



Stansbury Service Agency of Tooele County

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1 Country Club, Suite #1, Stansbury Park, UT 84074

Office: 435-882-6188

Fax: 435-843-5183

## RECORDS RETENTION SCHEDULE

### Administrative Records

Board Member Files - files containing training certificates, oaths and any related records.

Retention - permanent

Location - retain in agency custody

Classification - public

Complaint Logs - documentation of complaints, anonymous letters, whistle-blowers, any criticism that the agency responds to.

Retention - 2 years after final resolution/response and then destroy

Location - retain in agency custody

Classification - private

### Facility Management Records

Lease Agreements - agreements submitted pertaining to leasing of grounds, buildings, or any facility on a long-term basis.

Retention - 5 years after lease expires or is broken and then destroy.

Location - retain in agency custody

Classification - public

Reservation Agreements - files containing actual agreements submitted by general public to reserve/schedule park facilities and/or buildings.

Retention - 1 year and then destroy

Location - retain in agency custody

Classification - public

### Cemetery Records

Burial Records - documents, certificates, or any record of plot ownership, payments, date issued, grave location by plot, block grave number and tier.

Retention - permanent

Location - retain in agency custody

Classification - public

Cemetery Management Records - transitory interment-related records.

Retention - 1 year and then destroy

Location - retain in agency custody

Classification - public