State Office of Education. It is used to request reimbursements for free, reduced price, and paid lunches and breakfasts provided to all school children according to eligible status. The report includes program name, agreement number, beginning and ending dates of report; number of sites; attendance factor; statistics for children approved; potentially eligible; public school meals actually served and meals served to non-public school children for free, reduced, paid and totals; explanations of change from current and previous months for free, reduced, paid, and totals; statement certifying accuracy of report; authorizing signature; date; and report preparer's name. The State's copy is maintained for 3 years after final status report is filed with the U.S. Department of Agriculture in accordance with 7 CFR 210.23 (1995).

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

PACKING SHEETS (Item 12-7)

These are packing lists accompanying all food purchases. They are used to verify shipments and receipt of food purchases. The lists include date, ticket number, page and run numbers, district name, number of boxes delivered, requisition number, original quantity ordered, quantity shipped, still on order, unit (case, bag, can), unit cost, total cost, item number, item description, and totals.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

REAL PROPERTY FILES (Item 12-8)

These are reference files on all property owned by the district. They are used to reference information on individual school or district property. They include deeds, photographs, correspondence, memoranda, contracts and other items of information concerning school property. The series also includes information on closed schools.

RETENTION

Permanent. May be transferred to the State Archives after property is sold.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

VERIFICATION REPORT (Item 12-8)

This is an annual report submitted to the Office of Education's Child Nutrition Programs to verify accuracy of income levels and number of children served with free and reduced meals. The report includes district name, date, total number of free/reduced price applications on file as of October 31, the percent sample of children selected (depending on the type of verification used), how selection was made (computer or random number table), total applications needed for verification purposes, total applications actually verified, total applications with no change in status, total applications changed category, total applications terminated because applicants failed to respond to survey, whether verification completed by December 15, and signature. The summary tracking verification form from each school includes application number, head of household selected for verification, whether free or reduced, number of children, indication of any change, date, any comments, totals, signature of verifying official, and dates report completed and submitted to State.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

ACCESSION RECORDS (Item 13-1)

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION

Retain until administrative need ends and then destroy; accession books created before 1960 permanent, transfer to State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CIRCULATION RECORDS (Item 13-2)

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until items returned and late fees paid and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 06/97)

HOLDINGS CATALOG (Item 13-3)

This catalog serves as a finding aid for library users in locating library materials currently in the library collection. Manual library 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.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

LIBRARY COMPLAINTS (Item 13-4)

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
1 year after resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: UCA 63G-2-302(1)(c) (2012)

(Approved 06/97)

LOST MATERIALS AND REFUND RECEIPTS (Item 13-5)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 06/97)

PATRON ASSISTANCE PUBLICATIONS (Item 13-6)

These publications are booklists and other guides created by library staff members. They are used to aid students 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 destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SHELF LIST (Item 13-8)

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 closes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

STUDENT REQUESTS (Item 13-7)

These are requests by students or staff for materials currently checked out or to add new materials to the media center collections. They may be a form and/or 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

1 year or until request is filled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2012).

(Approved 06/97)

SCHEDULE 14
PERSONNEL RECORDS

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION REQUESTS (Item 14-6)

These requests are made by individuals for disability accomodations. They include medical data about the person, accomodations made, denials, appeals, and other information about accomodation requests from service, program, or activity recipients, including applicants, employees and volunteers.

RETENTION

5 years after termination or retirement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

CAREER LADDER REPORTS (Item 14-35)

This report is completed once a year by each district. Plans for the Career Ladder program and funds are reported and approved by the State Board of Education in the summer and fall and end-of-year reports made in June. The databases compiled from these reports record district comparisons on both district plans and end of year report.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

CERTIFIED EMPLOYEE CONTRACTS (Item 14-11)

These are employment contracts between the district and individual certified employees. Contracts are signed by both the individual employee and the superintendent, assistant superintendent, or business administrator. They may include the following: the agreement, name of certified employee, step and lane, basic salary, social security number, total compensation, number of years in district, number of years out of district, whether payments are made in ten or twelve month increments, payments for extra periods, and date.

RETENTION
6 years after expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 05/98)

CERTIFIED EMPLOYEE HISTORY CARDS (Item 14-3)

These cards provide an employment history summary of certified district employees. They are used exclusively for easy reference, and are part of the employee's personnel file. They contain the basic employment history, past and current of all district certified employees. The card includes name, home address and telephone number, social security number, date hired, work and salary history (year, school, assignment, step and lane, salary), education (dates, degrees, major, minor, college/university), and certification (date, title of certification, and date of expiration). This information has been computerized in many districts.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b)(2012)

(Approved 06/11)

CERTIFIED PERSONNEL FILES (Item 14-1)

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION

Record copy: Retain for 65 years from date of employment or 3 years after retirement or death, whichever is earliest, and then destroy (UCA 49-11-602 (2011)).

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302 (1)(f)(2012).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b)(2012)

(Approved 07/04)

CLASSIFIED EMPLOYEE HISTORY CARD (Item 14-4)

These cards provide an employment history summary of classified district employees. They are used exclusively for easy reference, and are part of the employee's personnel file. They include employee name, home address and telephone number, social security number, birth date, date hired, work and salary history (date, name of school or department assigned, position, step, lane, number of days worked, number of hours per day worked, hourly rate, and annual salary), and if applicable, date terminated. This information has been computerized in many districts.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b)(2012)

(Approved 06/11)

CLASSIFIED PERSONNEL FILES (Item 14-2)

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

RETENTION

Record copy: Retain for 65 years from the date of employment or 3 years after retirement or death, whichever is earliest, and then destroy (UCA 49-11-602 (2011)).

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-201(1)(b)(2012)

(Approved 07/04)

CONTRACT NEGOTIATION RECORDS (Item 14-10)

These files document wage and benefit negotiations between the district and local labor representatives for both certified and classified employees. They include each proposal and counter-proposal, requests and response, final charge, negotiated agreement and salary and benefit package.

RETENTION

6 years after expiration of contracts and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 05/98)

COURSE ANNOUNCEMENT FILES (Item 14-19)

These are informational files on 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 district employees by government agencies and non-governmental agencies.

RETENTION

Retain until end of school year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

ELIGIBILITY REGISTER (Item 14-22)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

EMPLOYEE TRAINING FILES (Item 14-14)

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

RETENTION

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

EMPLOYMENT APPLICATIONS (NOT HIRED) (Item 14-23)

These are application forms completed by persons seeking school district employment who were not hired. An applicant may update the application and request it be retained longer. They include the name, address, and phone number of the applicant, employment history, education, and a list of references.

RETENTION

2 years or 1 year after being updated.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

EMPLOYMENT ELIGIBILITY RECORDS (I-9) (Item 14-7)

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

RETENTION

3 years after date of hire or one year after termination date, whichever is longer (8 CFR 274a.2) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINTS (Item 14-24)

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

RETENTION
4 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2012)

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES (Item 14-25)

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

RETENTION
1 year or until audited and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS (Item 14-32)

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

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 14-26)

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

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 05/98)

FAMILY MEDICAL LEAVE APPLICATIONS (Item 14-16)

These applications document employee requests to take leave in accordance with the Family and Medical Leave Act of 1993. They include employee name, address, occupation, rate or basis for pay in terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, dates (or hours) leave taken by employee, information regarding employee benefits, and data regarding any dispute between the employer and employee over the leave designation as Family and Medical Leave Act leave.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Exempt: 29 CFR 825.500(g) (2008).

(Approved 05/98)

GRIEVANCE AND DISCIPLINARY FILES (Item 14-27)

These files document the review of grievances and appeals raised by school district 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
3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: unsubstantiated.

SUGGESTED SECONDARY DESIGNATION
Public: substantiated (UCA 63G-2-301(2) (2012)

(Approved 05/98)

INTERVIEW RECORDS (Item 14-28)

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

RETENTION
6 months after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 05/98)

JOB DESCRIPTIONS (Item 14-17)

These are job descriptions for classified and certified positions within the school district. They may include job title, job site, duties, educational requirements, step and salary ranges.

RETENTION
1 year after superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 05/98)

JOB OPENING FILES (Item 14-29)

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

RETENTION

3 years or until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

LANE CHANGE RECORDS (Item 14-12)

These records document requests for lane changes for additional training received. Guidelines have been established providing specific criteria for course acceptance. Prior approval is required for unauthorized classes or seminars. The requests are reviewed by a district committee and are either approved, denied or request additional information. The records include the request, the committee review and decision, and if approved date training completed. These records may be filed in the personnel file.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

MEDICAL FILES (Item 14-5)

These files document the medical conditions of both certified and classified employees. They include Family and Medical Leave Act (FMLA) request forms, vaccination forms, critical family illness forms, tuberculosis test results, sick bank requests, requests for sick leave, physician's notes for employee absence , and related correspondence.

RETENTION

1 year after termination and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

NEW HIRE REGISTRY REPORT (Item 14-37)

This report is required to be submitted to the Utah State Department of Workforce Services on all district new hires in accordance with the Personal Responsibility and Work Opportunity Act. This information is used to create a State New Hire Registry to match against existing child support records to locate parents, establish an order or enforce an existing order. Once these matches are made, the State will transmit the New Hire reports to the National Directory of New Hires (NDDH) which allows the Office of Child Support Enforcement to be able to assist States in locating parents on a national level. The reports include employee name, social security number, mailing address; employer name, federal employer identification number, mailing number; employee date of hire or rehire; employee occupational title; and full-time or part-time employment status. The report is submitted with the employee's W-4 form within twenty days of new employment. The report may be submitted by paper or elect ronic medium.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

PERFORMANCE RELATED RECORDS (Item 14-30)

These records document the evaluation of employee performance. They include appraisals and job standards upon which they are based, and any supporting documentation. These records are normally part of the personnel file.

RETENTION

3 years after date of appraisal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

PERSONNEL REPORT (Item 14-15)

This is a weekly or biweekly report submitted by the Personnel Department to the School Board. It is used to update and inform the board members on the status of employment within the school district. It includes the names of individuals being hired, as well as their position and location of work. The report also gives the names of people who have left the district as well as their position, school, and reason for leaving.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

RECRUITMENT FILES (Item 14-36)

These files document the recruitment of applicants for vacant district positions. They include the job announcement, eligibility lists, copies of recruitment request, possible interview questions, and notes.

RETENTION

2 years after position filled and resolution of any related litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

SALARY SCHEDULES (Item 14-20)

These are the official salary records. They are used to document each individual salary scale and to determine salaries for specific categories of employee. Each schedule includes a printed schedule divided into steps, lanes, and categories indicating specific assigned salaries. Footnotes may explain increases or calculation formulas.

RETENTION

5 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

STUDENT EMPLOYEE FILES (Item 14-9)

These files document students temporarily hired by the school district for groundskeeping, building maintenance, answering telephones, and office assistance. They include application, evaluation, work schedule,and related correspondence.

RETENTION

1 year after student graduates or leaves school and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b)(2012)

(Approved 05/98)

SUBSTITUTE TEACHER FILES (Item 14-8)

These files document persons eligible to be hired as substitute teachers. They include an application form, fingerprints and criminal history check, some transcripts (or other verification of credit hours), and a record of previous substitute teaching.

RETENTION

3 years after termination as a substitute teacher and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

SUMMER YOUTH PROGRAM FILES (Item 14-31)

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

RETENTION

3 years after termination of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b)(2012)

(Approved 05/98)

TEACHER CERTIFICATION SYSTEM (Item 14-13)

This computer system documents all teachers certified to teach in the State of Utah. The Utah State Office of Education (USOE) adds basic information on certified teachers including degrees, state in-service training, certificates, and endorsements while the district is responsible for keeping employment information current. The district adds current assignments including an accurate specific percentage breakdown (e.g., 50 percent physical education, 25 percent teaching history, 25 percent teaching English), salary, lane and step, number of days working, and credit summary. The information is updated monthly and is audited by the USOE. When the teacher moves from one district to another, the employee must be terminated before the new district can add current information. The system includes demographic data (i.e., name, social security number, date of birth, home address), certificates and endorsements, criminal history (if any), inservice training received, and a listing of professional teaching experience.

RETENTION

Retain until updated or teacher leaves district and then delete obsolete data.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

TEACHING AIDS TRAINING RECORDS (Item 14-33)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 14-34)

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

RETENTION

1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2012)

(Approved 05/98)

UNIVERSITY RECOMMENDATION TEACHER PACKETS (Item 14-18)

These are informational packets sent by university and college placement centers on potential employees that have made application to teach in a school district. They are used in the hiring process. They include recommendations on teaching abilities, letters of recommendation, evaluations of student teaching, and statements from cooperating university supervisors.

RETENTION

Retain until candidate is hired or until application is no longer active and then destroy provided files are retained for no longer than 3 years.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 05/98)

SCHEDULE 15
SCHOOL BOARD RECORDS

BOARD AGENDA (Item 15-1)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

BOARD EXHIBIT FILES (Item 15-5)

These files document materials submitted to school board members before and during special and regular meetings. They serve as items of discussions during the meetings. They generally include copies of agenda, special reports, budget proposals, policy procedures, and related correspondence, but may include original documents.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

BOARD MEETING TAPE RECORDINGS (Item 15-7)

Audio or video recordings which document what transpire at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2009) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2010) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

RETENTION

3 years after approval of official minutes and then destroy. Closed meeting recordings are Permanent.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 63G-2-301(1)(e) (2012).

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(32) (2012); UCA 52-4-7.5 (2) (2010)

(Approved 03/98)

BOARD MINUTES (Item 15-2)

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

ELECTION BALLOTS (Item 15-6)

These are the official ballots cast by voters in school district bond elections. They shall be preserved "for at least 22 months after an election . . . destroy them without opening or examining them" (UCA 20A-4-202(2)(a) (2007).

RETENTION

22 months after the election or until time has expired during which ballots could be contested (UCA 20A-4-202(2) (2007) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 20A-4-106(2012); and 20A-4-401(2007).

(Approved 12/97)

OATHS OF OFFICE (Item 15-3)

These records are the official oaths of the school board members, superintendents, business officials, and members appointed to advisory boards. They are used to verify that oaths were administered in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation."

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

PETITIONS (Item 15-4)

These files contain the formal written petitions from school district residents submitted to the school board proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 16
SPECIAL EDUCATION RECORDS

SPECIAL EDUCATION RECORDS (Item 16-1)

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

RETENTION

3 years after graduation or services end. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt.

(Approved 12/08)

SCHEDULE 17
STUDENT RECORDS

ATTENDANCE (Item 17-26)

Minors between age 6 and 18 are legally required to attend school. These are records of student attendance, absence and tardiness.

RETENTION

4 years UCA 53a-11-101 to 105 (2012) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt.

(Approved 08/13)

COMPLIANCE CERTIFICATION FORMS (Item 17-14)

These records are submitted to the State Office of Education (USOE)in accordance with UCA 53A-3-403(4) (2004). Individual school principals submit information to the District which is then compiled and submitted to the USOE on school fee waivers. The forms include names of superintendent and school board president, district's fee schedule, fee policy, fee waiver policy, and community service policy.

RETENTION

5 years or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)

DISCIPLINE (Item 17-30)

Student misconduct may be the subject of disciplinary action if the conduct disrupts the educational environment, threatens or harms persons or property, or disrupt school activities. Any record or information that is created or used to address student misconduct is included.

RETENTION

Retain until Issue resolved AND Admin. Need ends. Do not retain past graduation. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/13)

EARLY GRADUATION CERTIFICATES (Item 17-15)

These records document the issuance of certificates to students graduating early from high school in accordance with UCA 53A-15-102 (1997). This program allows flexibility in high school graduation to appropriately meet individual student's needs. If a student graduates any time following the eleventh grade year and enters a Utah post-secondary institution, the district shall receive a reimbursement designated for the public high school from which the student graduated early. The post-secondary institution receives an Early Graduation Centennial Scholarship Certificate signed by the high school principal entitling the early graduate to a partial tuition scholarship following the date of graduation according to the schedule established by, Utah Administrative Code, Rule 277-703-2 (2013). These records include school district; high school name; telephone number; student's name, social security number, address, and telephone number.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)

ENROLLMENT AND REGISTRATION (Item 17-27)

These records capture the necessary information to enroll a student in a particular school and document their course of study. The application process of those seeking to home school or participate in alternative programs is included in this schedule.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/13)

GRADUATION AND TRANSCRIPTS (Item 17-32)

Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION

Permanent. May be transferred to Archives. UCA 53A-11-907 (2013).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/13)

HOMELESS STUDENT REPORT (Item 17-19)

This report documents homeless students attending schools within the district. UCA 53A-11-101 (2007) requires minors between the ages of six and eighteen to attend school during the school year while UCA 53A-2-201(3) (1997) makes each school district responsible for providing education services for all school age children within the district. The State Office of Education distributes monies from the federal Homeless Children and Youth program (34 CFR 74) to ensure that a child's education is not needlessly disrupted because of homelessness. The report includes Student's name, reasons for homelessness, date, month, and student's address.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

HOMESCHOOL APPLICATIONS (Item 17-8)

These are applications from parents requesting to teach their children at home. These applications include student's name, grade, certificate of compulsory attendance, and date approved.

RETENTION

Retain until application superseded or family moves from district and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

INDIAN STUDENT LIST (Item 17-22)

This is a list of Native Americans enrolled in school district. It is required by Title 9. It includes student name, guardian address, grade, section, township, range, and parent's/guardians/ names.

RETENTION

Retain until application superseded or family moves from district and then destroy. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

MEDICAL LOG RECORDS (Item 17-28)

These records are maintained to ensure that students meet mandated health requirements to attend school and to ensure that, as appropriate, medical needs are met during school hours.

RETENTION

3 years after graduation or after student leaves the school. UCA 53A-11-601(1)(2008) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 08/13)

MONTHLY HOMELESS CHILDREN AND YOUTH STATISTICAL REPORT (Item 17-20)

This monthly report is submitted to the State Office of Education (USOE) on homeless children and youth served by the district. It is used to document the utilization of federal Education for Homeless Children and Youth Grants distributed by USOE. The report includes number of homeless children and youth served and how homeless funds were being used.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)

NON-RESIDENT STUDENT REPORT (Item 17-18)

This report documents non-resident students attending schools within the district and is submitted to the State Office of Education. "Resident districts pay nonresident district one-half the amount by which the resident district's per student expenditure exceeds the value of the state's contribution" to district in accordance with UCA 53A-2-210(2) (2008). The report is separated by school and includes district, number of days nonresident students enrolled, and grade level of nonresident students.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)

NON-TRANSFERRED STUDENT FILES (Item 17-23)

These are student cumulative files for students whose records were not transferred but no longer attend this school. They were used to document the student's attendance. They include test scores, immunization record, eye testing, and all pertinent information on the student. These student files are commonly known as "dead files."

RETENTION

3 years after graduation and then destroy, provided transcript has been pulled and retained permenently. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99 (2008).

(Approved 10/99)

PERFORMANCE AND TESTING (Item 17-29)

These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.

RETENTION

3 years after graduation or after student leaves the school and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99 (2008).

(Approved 08/13)

PERMISSION AND PASSES (Item 17-31)

These records document parent or guardian consent for their student to participate in an activity or leave school during school hours.

RETENTION

Retain until end of school year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99 (2008).

(Approved 08/13)

STUDENT EXCHANGE RECORDS (Item 17-13)

This State Office of Education form is used to document students within the district participating in student exchange programs in accordance with UCA 53A-2-206 (2012) and the Utah Administrative Code, R277-612-3 (2013). Each state has an authorized exchange student quota and each student is authorized by the State to participate in the program. The application includes exchange student's name, local address, host family information, high school, school year, and entry and exit dates.

RETENTION

4 years after student leaves and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

STUDENT EXECUTIVE BOARD MINUTES (Item 17-24)

These minutes are of regular and special meetings of the Student Executive Board or Student Council. The minutes concern school activities and other school events. They include dates, times, meeting location, members in attendance and absent, summary of proceedings including votes taken, and time adjourned.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

STUDENT HISTORY (Item 17-25)

This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

RETENTION

Permanent. DREAM ACT, S. 952, H.R. 1842, S. 1258.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 08/13)

STUDENT VISA CASE FILES (Item 17-12)

These files document foreign students attending district schools. Students must be certified eligible to attend an authorized school in the United States and have a valid student visa. All fees must be paid before admission. These files include student's name, local address, Form I-20 (school copy), home country, admission number, Immigration and Naturalization (INS) number, district information, school attendance, type of study, cost to the United States, payment schedule, visa information, immunization information, payment agreement, student form, school transcripts, affidavit of financial support from family, application for admission, and host family agreement.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

TITLE I RECORDS (Item 17-4)

These files document participation in the federally funded Title I program in accordance with 34 CFR 200 (1997). Title I is designed to be a supplemental funding source which provides additional, or supplemental educational opportunities to students from "low-income or economically disadvantaged families." These funds cannot be substituted for, or used in place of, other monies such as state and local funds to pay for student's basic education. Title I funds go to a district's poorest schools but excess funds may be used to help any low-achieving student, not just those from economically disadvantaged families. Title I funds are designed to assist with school reform and to improve the quality of student educational opportunities.

RETENTION

5 years after final expenditure filed (34 CFR 80.42(c)(1) (1997) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

SCHEDULE 19
ALL SCHOOLS

ACTIVITIES REPORT FILES (Item 19-1)

These reference files describe the school's special activities such as dances, tournaments, awards banquets, homecoming activities, school plays, workshops, and the annual prom. They are used by teachers and student committees as a planning tool. The files include receipts, programs, flyers, and an activity report which has a description of the activity, items purchased for the activity, amount of money spent, date and name of the event.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

ADMINISTRATIVE SUBJECT FILES (Item 19-2)

These are subject files maintained solely for reference purposes. They contain a variety of types of information including general correspondence, newspaper clippings, reports, completed forms, flyers, copies of instructions, reports and brochures, district memoranda, and instructions.

RETENTION

1 year or until administrative need ends whichever is longer and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

ANNUAL FINANCIAL SUMMARY REPORT (Item 19-3)

This report is submitted annually to the district's business administrator and is used for auditing purposes. It includes the beginning cash balances in checking and savings accounts as well as total annual revenues, expenditures, changes in investments, and the cash balance at the end of the fiscal year.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

BANK STATEMENTS (Item 19-6)

These are monthly statements showing the amount of money deposited to or withdrawn from the school's bank account. They are used for accounting purposes. They include date, bank name, deposits, withdrawals, and cash balances (with interest on daily bank balances).

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 10/99)

BUDGET EXPENDITURE REPORT (Item 19-7)

This report form is used by the schools to track expenditures for comparison with district reports. The district audits these records annually. They include budget number, budget allowance, budget classification, date, requisition number, company and items, requisition amount, amount paid, and balance.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 10/99)

BUS TRANSPORTATION REQUEST (Item 19-8)

This form is used to request buses for special activities and school trips. The school retains a copy of the form and submits a copy to the district's Transportation Department. These requests are submitted prior to the activity (per district policy) for bus scheduling and driver's assignment. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, and approval signatures.

RETENTION
2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

BUS TRANSPORTATION RULES AND REGULATIONS (Item 19-9)

These rules and regulations document parents'/guardian's receipt and approval of acceptable student behavior on school buses. They are sent home at the beginning of each school year to inform parents of the district policies. One copy is retained by the parents for reference while a signed copy is returned to the school where it is retained on file. They include the rules and regulations, parents' and students' signatures, and date.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 10/99)

CANCELLED CHECKS (Item 19-10)

These are cancelled checks returned from the bank indicating that payment was made to payee from accounts previously deposited with the bank.

RETENTION

4 years and then destroy, for schools with total expenditures of less than $20,000; 7 years and destroy, for schools with expenditures of more than $20,000.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

CAREER LADDER FILES (Item 19-11)

These files document the career ladder process at the elementary school. They are used by the school principal to review the teachers' goals and accomplishments and to evaluate their teaching abilities. The school principal meets with each teacher on a regular basis to discuss their career ladder and teaching goals. These files include: the results of inventories taken on prerequisite skills, goals for the teachers and the school, various test results (including the California Achievement Test), teaching and observation results. The district normally maintains the official copies of all career ladder records.

RETENTION

3 years or until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/99)

DAILY MEAL PAYMENT REPORT (Item 19-12)

This computer report documents the daily collection of payments for meal service. This report records deposits made to the lunch and breakfast funds. It includes the student's name, identification number, amount received, account balance, and total student sales.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

DAILY SCHOOL FOOD SERVICE REPORT (Item 19-13)

This daily computer report records individual participation in the school's meals program. The information is retained on-line for one month and then a summary report is printed. The monthly report contains a summary of all meals served daily during the month and is broken down by adult meals, students paid, and reduced and free meals.

RETENTION

Retain until beginning of next school year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

FEE WAIVER RECORDS (Item 19-14)

These records document the application and receipt of a waiver for the payment of student fees in accordance with UCA 53A-12-103 (2008). The application is sent to all students with a statement of fees owed as part of the registration process. They are completed annually. Parents complete the application and submit it to the school. All fees are suspended until the school determines student's eligibility for fee waiver. If waiver is granted then a fee waiver statement is signed. The records include the application and the fee waiver statement. The application includes the student's name, date, parent's or guardian's name, reason for waiver; and indication of fees being requested to be waived (fee description and amount). The fee statement includes parent's or guardian's name, address, and telephone number; date; student's name and grade; fees being waived; total fees waived; parent's or guardian's signature; and administrator's signature.

RETENTION

4 years and destroy; provided student has left junior high.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/99)

FIXED ASSET REPORTS (Item 19-15)

This computer report is sent by the district's business administrator to all schools annually. It is used to determine the status of all fixed assets in the school. Schools review the listing and make any necessary additions and corrections and return the report to the district. A corrected report is then sent to all schools. The report includes school name and location code, room, date, page number, asset number, classification number, quantity, manufacturer's description, acquisition date, model number, serial number, and cost.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

FOOD PAYABLE VOUCHER (Item 19-16)

This voucher is compiled from all milk, produce, bakery, and other miscellaneous food bills and is submitted at the end of the month to the district office. It is used to reconcile invoices with various company statements and to make payments.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

FOOD PRODUCTION RECORD SHEET (Item 19-17)

This sheet is prepared daily by the school food service for all meals served. It is used to plan meals and to determine menu items needed for meal preparation. The sheet contains the menu items, portion sizes, meal compliance, planned amount and actual amount of food used, vitamin and iron usage, number planned for and number actually served, and tray count.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

FREE AND REDUCED MEALS APPLICATIONS (Item 19-18)

These application forms are completed by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district, which identifies the approved meal type (free/reduced) and is signed and dated by the approving official.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/99)

GENERAL LEDGERS (Item 19-19)

These books (or computer reports) are a summary of receipts and disbursements by account funds. They are maintained by the school treasurer. They include the source of income, amounts of credit and disbursements, totals, and remaining balances.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/99)

GRADUATION PROGRAMS (Item 19-21)

These are programs for high school graduations. The programs include high school, date, time and location of the commencement ceremonies, scheduled program, lists of honor graduates, and listing of all graduates.

RETENTION
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 02/00)

HISTORIAN'S BOOKS (Item 19-22)

These books document the events of the year. They are compiled by the school's historian. There is a separate book for each school year. The books contain photographs; newspaper articles; programs for special programs and events; the school newspaper; and short written descriptions of special school activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

LITERARY PUBLICATIONS (Item 19-24)

These literary publications are published by individual schools to showcase student's literary talents. The booklets include student's poems, short stories, and usually include student illustrations.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

LOCATOR CARDS (Item 19-25)

This is a card file or automated system used to locate students during regular school hours. It contains the student's name, student number, sex, grade, age, birth date, address, home telephone number, guardian's name, business or work telephone number, student's locker number, a description of all classes, room numbers, and teacher's name.

RETENTION

1 year or until end of school year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99 (2008).

(Approved 12/99)

LUNCH ROOM SUMMARY OF MEALS SERVED REPORT (Item 19-26)

This monthly sheet records all meals served. It is used to create quarterly and annual reports. It contains a breakdown of a la carte items, milk and meals served by category (free, reduced, paid, adult). It is computed on a daily basis and is sent to the district office at the end of each month with a summarized cover sheet.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

LUNCH TALLY (Item 19-27)

This form is completed each morning by the classroom teacher to report the anticipated lunch count for the noon meal. It is used for food preparation purposes and is submitted to the principal's office. This form includes the number of students and adults planning to have lunch as well as the milk count.

RETENTION
Retain until information is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

MAINTENANCE WORK ORDER (Item 19-28)

This form is used to request maintenance and repair of school equipment or buildings. It is submitted to the Maintenance Department. A copy may be retained by the school. It includes work order number, date, school name, type of repair (building or equipment), principal's/director's approval, account number, repair problem, brand/make, serial number, special instruction, a section designated for office use listing approval or rejection, whether sent and date, quantity, part number and description, cost, travel time and description, hours, total parts used, total labor, person completing, and date.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

MEDICATION ADMINISTRATION AND DISPENSING RECORDS (Item 19-29)

These records document the authorization of school personnel to dispense and administer prescribed medication during the school day. "A public or private school . . . may provide for the administration of medication to any student of the school" subject to conditions specified in UCA 53A-11-601(1) (2008). "Medications may only be administered to a student if the student's parent or legal guardian has provided a current written and signed request that medication be administered during regular school hours to the student; and student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule for the administration and a statement" why it was necessary to administer when "student is under control of school" (UCA 53A-11-601(b) (2008)). These records include an authorization form and a dispensing log. The authorization form includes student's name, address, telephone number, birth date; school; district; parent's name and business telephone number; signature of parent or legal guardian; date; date form reviewed and completed by the school health nurse; physician's name, address, and telephone number; and name and type of medication, dosage/amount to be given, frequency/times to be administered, and duration/length of time medication is anticipated to be needed. The log includes the child's name, school, parent, teacher, school year, medication, date initiated dosage and time (with any special instructions), and a daily record of dispensing of the medication during the school year indicating the initials of individual giving medication.

RETENTION
1 year after student leaves school and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/99)

MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET (Item 19-30)

This monthly sheet serves as an on-going inventory on the usage of U.S. Department of Agriculture (USDA) food. The sheet is provided to the elementary school and lists food totals. The school maintains the inventory and submits it to the district office at the end of each month listing all USDA food received, amounts used, and inventories on hand. It is used to compile reports.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

MONTHLY FINANCIAL REPORT (Item 19-31)

This monthly report is sent by each elementary school secretary to the district's business manager. It is used to review the school's deposits and expenditures and consists of the monthly bank reconciliation form, bank statements, and copy of the balance sheet.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

MONTHLY MEALS PAYMENT REPORT (Item 19-33)

This computer report is submitted monthly with bank deposit slips to the district's business administrator. It reports monies collected for school meals served during the month and is used by the district to reconcile bank deposits. It includes amounts collected from teachers and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

MONTHLY MEALS SERVED REPORT (Item 19-32)

This is a monthly report of all meals served. Copies of the report are submitted to the district's food service manager. The reports include date, daily number of meals paid, number of reduced meals served, number of free meals served, total meals served to children, number of meals served to adults, paid meals, total meals, total enrollment, monthly totals, and total dollar values.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

PRINCIPAL'S PERSONNEL FILES (Item 19-34)

These are records maintained by the school's principal on all school employees. They are used for easy reference. The school district office maintains the official personnel file on all district employees. These files include copies of the application form, performance evaluations, career ladder information, and teaching observation forms. The official copies of all personnel files are usually maintained by the district's personnel office.

RETENTION

65 years or for three years after retirement or death of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b)(2012)

(Approved 06/99)

PURCHASE ORDERS AND REQUISITION RECORDS (Item 19-36)

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

RECEIPT BOOKS (Item 19-37)

These are receipts issued for money paid to the school. Includes payment date, department or fund to which money belongs, receipt number, and amount paid.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

REGISTRATION FEE REPORT (Item 19-38)

This computer report serves as a billing for student fees. A copy of the student's schedule is sent to the student during the summer to make any changes if necessary. Fees are published in the local newspaper at least three weeks before school starts. At registration, the student picks up their final schedule stamped with the fees owed. A stamped copy of the report is given to the student as a receipt when fees are paid. It is used to verify fees paid and deposited. The report includes student's name and identification number, grade, sex, fee description, amount, totals, and date paid.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

RENTAL AND FACILITY SUPERVISION REPORT (Item 19-39)

This monthly report is submitted to the district's business administrator on all school building rentals. It is used for accounting purposes. It includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature. A school property form completed by persons/organizations requesting use of school buildings may be attached to the report. The form is used to obtain approval for school rentals. If approval is granted the contract is signed between the parties.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

SCHOOL BULLETINS (Item 19-41)

These are daily bulletins printed or e-mailed by the principal's office for the faculty and staff. They include announcements and other items of interest to the school's employees.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

SCHOOL HANDBOOK (Item 19-42)

This handbook is an annual publication describing current school information. It is used for reference purposes. It includes a brief history of the school, student association constitution, school and district calendars, listings of student officers and teachers, school policies, and a student directory.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHOOL HISTORIES (Item 19-43)

These histories are compiled by the schools. They are used for reference purposes. They describe the school's beginnings and developments and are updated annually to include significant school activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHOOL NEWSPAPERS (Item 19-44)

This is the school newspaper that reports on students, teachers, and school activities. It is compiled by the newspaper staff with the assistance of teacher advisors. Articles and photographs concerning the students, teachers and other school personnel, the school, and may include some coverage of local, national, and international events of interest to its readers.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHOOL'S ACCOUNTS PAYABLE (Item 19-45)

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

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Private: social security numbers

(Approved 06/99)

SCRAPBOOKS/PHOTO ALBUMS (Item 19-46)

These are albums containing photographs taken annually of the school's students, teachers, and school activities. They document the school's student body.

RETENTION
Retain until school's closure and then transfer to District Office and may be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

STUDENT INFORMATION CARD (Item 19-50)

These cards are completed by the parents or guardians of each student at the beginning of the school year. They provide basic information on all students and are used for reference purposes. The card includes date, student's name, birthdate, grade, sex, mailing address and telephone number, father's name and work telephone number; mother's name and work telephone number; indication with whom the student lives; name, relationship, and telephone number of person to contact in case of an emergency; physician's name and telephone number; whether the student has any special medical concerns; and a signed statement notifying parent/guardian that the school has a closed campus and student cannot be released without custodial parent's/guardian written consent.

RETENTION

Retain until superseded or resolution of all litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/99)

STUDENT MEMBERSHIP SUMMARY RECORDS (Item 19-51)

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

TIME AND ATTENDANCE REPORTS (Item 19-55)

These report forms are completed and submitted to the district payroll office each pay period authorizing payments for services rendered. These records include a variety of report forms. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The absence report form is a three part form documenting the absences of the district contracted employee's. The first copy (white) is sent to the district's payroll department, the second copy (canary) is retained by the school, and the third copy (pink) is kept by the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b)(2012)

(Approved 10/99)

WEEKLY ATTENDANCE AND MEALS SERVED SHEET (Item 19-57)

These weekly sheets report on daily student absences and meals served. Each morning the sheets are placed in teacher's boxes and they record the absences and meal counts. The sheets are then sent to the office and information is entered into the computer after lunch is served. They are used to create attendance and lunch reports. The sheets include teacher's name, dates, students names, absence, and lunch preference (hot, cold, or milk).

RETENTION
Retain until end of school year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/99)

WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY (Item 19-58)

This report must be submitted to the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1993). The forms are prescribed by the commission to report any work-related fatality, injury, or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each school completes and sends to the district office in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to the Industrial Commission as prescribed by law. The report must be filed with the Commission within (7) days of the occurrence. The Commission maintains their copy for seven years. The district office usually maintains the official copy of this report.

RETENTION
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 12/99)

YEARBOOKS (Item 19-59)

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)