

RESOLUTION NO. 19-31
A RESOLUTION OF THE DRAPER CITY COUNCIL REPEALING AND REPLACING RESOLUTION 98-47, AND SETTING THE NEW GOVERNMENT RECORDS ACCESS MANAGEMENT ACT RETENTION SCHEDULE.

WHEREAS, The City Council promulgates resolutions that establish efficient compliance with State law; and

WHEREAS, Draper City is a political subdivision of the State of Utah; and

WHEREAS, The Government Records Access Management Act (“GRAMA”) requires political subdivisions to retain various records as defined by Utah Code Ann. §63G-2-103 according to a set schedule; and

WHEREAS, The City Council has reviewed the proposed resolution and has determined the need to repeal and replace Resolution 98-47; and

WHEREAS, The City Council believes this change to the GRAMA retention schedule is in the best interest of Draper City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Repeal. The Draper City Council does hereby repeal Resolution 98-47.

Section 2. Adopt. The Draper City Council does hereby adopt a new schedule for the retention of records as defined by Utah Code Ann. §63G-2-103, which schedule is detailed in Exhibit A (“retention schedule”).

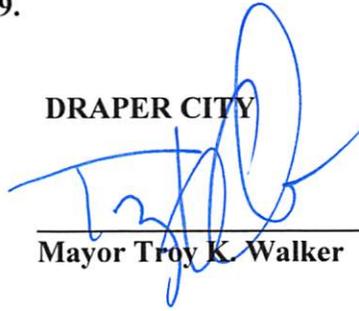
Section 3. Amend. The Draper City Recorder may, without City Council approval, amend the retention schedule in response to updated recommended schedules by the State Records Committee insofar as such amendments do not conflict with the schedules recommended by the State Records Committee.

Section 4. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 5. Effective Date. This Resolution shall become effective immediately upon its passage.

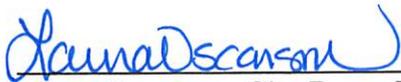
PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS THE 11TH DAY OF JUNE, 2019.

DRAPER CITY



Mayor Troy K. Walker

ATTEST:



Laura Oscarson, City Recorder



VOTE TAKEN:

	YES	NO
Councilmember Green	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Lowery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Summerhays	<u>absent</u>	<input type="checkbox"/>
Councilmember Vawdrey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Weeks	<u>absent</u>	<input type="checkbox"/>
Mayor Walker	<input type="checkbox"/>	<input type="checkbox"/>

Draper City

Records Retention Schedule



Administrative Records



ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES REPORTS

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

RETENTION

5 years

ADMINISTRATIVE CORRESPONDENCE

Incoming and outgoing business-related correspondence 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. The City has a separate policy for email retention.

RETENTION

1 year

CENSUS INFORMATION FILES

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

RETENTION

3 years

COURSE ANNOUNCEMENT FILES

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

RETENTION

Retain until superseded

EMAILS

Draper City has adopted an email retention policy that should be followed by everyone who utilizes a Draper City email address. A copy of the retention policy can be found in the Recorder's Office.

FEASIBILITY STUDIES

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

RETENTION

5 years completion of report

INTERNAL COMMITTEE RECORDS

Records documenting the establishment, organization, membership, and activities of committees and other staff non-policy making groups to handle problems, issues, and/or employee activities for the governmental entity.

RETENTION

2 years

POLICY AND PROCEDURE CASE FILES

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

RETENTION

2 years after being superseded

PUBLICATIONS

Any record, regardless of format, which is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity, includes Annual Reports and Policies/Procedures Manuals.

RETENTION

Permanent

PUBLIC RELATIONS FILES

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

RETENTION

Permanent

PUBLIC RELEASE FILES

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

RETENTION

Permanent

SYSTEM STUDIES FINAL REPORTS

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

RETENTION

Permanent

TELEPHONE MESSAGES

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

WORKING FILES

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION

Retain 5 years after project closed

**City Attorney
Risk Management
Records**



CIVIL CASE FILES

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

RETENTION

10 years after case closed

CLAIM PETITION FILES

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

RETENTION

10 years

INSURANCE POLICY FILES

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

RETENTION

10 years

LEGAL CASE INDEX

This is an index to civil and criminal 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

LIABILITY RISK MANAGEMENT CASE FILES

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

RETENTION

20 years after case is closed

LOSS CONTROL INSPECTION REPORTS

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds.

RETENTION

10 years

MISDEMEANOR CASE FILES

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

RETENTION

10 years after case is closed

ROUTINE LAWSUIT CASE FILES

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

RETENTION

10 years after case is closed

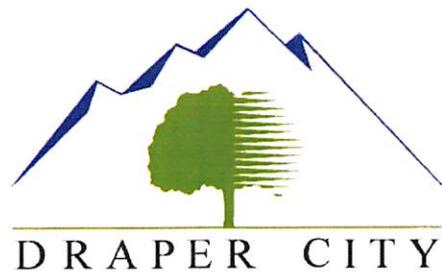
SIGNIFICANT LAWSUIT CASE FILES

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RETENTION

Permanent

City Recorder's Records



ANNEXATION AND BOUNDARY ADJUSTMENT FILES

These files document the annexation and boundary adjustments of property into and out of municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION

Permanent

APPOINTMENT FILES

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

RETENTION

Permanent

APPRAISAL PROJECT FILES

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION

Permanent

AUDITS

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

RETENTION

Permanent

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES

These are financial statements required by law to be completed by municipal candidates. 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

CEMETERY PLOTS AND MAP BOOKS

These books contain plot deeds, map of cemetery, and certificates. There may be a single wall map which serves as a key to locating specific graves.

RETENTION

Permanent

CEMETERY INTERMENT/DISINTERMENT REGISTERS

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

CITY CHARTER

These files contain the articles of incorporation, constitution, bylaws and all amendments to city charters approved by the State Legislature.

RETENTION

Permanent

CITY HISTORY/SCRAPBOOKS

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

RETENTION

Permanent

CLOSED MEETING RECORDS

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 the closed meeting.

RETENTION

CONSTITUTION AND BYLAWS

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

RETENTION

Permanent

CONSTRUCTION CONTRACT RECORDS

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION

6 years after expiration of contract

DEED FILES

These are the original deeds which provide evidence of city ownership of property.

RETENTION

Permanent

DRAINAGE MAINTENANCE AGREEMENTS

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION

6 years

EASEMENT FILES

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

RETENTION

Permanent

ELECTION BALLOTS

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest". If the election is not contested, "after that time, destroy them without opening or examining them".

RETENTION

22 months resolution of issue

ELECTION CANVASSES

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

RETENTION

Permanent

ELECTION RECORDS

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections.

RETENTION

22 months

ELECTION RETURNS

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION

22 months

EMPLOYEE BONDS

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

RETENTION

3 years after separation

GENERAL PLAN MAPS

These maps document amendments to the land use for specific parcels within the city.

RETENTION

Permanent

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS

These request forms document individuals seeking access to municipal records. They include requester's name, address, phone number, phone number, date, record requested, email address, whether access was provided or denied.

RETENTION

2 years

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

These files document all appeals submitted to records appeals boards. These case files include requests, denials, appeals, decisions, and any other documentation concerning the appeals process.

RETENTION

Permanent

HEARINGS FILES

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

RETENTION

Permanent

INTERLOCAL AGREEMENTS

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION

6 years after expiration of contract

LEASE FILES

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

RETENTION

4 years after expiration of contractual agreement

NOTARY BOND FILES

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

RETENTION

1 year after separation

NOTICES OF INTENTION

The city council shall give "notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements" before a special improvement district is created.

RETENTION

2 years after final action

OATHS

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices.

RETENTION

Permanent

OPEN MEETING AGENDAS, MINUTES, AND PUBLIC MATERIALS

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION

Permanent

OPEN MEETING RECORDINGS

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved.

RETENTION

Retain 4 years after official written minutes are approved

ORDINANCES

These files contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition. 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

PASSPORT APPLICATION TRANSMITTAL RECORDS

These records document the applications received and fees collected daily for **passports**. The transmittal form includes the facility's name, city, state and telephone number, applicants' names, birth date, telephone numbers, check amount, type of fee (regular, expedite, no fees), total number of applications processed, name and signature of person preparing report, and any necessary remarks.

RETENTION

Retain 2 years, and then destroy

PETITIONS

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

RETENTION

5 years after resolution of issue

PROOF OF PUBLICATION RECORDS

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

RETENTION

6 years

PROTEST FILES

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

RETENTION

2 years after resolution of issue

PUBLICATIONS

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.

RETENTION

Permanent

REAL ESTATE ACQUISITION FILES

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

RETENTION

7 years after disposition of asset

RECORD TRANSFER SHEETS

These are 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

REDEVELOPMENT AGENCY CERTIFICATION FILES

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION

Permanent

RESOLUTIONS

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

RETENTION

Permanent

STREET/ALLEY VACATING RECORDS

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

RETENTION

Permanent

SURPLUS PROPERTY DISPOSITION FILES

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 final action

WATER STOCK PURCHASE FILES

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

RETENTION

Permanent

ZONING MAPS

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

RETENTION

Permanent

City Recorder's Records



ANNEXATION AND BOUNDARY ADJUSTMENT FILES

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RETENTION

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RETENTION

Permanent

AUDITS

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

RETENTION

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RETENTION

Permanent

CEMETERY PLOTS AND MAP BOOKS

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RETENTION

Permanent

CEMETERY INTERMENT/DISINTERMENT REGISTERS

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RETENTION

Permanent

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CITY HISTORY/SCRAPBOOKS

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RETENTION

Permanent

CONSTRUCTION CONTRACT RECORDS

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RETENTION

6 years after expiration of contract

DEED FILES

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RETENTION

Permanent

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RETENTION

6 years

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RETENTION

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RETENTION

22 months resolution of issue

ELECTION CANVASSES

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RETENTION

Permanent

ELECTION RECORDS

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RETENTION

22 months

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22 months

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RETENTION

3 years after separation

GENERAL PLAN MAPS

These maps document amendments to the land use for specific parcels within the city.

RETENTION

Permanent

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS

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RETENTION

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INTERLOCAL AGREEMENTS

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RETENTION

6 years after expiration of contract

LEASE FILES

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RETENTION

4 years after expiration of contractual agreement

NOTARY BOND FILES

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

RETENTION

1 year after separation

NOTICES OF INTENTION

The city council shall give "notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements" before a special improvement district is created.

RETENTION

2 years after final action

OATHS

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Permanent

OPEN MEETING AGENDAS, MINUTES, AND PUBLIC MATERIALS

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RETENTION

Permanent

OPEN MEETING RECORDINGS

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved.

RETENTION

Retain 4 years after official written minutes are approved

ORDINANCES

These files contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition. 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

PASSPORT APPLICATION TRANSMITTAL RECORDS

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RETENTION

Retain 2 years, and then destroy

PETITIONS

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

RETENTION

5 years after resolution of issue

PROOF OF PUBLICATION RECORDS

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

RETENTION

6 years

PROTEST FILES

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

RETENTION

2 years after resolution of issue

PUBLICATIONS

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.

RETENTION

Permanent

REAL ESTATE ACQUISITION FILES

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

RETENTION

7 years after disposition of asset

RECORD TRANSFER SHEETS

These are 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

REDEVELOPMENT AGENCY CERTIFICATION FILES

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION

Permanent

RESOLUTIONS

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

RETENTION

Permanent

STREET/ALLEY VACATING RECORDS

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

RETENTION

Permanent

SURPLUS PROPERTY DISPOSITION FILES

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 final action

WATER STOCK PURCHASE FILES

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

RETENTION

Permanent

ZONING MAPS

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

RETENTION

Permanent

Community Development Records



BUILDING DEPARTMENT RECORDS

ALCOHOL LICENSE APPLICATIONS

These files contain completed applications for licenses for selling alcohol within city boundaries per local ordinances.

RETENTION

4 years

BUILDING PERMIT FILES

These permits are issued as official building authorization for a variety of actions (including construction, demolition, the installation of plumbing, electrical or mechanical equipment, the placement of barricades). The files may contain inspection requests, inspection reports, certificates of occupancy, and other pertinent information relating to the project. The files may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION

Permanent

BUILDING PERMIT AND BUSINESS LICENSE REGISTERS AND INDEXES

These records are a register or index of building permits and licensed businesses operating within municipal or county boundaries. Information includes the type of license issued applicant, address, business name, and date

RETENTION

Permanent

BUSINESS LICENSE FILES

These files contain information on all business licenses issued in the city. Excepting businesses determined by the State of Utah to be exempt from this requirement, all businesses are required to be licensed in the City of Draper before conducting businesses within city boundaries.

RETENTION

Permanent

CODE ENFORCEMENT CASE FILES

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes.

RETENTION

5 years

CONSTRUCTION STATISTICAL REPORTS

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years or other specified timeframe. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau, Utah Bureau of Economic and Business Research and other parties as determined or requested by the State of Utah.

RETENTION

2 years

DEMOLITION CASE FILES

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.

RETENTION

Permanent

ENFORCEMENT CASE FILES

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes.

RETENTION

5 years

NONRESIDENTIAL BUILDING PLANS

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

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

PERMIT AND LICENSING RECORDS

These records authorize an entity to conduct business within the consenting government's jurisdiction. Records include applications, certificates, registrations, permits, licenses, and related records.

RETENTION

Retain for 3 years after expiration of permit or license, then destroy records

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION

Permanent

RESIDENTIAL BUILDING PLANS

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

1 year after completion of construction and final inspection and then destroy.

PLANNING AND ZONING RECORDS

ADOPTED MASTER PLANS

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality". "

RETENTION

Permanent

APPEALS AND VARIANCE HEARING OFFICER CASE FILES

These case files document the activities of the Appeals and Variance Hearing Officer. They are used to document the cases and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION

Permanent

CONDITIONAL USE PERMIT RECORDS AND INDEXES

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION

Permanent

NONCONFORMING USE CERTIFICATE RECORDS

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

RETENTION

Permanent

OPEN MEETING AGENDAS, MINUTES, AND PUBLIC MATERIALS

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION

Permanent

PLANNING STUDY REPORTS

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, small master area plans). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent

REZONING RECORDS AND INDEXES

These files document applications to rezone property within the municipality. They may 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

SITE REVIEW PLANNING RECORDS

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

RETENTION

Permanent

SUBDIVISION REVIEW CASE FILES

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards.

RETENTION

Permanent

Engineering and Public Works Records



AMERICANS WITH DISABILITIES ACT RECORDS

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

RETENTION

15 years

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS

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

RETENTION

Permanent

BACKFLOW PREVENTION TEST REPORTS

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

RETENTION

3 years until superseded

BUILDINGS AND GROUNDS MAINTENANCE LOG

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

RETENTION

3 years resolution of issue

CAPITAL PROJECT STATUS REPORT

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION

1 year

CHEMICAL/RADIOLOGICAL ANALYSES

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

RETENTION

10 years after superseded

CLASS "C" ROAD FUNDING PROJECT FILES

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of transportation) (UCA 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

COMPLAINT FILES

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals, and utility). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION

3 years or until resolution of issue

CONCRETE MAINTENANCE RECORDS

These records document the replacement and maintenance of concrete.

RETENTION

7 years

CONNECTION BOOKS

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

RETENTION

Permanent

CONSTRUCTION PROJECT FILES

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION

Permanent

COURT ORDERED COMMUNITY SERVICE FILES

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

RETENTION

1 year after resolution of issue

CROSS CONNECTION CONTROL SURVEY FILES

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

RETENTION

3 years

DAILY FILTER LOG

This log records a daily instrument table of information regarding filter operations.

RETENTION

5 years

DAILY OPERATIONAL LOG

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

RETENTION

2 years

DAILY PUMP STATION WELL REPORTS

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

RETENTION

2 years

DAILY WORK LOGS

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

RETENTION

2 years

DELIVERY TICKETS

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

RETENTION

3 years

DISPOSITION OF CAPITAL ASSETS

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 asset

DRAINAGE SYSTEM REPAIR LIST

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION

Retain until superseded

DRAWINGS AND DIAGRAMS

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

RETENTION

Permanent

DRIVER AND ROUTE CHECK LIST

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

RETENTION

2 years or until separation

ENCROACHMENT AGREEMENTS Public Utility Easement (PUE)

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

Permanent

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES

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

RETENTION

3 years after final action

EQUIPMENT MAINTENANCE AND REPAIR RECORDS

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

RETENTION

2 years

EXCAVATION PERMIT APPLICATIONS

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION

1 year after expiration of permit

EXCAVATION PERMIT BILLINGS

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION

3 years

FIELD NOTES

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

RETENTION

Permanent

FLOOD CONTROL PERMIT APPLICATIONS

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific 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

FUEL RECORDS

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

RETENTION

2 years

GASOLINE SALES TICKETS

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

RETENTION

2 years

HIGHWAY DAILY REPORT

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes municipality name, district, section, supervisor's name, date, employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.

RETENTION

3 years

INFORMATIONAL MAPS AND PLATS

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION

Retain until superseded

INTERSECTION CASE FILES

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

RETENTION

7 years

LAND DISTURBANCE PERMITS

These are permits issued to private companies to complete work that requires a major piece of land being disturbed, or land within a special district. They include or may include job address, date, name of owner/agent at job address, state license classification, diagram of work required, construction plans, construction testing, documentation, inspections and reports, bonding information, 3rd party approval letters, fee information, construction and traffic control and any other applicable information in receiving a land disturbance permit as needed by the Engineering department.

RETENTION

3 years after project is completed

LETTERS AND PUBLIC NOTICES

RETENTION

3 years

MATERIALS TEST RESULTS

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION

5 years after project completed

METER BOOKS

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

RETENTION

3 years

METER LOCATION RECORDS

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

RETENTION

1 year after final action

METER REPAIR AND TESTING FILES

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

RETENTION

1 year after final action

MILEAGE CERTIFICATES

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

RETENTION

3 years

MONTHLY WEIGHT REPORTS

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

RETENTION

2 years

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS

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

RETENTION

Permanent

PERMITS TO WORK IN A PUBLIC WAY

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

RETENTION

1 year after Permit expiration

PUMP STATION WELL SUMMARY REPORTS

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22, Item #15 "Daily Pump Station Well Reports" for the daily reports.

RETENTION

Permanent

RESURFACING BILLINGS

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION

3 years

REVIEW FILES

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

RETENTION

2 years after completion of project

ROUTE MAPS

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

RETENTION

Retain until superseded

SCHOOL ROUTING MAPS

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.

RETENTION

2 years

SIGNALIZED INTERSECTION RECORDS

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION

2 years after disposition of asset

SNOW REMOVAL TRACKING DATA

RETENTION

5 years

SPACE UTILIZATION REPORTS

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

RETENTION

Retain until superseded

SPECIAL ASSESSMENT PLATS

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION

5 years after final action

STREET CLEANING RECORDS

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

RETENTION

1 year

STREET MAINTENANCE RECORDS

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

RETENTION

3 years

SURVEY DRAWINGS

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

RETENTION

Permanent

TELEVISION INSPECTION REPORTS

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

RETENTION

3 years or until superseded

TRAFFIC DRAWINGS

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

RETENTION

4 years

TRAFFIC SIGNAL CONFLICT MONITOR LOG

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION

7 years

TRAINING AND TRAVEL BACKUP FILES

RETENTION

3 years

TROUBLE CONTROL REPORT

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

RETENTION

7 years

UNIFORM LOG

RETENTION

3 years

VEHICLE ASSIGNMENT AND MAINTENANCE RECORDS

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

WATER CONSUMPTION ANNUAL REPORTS

These reports consist of monthly statistics 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

WORK ORDER LOG

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

RETENTION

3 years

WORK ORDERS/SERVICE REQUESTS

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

RETENTION

3 years

Finance Department Records



BONDS AND BONDING RECORDS

BOND ANTICIPATION NOTES

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

RETENTION

1 year resolution of issue

BOND ISSUE FILES

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

RETENTION

Permanent

BOND REDEMPTION AND DESTRUCTION CERTIFICATES

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION

3 years after expiration of bonds and then file in Bond Issue Files.

BOND REDEMPTION REGISTERS

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

RETENTION

3 years final action

BOND REGISTRATION FILES

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

RETENTION

2 years

BONDS, NOTES AND COUPONS PAID FILES

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

RETENTION

1 year final action

COLLECTION CASE FILES

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date".

They include various court filings, attorney's notes, and final judgment.

RETENTION

4 years

FIDELITY BONDS

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

RETENTION

3 years resolution of issue

GENERAL OBLIGATION BONDS

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

RETENTION

1 year final action

MUNICIPAL REVENUE BONDS

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities.

RETENTION

1 year final action

SPECIAL IMPROVEMENT BONDS

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION

Retain until final action

BUDGET RECORDS

ANNUAL BUDGET

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them". 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".

RETENTION

Permanent

BUDGET APPORTIONMENT RECORDS

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

RETENTION

5 years

BUDGET BACKGROUND RECORDS

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

RETENTION

2 years

BUDGET ESTIMATES AND JUSTIFICATION FILES

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

RETENTION

5 years

BUDGET INFORMATION FILES

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

RETENTION

2 years

BUDGET WORKING FILES

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

RETENTION

2 years

PERIODIC BUDGET REPORTS

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

RETENTION

1 year

REGULAR BUDGET REPORTS

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

RETENTION

3 years

TENTATIVE BUDGET FILES

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

RETENTION

5 years

FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORT

This list totals of all fixed assets, purchases, and dispositions.

RETENTION

Retain until superseded.

DISPOSITION OF CAPITAL ASSETS

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 asset

FIXED ASSET LISTS

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

RETENTION

10 years

INVENTORY FILES

This contains the annual inventory of municipal equipment, supplies, and other items owned or administered by the City.

RETENTION

1 year

SURPLUS PROPERTY CASE FILES

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

RETENTION

6 years final action

GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE

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

RETENTION

4 years

ACCOUNTS RECEIVABLE

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

RETENTION

4 years

ACCOUNTS RECEIVABLE INVOICES

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

RETENTION

4 years

ANNUAL FINANCIAL REPORTS

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities. "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".

RETENTION

Permanent

AUDIT REPORTS

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year.

RETENTION

Permanent

BANK DEPOSIT (PASS) BOOKS

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

RETENTION

4 years

BANK STATEMENTS

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

BILLING RECORDS

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

RETENTION

4 years

CHECK COPY FILES

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

RETENTION

1 year

CHECK REGISTERS

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

RETENTION

7 years

CUSTOMER APPLICATION RECORDS

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

4 years

DAILY CASH REPORTS

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

RETENTION

3 years

DEPOSIT SLIPS

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

RETENTION

4 years

GENERAL LEDGERS

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION

10 years

GRANT FILES ORIGINAL APPLICATIONS

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

RETENTION

Permanent

INVESTMENT ACCOUNTING MONTHLY REPORTS

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

RETENTION

5 years

RECEIPTS

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

REFUND REQUEST

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

RETENTION

3 years

SALES AND USE TAX RETURN FORMS

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.

RETENTION

4 years

STATE TREASURER'S ACCOUNTING STATEMENTS

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

RETENTION

1 year

STATE TREASURER'S DEPOSITS

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

RETENTION

3 years

SUBSIDIARY LEDGER AND JOURNALS FILES

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

RETENTION

3 years

TRAVEL - PRIVATE VEHICLE USAGE FILES

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

RETENTION

3 years

TRAVEL/PASSENGER REIMBURSEMENT FILES

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

RETENTION

3 years

UNCLAIMED CHECKS/WARRANTS

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.

UNSUCCESSFUL GRANT APPLICATION FILES

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

RETENTION

3 years after final action

WARRANT REGISTERS

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

RETENTION

7 years

WARRANT REQUESTS

These are requests from entities to pay vendors.

RETENTION

4 years

WARRANT REQUESTS - CANCELED

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

RETENTION

4 years

WARRANT/CHECKS - LOST

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

RETENTION

4 years

WARRANT/CHECKS REDEEMED

The actual warrant or check cut from a warrant request.

RETENTION

4 years

PAYROLL RECORDS

BUDGET AUTHORIZATION REFERENCE FILES

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

RETENTION

Retain until superseded

EMPLOYEE WAGE HISTORY RECORDS

These records document employee cumulative salary for employees needed for retirement purposes. Information includes employee details, department and position information, earnings, exemptions, deductions, and related records.

RETENTION

65 years

GARNISHMENT RECORDS

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

RETENTION

3 years after garnishment ends

PAYROLL POST PROCESSING RECORDS

This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports.

RETENTION

7 years

PAYROLL PROCESSING RECORDS

These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.

RETENTION

3 years

TIMEKEEPING RECORDS

Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy are included in this schedule.

RETENTION

3 years

WAGE SURVEY FILES

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

RETENTION

Retain until completion of succeeding wage survey

PURCHASING RECORDS

INVOICES

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

RETENTION

4 years

PURCHASE ORDERS

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

RETENTION

4 years

PURCHASE REQUISITION FILES

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

RETENTION

4 years

REQUEST FOR PROPOSAL RECORDS

These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service. These records also include unsuccessful bids and proposal files.

RETENTION

6 years after end of project

TAX EXEMPTION RECORDS

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

RETENTION

3 years

VENDOR LIST

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

RETENTION

Retain until superseded

VOUCHERS

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

SPECIAL ASSESSMENT RECORDS

NOTICES OF INTENTION

The city council shall give notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements before a special improvement district is created.

RETENTION

2 years

PROTEST FILES

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

RETENTION

2 years after resolution or end of all litigation

SPECIAL ASSESSMENT BOOKS

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

RETENTION

Permanent

SPECIAL ASSESSMENT LEDGERS

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

RETENTION

3 years after final action

SPECIAL ASSESSMENT STATEMENTS

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

RETENTION

3 years after final action

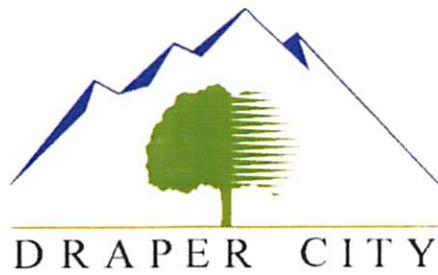
SPECIAL TAX REFUND BOOKS

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

RETENTION

3 years after final action

Fire Department Records



ACTIVITY REPORT

This is a daily and monthly activity report per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date and fire number; may also show officer's name, shift, vehicle number, case number, and total hours on and off duty.

RETENTION

2 years

BUSINESS INSPECTION RECORDS

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

RETENTION

4 years

DISASTER PLANNING FILES

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

RETENTION

Permanent

EMERGENCY MEDICAL EQUIPMENT MAINTENANCE RECORDS

These are maintenance records for all fire department emergency medical equipment. They are used to verify that fire equipment has had regular maintenance. They include copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports.

RETENTION

1 year after resolution of issue

EQUIPMENT RUN LOGS

These logs record information on each run (fire, medical, public assistance) and each apparatus used (ladder, engine, rescue unit) in each station. It is used to compile annual statistical reports for projecting future service, budget needs and planning for future liability. These logs include time of occurrence, address, run number, time in service, type of run, and equipment used.

RETENTION

2 years

EVIDENCE LOG

This is a log that shows the chain of possession of all evidence gathered by the fire department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the investigative file.

RETENTION

4 years

EXPOSURE REPORTS

This report is completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of firefighting. 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 separation

FATAL FIRE INVESTIGATION CASE FILES

These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. See also Investigation case files.

RETENTION

Permanent

FIRE RUN REPORTS

These reports document each dispatched fire run. They are used for budget planning, summary reports, and litigation. They include identification number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of person completing report.

RETENTION

6 years

HOSE TEST REPORTS

These reports record tests required annually by fire departments of all fire hoses. They are used to determine whether hoses are in good working condition. They include test date, date previously tested, apparatus number, hose diameter, conditions found, service date, defects corrected, and officer's signature in charge of test.

RETENTION

2 years

HYDRANT MAINTENANCE INVENTORIES

These inventories are regularly updated and reprinted to document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections, indicating physical characteristics, operation, flow check, pressure, and leakage.

RETENTION

2 years

INVESTIGATION CASE FILES

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation.

RETENTION

10 years

INVESTIGATION REPORTS

These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, whether arrests or convictions are made, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed.

RETENTION

6 years after completion of report

PUMP TEST RECORDS

These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.

RETENTION

2 years after resolution of issue

TANK APPLICATIONS AND PERMIT RECORDS

These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch or diagram of location along with tank dimensions, and an inspection report.

RETENTION

6 years after final action

UNAPPROVED TANK APPLICATIONS

These are applications received by the fire department requesting a permit to store flammable liquid or liquid petroleum, but were denied after inspection. They include the application form and an inspection report indicating reasons for permit's denial.

RETENTION

2 years

UTAH EMERGENCY MEDICAL SERVICES (EMS) INCIDENT REPORT

These report forms record both statistical and patient information on all Emergency Medical Services (EMS) calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8a-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

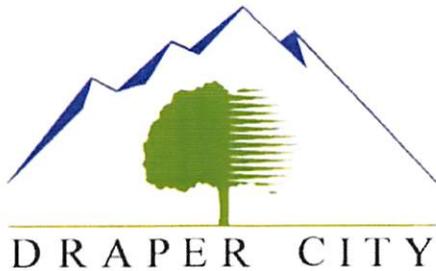
UTAH FIRE INCIDENT REPORTING SYSTEM (UFIRS) FORMS

These report forms are completed for each fire and are submitted to the State Fire Marshal. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

RETENTION

6 years

GIS Records



BOUNDARIES

These geospatial records of boundaries include county, municipal, districts, zones, and other important boundaries.

RETENTION

Permanent

CADASTRAL SYSTEM

These geospatial records contain information regarding the extent, value, and ownership of land.

RETENTION

Permanent

IMAGERY

These geospatial records contain orthoimagery and terrain data.

RETENTION

Permanent

LOCATION RECORDS

These geospatial records contain information pertaining to address points, building footprints, and other location-based information.

RETENTION

Permanent

PARKS AND TRAILS SYSTEM

These geospatial records contain information pertaining to parks, trails, trailheads and other park/trail related information.

RETENTION

Permanent

PLANNING

These geospatial records contain information pertaining to land development. These include land use, zoning, master plans, wildland urban interface, etc.

RETENTION

Permanent

STREET NETWORK

These geospatial records contain information pertaining to the street names and ranges, signage, streetlights, traffic lights, etc.

RETENTION

Permanent

UTILITIES

These geospatial records contain information pertaining to the city's water and stormwater utilities. These include lines, valves, meters, tanks, pump stations, inlets, manholes, detention basins, etc.

RETENTION

Permanent

Human Resource Records



ACCIDENT REVIEW COMMITTEE FILES

These records document the actions of the Accident Review Committee, which is an internal staff committee. Includes agenda, informal minutes, and vehicle incident reports.

RETENTION

2 years.

BENEFIT ENROLLMENT AND PLANS FORMS

These forms document enrolled insurance plans and benefits within a fiscal year. Includes Gym Membership benefit forms and documentation.

RETENTION

6 years from signed form date

CONFLICT OF INTEREST DISCLOSURE FORMS (Municipal Officer & Employees' Ethics Act)

These records are employee and council disclosure forms used to disclose any actual or potential conflict of interest in accordance with UCA 10-2-1302 through 10-3-1312.

RETENTION

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

DRUG TEST NEGATIVE RESULTS

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

RETENTION

1 year.

DRUG TEST POSITIVE RESULTS

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

RETENTION

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

EMPLOYEE APPEAL OF DISCIPLINARY ACTION FILES (Adverse Action)

These are files and related records created in reviewing disciplinary or non-disciplinary removal, suspension, leave without pay, or reduction in force.

RETENTION

3 years after employee completes an acceptable performance review

EMPLOYEE APPLICATIONS (HIRED)

These application forms completed by persons seeking municipal employment who were subsequently hired. Retain in personnel files.

RETENTION

65 years

EMPLOYEE APPLICATIONS (NOT HIRED)

These application forms completed by persons seeking municipal employment who were not hired.

RETENTION

2 years after final action

EMPLOYEE HEALTH AND MEDICAL RECORDS

These records document an employee's fitness for duty. Documentation for health-related leave is included.

RETENTION

Retain for 7 years after separation

EMPLOYEE LETTERS OF REPRIMAND/DISCIPLINARY ACTION

Written corrective actions, letters of reprimand and performance improvement plans are filed in the official employee's personnel file.

RETENTION

65 years

EMPLOYEE CONFIDENTIAL FILE

Any employee documentation that contains protected and confidential information, such as EEO status, emergency contact information, medical and prescription information and retirement documents.

RETENTION

65 years

EMPLOYEE PERSONAL LEAVE FILES

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor. Includes FMLA, non-work injuries and unpaid leave.

RETENTION

4 years.

EMPLOYEE PERSONNEL FILE

This is an employment history which documents a person's application, appraisals, correspondence, credential files, letters of recommendation, pay and leave history, work performance, training certificates, evaluation forms, employee separation record, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule. Health records are PRIVATE and should be kept in a separate confidential employee file.

RETENTION

Retain 65 years from date of employment or 7 years after retirement or death and then destroy. Health records are PRIVATE and should be kept in a separate confidential file.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records.

RETENTION

4 years after case is closed.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES

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

RETENTION

Permanent.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS

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

RETENTION

Permanent

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES

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

RETENTION

Permanent.

EMPLOYEE PERFORMANCE-RELATED RECORDS (Exempt and non-exempt)

These files document employee performance, including awards, performance plans, and evaluations. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

RETENTION

Retain for 3 year after separation

EMPLOYEE PERSONNEL POLICY HANDBOOK

These are records documenting the formulation and adoption of policies.

RETENTION

Permanent.

GRIEVANCE/COMPLAINT RECORDS

Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action.

RETENTION

3 years.

INTERVIEW RECORDS

These records relate to interviews with prospective employees, including correspondence, reports, list of questions, and notes of interviews.

RETENTION

3 years after case is closed by hire or non-selection

JOB OPENING FILES

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

RETENTION

2 year after position close date.

MEDICAL, DENTAL AND OTHER INSURANCE FILES

Contains information used for cost analysis of insurance programs.

RETENTION

Retain for 4 years and then destroy.

ORGANIZATIONAL CHARTS

These are graphic illustrations providing a description of the structure of the municipality.

RETENTION

Permanent.

PAYROLL DOCUMENTS

Individual employee W-4 documents, authorization for deposit, insurance benefit deductions.

RETENTION

4 years.

PERSONNEL ACTION FORMS (PAF's) (Employee Earning History)

Documentation of all individual personnel actions such as hiring, promotions, transfers, and separation.

These documents should be placed in the employee's individual personnel file.

RETENTION

Retain 65 years from date of employment or 7 years after retirement or death and then destroy.

PERSONNEL REQUISITION FILES

These forms are used by municipal departments to fill vacant positions and to request new positions.

RETENTION

5 years.

PRE-EMPLOYMENT HEALTH RECORDS

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

RETENTION

30 years.

PRE-EMPLOYMENT TESTS

These are required of applicants for specific municipal positions and include date, position tested for, name, actual test questions and applicants answers and scores.

RETENTION

3 years.

PROMOTIONAL TESTS

These are tests taken by municipal employees to determine eligibility for promotion. Includes actual tests, answer key and individual test scores, as well as the results from oral interviews.

RETENTION

Retain for 2 years and then destroy.

RETIREMENT FILES

These files contain enrollment, correspondence, estimates, and other records used to assist employees or survivors.

RETENTION

Retain for 65 years and destroy.

SALARY AND WAGE SURVEYS

These are salary survey reports on various municipal positions and are used to compare salary ranges, and required experience. Contains wage survey reports, data and analysis, and development of specific rates.

RETENTION

Retain for 3 years

EMPLOYEE TRAINING RECORDS

These files document municipal employee participation in training programs sponsored by the municipality. Includes participant lists and training description. Actual training certificates and transcripts are filed in individual personnel files.

RETENTION

Retain until separation.

VERIFICATION OF EMPLOYMENT ELIGIBILITY (I-9)

This background verification documentation is used to verify employment eligibility in the United States. Information may include background checks, fingerprints and requirements under the Immigration Reform and Control Act. The form I-9, employment eligibility verification, is required by employers to comply with the United States Department of Homeland Security, Citizen and Immigration Services.

RETENTION

3 years after date of hire or 1 year after employment is terminated, whichever is longer

WORKERS COMPENSATION CLAIM FILES AND ON-THE-JOB INJURIES

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act. It also contains records of on-the-job-injuries not filed with workers compensation.

RETENTION

10 years after case is closed

Parks and Recreation Department Records



CLASS ROLLS

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

RETENTION

1 year

CONSTRUCTION PROJECT FILES

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION

Permanent

MAINTENANCE COMPLAINTS

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

RETENTION

2 years after resolution of issue

PARKS FILES

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

RETENTION

Permanent

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, and copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION

3 years

RECREATIONAL ACTIVITY RELEASE RECORDS

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION

2 years

RECREATIONAL EQUIPMENT RECORDS

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION

1 year

RECREATIONAL FACILITY FILES

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

RETENTION

Permanent

RECREATIONAL FACILITY MAPS

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

RETENTION

Permanent

REGISTRATION RECORDS

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION

2 years

RESERVATION RECORDS

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION

1 year

SPECIAL EVENTS PERMITS

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

RETENTION

1 year

SPORTS TEAMS RECORDS

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

RETENTION

5 years

SUPERVISOR'S DAILY/WEEKLY REPORTS

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION

1 year

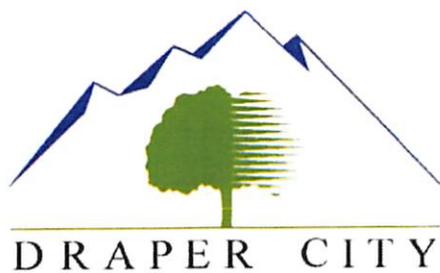
TICKET STUBS

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

RETENTION

3 years

Police Department Records



ADMINISTRATIVE CORRESPONDENCE

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, including email that is related to a core function with an associated retention schedule should follow that associated schedule.

Retention and Disposition:

Retain for 2 years; then destroy records.

AGENCY HISTORY RECORDS

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

Retention and Disposition:

Retain for 1 year; then send to Human Resources

ANIMAL CONTROL RECORDS

These records are created during the conduct of animal control and shelter programs. Records include biting incidents, licenses, euthanasia, adoptions, investigations, citations, complaints and related records

Retention and Disposition:

After resolution of issue, expiration of license or final action, retain for 5 years; then destroy records.

ANNUAL OR OFFICIAL REPORTS

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed regularly. They may include statistics, narrative reports graphics, and diagrams.

Retention and Disposition:

Retain 5 years; then transfer to the State Archives.

BICYCLE REGISTRATIONS

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale, their respective city or county police department with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1997)). Bicycle registration may be handled by either the fire or police department.

Retention and Disposition:

Retain for 5 year; then transfer to the Utah State Archives.

COMPLAINT INVESTIGATION FILES

Documentation of complaints that result in an investigation of an employee regardless of the disposition or outcome.

Retention and Disposition:

Retain for 7 years after separation; then destroy records. Or retain for 7 years after case is closed, then destroy records.

CONFERENCE SPONSORSHIP FILES

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 and Disposition:

Retain permanently; then transfer to the Utah State Archives.

CRIME ANALYSES FILES

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, and information on potential problems, and forecasts.

Retention and Disposition:

Retain for 5 years; then transfer to the Utah State Archives.

CRIMINAL HISTORY DISSEMINATION LOG

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems.

Retention and disposition:

Retain for 3 year; then destroy records.

CUSTOMER REQUEST OR COMPLAINT

These records document customer complaints or requests for service received and answered by the governmental entity. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency. Dispatched calls for service and complaints against officers are not included in this schedule.

Retention and Disposition

Retain for 3 years; then destroy records.

DISPATCH AND PATROL RECORDS

Records document the actions of dispatch and law officers on duty. May include audio recordings, dashboard-mounted cameras & body-worn cameras not part of a larger case file.

Retention and Disposition:

After resolution of issue, then destroy records.

EMPLOYEE & PROGRAM PRODUCTIVITY

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

Retention Schedule:

Retain for 2 years; then destroy records

EVIDENCE TRACKING RECORDS

These records track the procurement and disposal of evidence. Information includes the case number or owner of evidence received, the list of evidence items, the reason for the collection of evidence, and the name of the officer submitting the evidence. Information also includes disposal area to which evidence is released, and date and authorization of release. Violent felony records including homicide, sexual assault and fatal crashes are not included in this schedule.

Retention and Disposition

After final action, retain for 10 years; then destroy records.

EXPUNGED RECORDS

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 Schedule:

Retain until record meets the same retention it had before it was expunged.

FIREARM QUALIFICATION RECORDS

These files contain records for law enforcement qualifying to carry a firearm. These files include type of firearms used, date, identification number, name, pass/fail score, and time span for score.

Retention and Disposition:

After separation, retain for 5 year; then destroy records.

FIREARMS DISPOSAL RECORDS

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

Retention and Disposition:

Retain permanently; may transfer records to Utah State Archives.

FIREARMS INVENTORY

These card files list all firearms in the law enforcement entity'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 and Disposition:

After final action, retain for 5 year; then destroy records.

GRANT RECORDS

These records document grants received by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.

Retention and Disposition:

After final action, retain for 7 years; then destroy records.

HIGH PROFILE CRIMINAL CASE FILES

These case files document the investigation and prosecution of significant cases referred to a prosecutor's office. These are cases involving corruption of public officials, cases attracting such publicity that precedents are set, and/or laws are changed, written, or rewritten capital punishment cases, or cases wherein there is historic interest in the individuals involved.

Retention and Disposition:

Retain permanently; then records may be transferred to Utah State Archives.

HOMICIDE, VIOLENT FELONIES AND SEX CRIME INVESTIGATION FILES

These case files are created as a result of an investigation. These files may include the investigation report, original arrest report, supplemental reports, witness statements photographs, correspondence, officer's notes, and pertinent laboratory tests and related records. Violent felonies are included in this schedule.

Retention and Disposition:

Retain permanently; then records may be transferred to Utah State Archives.

INDEMNIFICATION AGREEMENTS

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 Schedule:

Retain for 2 years; then destroy records.

INITIAL CONTACT REPORTS

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include, copies of citations issued, warrants issued, DUI's issued, impound reports and driver and witness statements, returned property receipts, intelligence files, driver chemical analysis reports, and any other correspondence related to the case. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.

Retention and Disposition: Retain for 5 years, and then destroy records.

INTERNAL COMMITTEE RECORDS

These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions. Information includes implementation of projects, programs or operational matters.

Retention Schedule:

Retain for 3 years; then destroy records.

MASTER NAME INDEX

This is an 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 victim, complainants and witnesses to 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 department, notice of content and report of recorded event.

Retention and Disposition:

After superseded maintain for 5 years; then destroy records.

MISDEMEANOR AND FELONY INVESTIGATION FILES

These case files are created as a result of an investigation. These files may include the investigative report, original arrest report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests, driver chemical analysis report, impound reports, returned property receipts, and related records. They include prosecuted or non-prosecuted. These do not include sex crimes or homicides.

Retention and Disposition:

After case is closed, retain for 10 years; then destroy records.

PERFORMANCE AUDIT WORK PAPERS

These records contain the audit results and evidence supporting the final report and provide a link between the field work and the auditor's report. Work papers collected during the course of the audit include client-prepared documents, analysis, data, and correspondence which documents the performance of audits and their conclusion.

Retention Schedule:

Retain for 10 years; then destroy records.

PROGRAM AND POLICY DEVELOPMENT RECORDS

These records are created by executive decision-makers to document the establishment and dissemination of agency programs. Executive decision makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Related correspondence and email is included.

Retention Schedule:

Permanent. Retain for 3 years after final action; then transfer to Utah State Archives.

PUBLICATIONS

Any record of enduring value, regardless of format or platform that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. (2006).

Retention Schedule:

Permanent. Retain for 5 years; then transfer to Utah State Archives.

PUBLIC PRESENTATIONS

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.

Retention Schedule:

Permanent. Retain for 3 years, then transfer to Utah State Archives.

PUBLIC RELATIONS RECORDS

These records, regardless of format or mode of transmission are created for distribution to the news media or public. Records include speeches, press releases, public announcements or similar records.

Retention and Disposition:

Permanent. Retain for 2 years, then transfer to Utah State Archives.

RECORDS ACCESS REQUESTS AND APPEALS

These records are access requests as provided under the Government Records Access and Management Act (GRAMA). 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 and Disposition:

After final action, retain for 2 years; then destroy records.

RECORDS DESTRUCTION FILES

Records which document the destruction of a governmental agency's records.

Retention and Disposition:

Retain for 7 years after final action, and then destroy records.

SECURE AREA VISITOR LOGS

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

Retention and Disposition:

Retain for 5 year; then destroy records.

SUICIDE INVESTIGATION FILES

These case files are created as a result of a suicide investigation. These files may include the investigative report, supplemental reports, photographs, correspondence, officer's notes, and pertinent laboratory tests and related records.

Retention and Disposition:

Retain permanently; then records may be transferred to Utah State Archives.

TRAINING COURSE & OUTREACH RECORDS

These are records of agency-sponsored training courses and events. Includes correspondence, memoranda, agreements, authorizations, background and work papers, reports, requirements, reviews, plans, and objectives relating to operation of training courses and conferences, and similar events.

Retention and Disposition:

Retain for 5 years, then transfer to Utah State Archives.

EMPLOYEE TRAINING RECORDS

These records document employee participation in training programs sponsored by governmental agencies or no-governmental institutions. Information may include correspondence, memoranda, reports and other records relating to course availability and participation.

Retention and Disposition:

Retain until separation; then destroy records.

TRANSITORY CORRESPONDENCE

Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use of purpose. These include NCIC Records of lost/stolen property, wanted suspects, arrests, missing person, runaways, etc.

Retention and Disposition:

Retain until resolution of issue; then destroy records.

Public Works Operations Records



ACCOUNTING BACKUP FILES

These files contain general Public Works accounts payable and accounts receivable backup files. Official record kept in Finance.

RETENTION

4 Years

BACKFLOW PREVENTION TEST REPORTS

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

RETENTION

3 years until superseded

CART RADIO FREQUENCY IDENTIFICATION (RFID)

All container serial numbers with corresponding RFID information.

RETENTION

20+ years

COMPLAINT FILES

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, and utilities). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION

5 years or until resolution of issue

CONCRETE MAINTENANCE RECORDS

These records document the replacement and maintenance of concrete.

RETENTION

5 years

CROSS CONNECTION CONTROL SURVEY FILES

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

RETENTION

3 years

DAILY PUMP STATION WELL REPORTS

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

RETENTION

2 years

DAILY WORK LOGS

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

RETENTION

5 years

DELIVERY TICKETS

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

RETENTION

4 years

EQUIPMENT MAINTENANCE AND REPAIR RECORDS

These are records of service repair and maintenance of municipal equipment.

RETENTION

2 years

FUEL RECORDS

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

RETENTION

4 years

LETTERS AND PUBLIC NOTICES

RETENTION

3 years

METER REPAIR AND TESTING FILES

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

RETENTION

5 year after final action

MILEAGE CERTIFICATES

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

RETENTION

3 years

MONTHLY WEIGHT REPORTS

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

RETENTION

2 years

ROUTE MAPS

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

RETENTION

Retain until superseded

SNOW REMOVAL TRACKING DATA**RETENTION**

5 years

STREET CLEANING RECORDS

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

RETENTION

5 years

STREET MAINTENANCE RECORDS

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

RETENTION

5 years

TRAINING AND TRAVEL BACKUP FILES**RETENTION**

4 years

UNIFORM LOG

Uniform expense receipts, orders and tracking information.

RETENTION

4 years

WARRANTY CARTS/CONTAINERS

List of carts and containers that have been warrantied due to damage.

RETENTION

10 years

WORK ORDER LOG

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

RETENTION

5 years

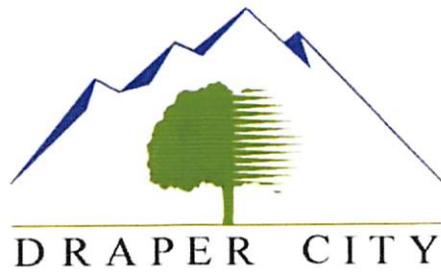
WORK ORDERS/SERVICE REQUESTS

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

RETENTION

5 years

Technology Department Records



EMPLOYEE ACCESS BADGE READS

These are the records of employees using their badge to enter City buildings or secure areas within City buildings.

RETENTION

90 days

SURVEILLANCE VIDEO FOOTAGE

These are images captured by video surveillance used on City-owned property.

RETENTION

30 days

USER NETWORK SHARES

This refers to the personalized network share (U: Drive) that each employee of the City (that has a network login) has which contains the employee's City-owned data. City-owned data used by an employee must be stored in this location as per City policy.

RETENTION

2 years after employment ends

USER PROFILES

This refers to both Active Directory and Exchange profiles. Employees of the City receive user profiles, which allows them to access the network and send emails. These profiles are City property and are retained for a minimum of two years of the employee's separation with the City.

RETENTION

2 years