



## ORDINANCE 05-01-2019

### AN ORDINANCE ENACTING TITLE 1 CHAPTER 12a SECTION 1 OF THE CITY CODE OF SANTAQUIN CITY, UTAH RELATING TO RECORDS ACCESS AND MANAGEMENT.

WHEREAS: Santaquin City has determined that it is in the best interest of Santaquin City and the residents thereof to enact Title 1 Chapter 12a of the City Code pertaining to Government Records access and management.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SANTAQUIN CITY, COUNTY OF UTAH, STATE OF UTAH AS FOLLOWS:

#### PART I ENACTMENT

Title 1 Chapter 12a of Santaquin City is hereby enacted to read as follows:

#### CHAPTER 12a. RECORDS ACCESS AND MANAGEMENT

- 1-12a-1 Government Records.
- 1-12a-2 Records Officer.
- 1-12a-3 Retention Schedule.
- 1-12a-4 Records Requests.
- 1-12a-5 Fees.
- 1-12a-6 Fee Waiver.
- 1-12a-7 Appeals to City Manager.
- 1-12a-8 Appeals to State Records Committee.
- 1-12a-9 Forwarding to State Archives.

##### 1-12a-1 Government Records.

All government records of the City shall be maintained, classified and accessed in accordance with the Government Records Access and Management Act set forth at *Utah Code Ann.* §§ 63G-2-101, *et seq.*, as amended.

##### 1-12a-2 Records Officer.

The City Recorder is the records officer of the City appointed to work with the Utah Division of Archives and Records Service in the care, maintenance, scheduling, designation, classification, disposal, and preservation of City records. Pursuant to *Utah Code Ann.* § 63G-2-108, as amended, the records officer shall, on an annual basis, successfully complete online training and certification from the State Archives regarding government records access and management.

##### 1-12a-3 Retention Schedule.

All government records of the City shall be retained in accordance with the Retention Schedule attached hereto as **Appendix A**, which is hereby adopted as the Santaquin City Records Retention Schedule. The City may classify or reclassify a particular record, record series, or information in a record at any time, in accordance with applicable provisions of *Utah Code Ann.* § 63G-2-307, as amended.



**1-12a-4 Records Requests.**

Any person requesting a record shall file a written Government Records Access and Management Request Form as provided by the City. Such request shall be submitted and processed in accordance with the Government Records Access and Management Act. All government records requests shall contain the requestor's name, mailing address, and daytime phone number, if available, and shall provide a description of the record requested that identifies the record with reasonable specificity.

**1-12a-5 Fees.**

The City may charge reasonable fees to cover the City's actual cost of providing a record. Fees for providing a record shall be adopted and set forth in the City's Fee Schedule, which fees may be amended from time to time. When the City compiles a record in a form other than that normally maintained by the City in response to a records request, the actual costs for compiling the record may include those costs set forth in *Utah Code Ann.* § 63G-2-203, as amended; provided, no charge may be made for the first quarter hour of staff time. The City may require payment of past fees and future estimated fees before beginning to process a request if: (1) fees are expected to exceed fifty dollars (\$50.00); or (2) the requester has not paid fees from previous requests. Any prepaid amount in excess of fees due shall be returned to the requester.

**1-12a-6 Fee Waiver.**

In accordance with *Utah Code Ann.* § 63G-2-203, as amended, the City may fulfill a record request without charge when it determines that:

- (a) Releasing the record primarily benefits the public rather than a person;
- (b) The individual requesting the record is the subject of the record, or an individual specified in Subsections 63G-2-202(1) or (2) of the Act; or
- (c) The requester's legal rights are directly implicated by the information in the record and the requester is impecunious.

**1-12a-7 Appeals to City Manager.**

Any person aggrieved by the City's access determination made or fees imposed under this Chapter may appeal the determination within thirty (30) days to the City Manager, or his/her designee, by filing a written notice of appeal with the City Manager, or his/her designee, in accordance with the provisions set forth in *Utah Code Ann.* § 63G-2-401, as amended. The notice of appeal shall contain the petitioner's name, mailing address, daytime phone number, and the relief sought. The notice of appeal should also contain a brief statement of facts, reasons, and legal authority in support of the appeal. A determination on the appeal shall be issued within the time periods set forth in *Utah Code Ann.* § 63G-2-401, as amended, and written notice of his or her determination delivered to all participants, including notice of any right to appeal.

**1-12a-8 Appeal to State Records Committee.**

(a) Any person aggrieved by the decision of the City Manager, or his/her designee, shall be entitled to appeal such decision to the State Records Committee. Such an appeal shall be filed as a notice of appeal with the executive secretary of the State Records Committee no later than 30 days of the issuance of the City Manager's decision as set forth in *Utah Code Ann.* Section 63G-2-403.

(b) The City or the records requestor may appeal a State Records Committee decision by filing a petition for judicial review with the District Court.

**1-12a-9**

**Forwarding to State Archives.**

Once this Ordinance is made effective, the City Recorder shall forward to State Archives a copy and summary description of this Ordinance.

**PART II:  
REVISIONS TO CITY CODE**

The City Council hereby authorizes and directs that the City Code be modified to reflect the provisions enacted by this Ordinance.

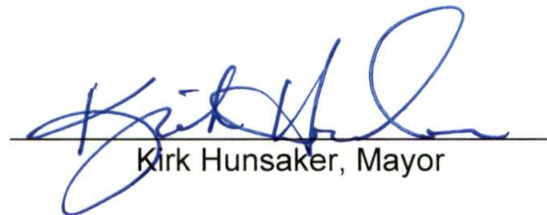
**PART III:  
EFFECTIVE DATE**

This Ordinance shall take effect upon its passage and publication as required by law.

**PASSED AND ORDERED POSTED BY THE CITY COUNCIL OF SANTAQUIN CITY,  
UTAH THIS 7<sup>TH</sup> DAY OF MAY, 2019.**



APPROVED:

  
Kirk Hunsaker, Mayor

ATTEST:

  
Susan B. Farnsworth, City Recorder

## Appendix A

# Retention and Classification Schedule





## INDEX

|   |                |
|---|----------------|
| <b>Schedule 1 Administrative Records</b>        | <b>Page 03</b> |
| <b>Schedule 2 Bonds and Bonding Records</b>     | <b>Page 08</b> |
| <b>Schedule 3 Budget Records</b>                | <b>Page 11</b> |
| <b>Schedule 4 Fixed Asset Records</b>           | <b>Page 13</b> |
| <b>Schedule 5 General Accounting Records</b>    | <b>Page 15</b> |
| <b>Schedule 6 Business Licenses</b>             | <b>Page 20</b> |
| <b>Schedule 7 Maintenance Records</b>           | <b>Page 22</b> |
| <b>Schedule 8 Payroll Records</b>               | <b>Page 25</b> |
| <b>Schedule 9 Personnel Records</b>             | <b>Page 28</b> |
| <b>Schedule 10 Purchasing Records</b>           | <b>Page 33</b> |
| <b>Schedule 11 Risk Management Records</b>      | <b>Page 35</b> |
| <b>Schedule 12 Special Assessment Records</b>   | <b>Page 37</b> |
| <b>Schedule 13 Geospatial Data Sets</b>         | <b>Page 39</b> |
| <b>Schedule 14 Animal Control</b>               | <b>Page 42</b> |
| <b>Schedule 15 Attorney's Records</b>           | <b>Page 44</b> |
| <b>Schedule 16 Building Inspection Records</b>  | <b>Page 47</b> |
| <b>Schedule 17 Cemetery Records</b>             | <b>Page 50</b> |
| <b>Schedule 18 Clerk's Records</b>              | <b>Page 52</b> |
| <b>Schedule 19 Parks and Recreation Records</b> | <b>Page 57</b> |
| <b>Schedule 20 Planning and Zoning Records</b>  | <b>Page 60</b> |
| <b>Schedule 21 Police Department Records</b>    | <b>Page 64</b> |
| <b>Schedule 22 Public Utilities Records</b>     | <b>Page 70</b> |
| <b>Schedule 23 Public Works Records</b>         | <b>Page 75</b> |
| <b>Schedule 24 Redevelopment Records</b>        | <b>Page 81</b> |
| <b>Schedule 25 Library Records</b>              | <b>Page 85</b> |
| <b>Schedule 26 Fire Department Records</b>      | <b>Page 89</b> |
| <b>Schedule 27 Landfill</b>                     | <b>Page 93</b> |

# Schedule 1

## Administrative Records





**ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES REPORTS**

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

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

**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 that is related to a core function with an associated retention schedule should follow the associated schedule.

RETENTION - Retain for 1 year and then destroy

**AGENCY HISTORY RECORDS**

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

RETENTION - Permanent, may be transferred to the State Archives

**CENSUS INFORMATION FILES**

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

RETENTION - Retain for 3 years and then destroy

**CITY SCRAPBOOKS**

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

RETENTION - Permanent, may be transferred to the State Archives

**COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS**

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required to maintain records in sufficient detail to demonstrate compliance with the provisions concerning affirmative action, labor and environmental standards.

RETENTION - Permanent

**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS**

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

RETENTION - Permanent

**CONSTITUTION AND BYLAWS**

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

RETENTION - Permanent, may be transferred to the State Archives

**EXECUTIVE CORRESPONDENCE**

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION - Retain for 7 years and then destroy

**FINANCIAL DISCLOSURE REPORTS**

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

RETENTION - Retain for 5 years and then destroy

**FEASIBILITY STUDIES**

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

RETENTION - Retain for 5 years after completion of study and then destroy

**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 - Retain for 10 years and then destroy



**INFORMATION GOVERNANCE RECORDS**

Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information.

RETENTION - Retain until superseded or until the lifespan of the related record is met

**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 - 1 year after being superseded and then destroy

**PUBLIC RELATIONS RECORDS**

These written records are created for distribution to the news media or public. Records include speeches, press releases, public announcements, newsletters, newsletter inserts and similar records.

RETENTION - Permanent, may be transferred to the State Archives

**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, and includes Annual Reports and Policies and Procedures Manuals.

RETENTION - Permanent, may be transferred to the State Archives

**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

**TRANSITORY CORRESPONDENCE**

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

RETENTION - Retain until administrative need ends and then destroy

**TRANSITORY TRACKING RECORDS**

These records document transitory transactions. Information tracks services rendered, movement of people, materials, and includes internet website visitor information.

RETENTION - Retain until administrative need ends and then destroy

**UNSUCCESSFUL GRANT APPLICATION FILES**

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

RETENTION - Retain for 1 year after final action and then destroy

**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 1 year after project closed and then destroy



# Schedule 2

## Bonds & 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.

RETENTION - Retain for 1 year after being redeemed and then destroy

**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 - Retain for 3 years after retired and then destroy

**BONDS, NOTES AND COUPONS PAID FILES**

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

RETENTION - Retain for 1 year after being redeemed and then destroy

**EMPLOYEE BONDS**

These are bonds with good and sufficient sureties, payable to the municipality 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 - Retain for 3 years after resolution of issue and then destroy

**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 - Retain for 3 years after expiration and then destroy

**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 - Retain for 3 years after final action and then destroy

**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 - Retain for 3 years after final action and then destroy

**NOTARY BONDS**

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years.

RETENTION - Retain for 3 years after resolution of issue and then destroy

**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 3 years after final action and then destroy

# **Schedule 3**

## **Budget Records**



**ANNUAL BUDGET**

The budget is a plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor after adoption.

RETENTION - Permanent

**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. Files may also contain budget amendments and any other actions affecting budget.

RETENTION - Retain for 2 years after budget has been adopted and then destroy

**REGULAR BUDGET REPORTS**

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

RETENTION - Retain for 3 years and then destroy

# **Schedule 4**

## **Fixed Asset Records**





**ANNUAL FIXED ASSET REPORT**

This report lists totals of all fixed assets, purchases, and dispositions. This is included in the annual financial report.

RETENTION - Retain until updated or superseded and then destroy

**DISPOSITION OF CAPITAL ASSETS**

These are either forms or records completed by municipal agencies when municipal, tangible, property that qualifies as a capital asset is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION - Retain for 3 years after disposition of property and then destroy

**FIXED ASSET LISTS**

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

RETENTION - Retain for 10 years and then destroy

**INVENTORY FILES**

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

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

**SURPLUS PROPERTY CASE FILES**

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

RETENTION - Retain for 2 years after final action and then destroy

# Schedule 5

## General Accounting Records



**ACCOUNTS PAYABLE**

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

RETENTION - Retain for 3 years and then destroy

**INVOICES**

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

RETENTION - Retain for 3 years and then destroy

**PURCHASE ORDERS**

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

RETENTION - Retain for 3 years and then destroy

**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. This includes invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION - Retain for 3 years and then destroy

**ANNUAL FINANCIAL REPORTS**

These are statistical reports on the financial affairs of the entire municipality. 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, may be transferred to the State Archives

**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, may be transferred to the State Archives

**BANK DEPOSIT (PASS) BOOKS**

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



RETENTION - Retain for 3 years and then destroy

**BANK STATEMENTS**

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

RETENTION - Retain for 3 years and then destroy

**BILLING ADJUSTMENT RECORDS**

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

RETENTION - Retain for 3 years and then destroy

**BILLING RECORDS**

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

RETENTION - Retain for 3 years and then destroy

**BILLING REGISTER**

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

RETENTION - Retain for 3 years and then destroy

**CHECK COPY FILES**

These are scanned copies of checks issued and are maintained solely as a quick reference source. Also see Accounts Payable.

RETENTION - Retain for 3 years and then destroy

**CHECK REGISTER REPORT**

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

RETENTION - Retain for 3 years and then destroy

**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 - Retain for 3 years after closing of the account and then destroy

#### **DAILY CASH REPORTS**

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

RETENTION - Retain for 3 years and then destroy

#### **DEPOSIT SLIPS**

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

RETENTION - Retain for 3 years and then destroy

#### **GENERAL LEDGERS**

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

RETENTION - Retain for 3 years and then destroy

#### **INVESTMENT ACCOUNTING MONTHLY REPORTS**

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

RETENTION - Retain for 3 years and then destroy

#### **REFUND REQUEST**

These are forms signed by customers requesting a refund of monies.

RETENTION - Retain for 3 years and then destroy

#### **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 - Retain for 3 years and then destroy

#### **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 - Retain for 3 years and then destroy

**STATE TREASURER'S DEPOSITS**

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

RETENTION - Retain for 3 years and then destroy

**TRAVEL/PASSENGER REIMBURSEMENT FILES**

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

RETENTION - Retain for 3 years and then destroy.

**UNCLAIMED CHECKS/WARRANTS**

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

RETENTION - Retain for 1 year and then transfer to the State Treasurer, Unclaimed Property Division

# Schedule 6

## Business Licensing Records



**LICENSE REGISTERS**

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

RETENTION - Permanent

**PERMIT & LICENSING RECORDS**

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

RETENTION - Retain until renewed or 3 years after expired and then destroy



# Schedule 7

## Maintenance Records



**AMERICANS WITH DISABILITIES ACT RECORDS**

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

RETENTION - Retain for 1 years and then destroy

**AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS**

Final plans and specifications for approved and constructed buildings, facilities, road and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

RETENTION - Permanent, may be transferred to the State Archives

**EQUIPMENT MAINTENANCE AND REPAIR RECORDS**

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

RETENTION - Retain for 1 year and then destroy

**VEHICLE ASSIGNMENT RECORDS**

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

RETENTION - Retain 1 year or need is met

**VEHICLE MAINTENANCE RECORDS**

These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.

RETENTION - Retain 1 years after disposition of asset and then destroy

**VEHICLE REGISTRATION CERTIFICATES**

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION - Retain until superseded, until vehicle is transferred or sold and then transfer with vehicle



# Schedule 8

## Payroll Records





**BUDGET AUTHORIZATION REFERENCE FILES**

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

RETENTION - Retain until superseded and then destroy

**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, deductions, and related records.

RETENTION - Retain for 65 years and then destroy

**GARNISHMENT RECORDS**

Records of garnishments for debts owed by employees which are attached to employees earnings.

RETENTION—Retain for 3 years after the end of the garnishment and then destroy

**LEAVE CATEGORY CHANGES**

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

RETENTION—Retain for 3 years and then destroy

**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 - Retain for 3 years and then destroy

**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 - Retain for 3 years and then destroy

**RETROACTIVE PAY REQUESTS FOR EMPLOYEES**

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

RETENTION - Retain for 3 years and then destroy

**SUMMARY TIME REPORT**

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

RETENTION - Retain for 3 years and then destroy

**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 - Retain for 3 years and then destroy

**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 for 3 years or as replaced and then destroy

**W-4 INCOME TAX WITHHOLDING CERTIFICATES**

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

RETENTION - Retain for 3 years and then destroy

# Schedule 9

## Personnel Records





**COMPLAINT INVESTIGATION FILES**

Initial documentation of complaints that result in an investigation but do not result in disciplinary action.

RETENTION - Retain for 5 years after end of employment or case closed, whichever is greater, and then destroy

**COURT ORDERED COMMUNITY SERVICE FILES**

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

RETENTION - Retain for 1 year after completion of community service and then destroy

**DRUG TEST NEGATIVE RESULTS**

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

RETENTION - Retain by office for 1 year and then destroy

**DRUG TEST POSITIVE RESULTS**

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

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

**EMERGENCY AND OTHER PERSONAL LEAVE FILES**

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

RETENTION - Retain for 3 years and then destroy

**EMPLOYEE HEALTH AND MEDICAL RECORDS**

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

RETENTION - Retain 5 years after end of employment

**EMPLOYMENT HISTORY RECORDS**

Employment history documents a person's application, correspondence, credential files, letters of



recommendation, pay and leave history, work performance, training certificates, evaluation forms, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

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

#### **EMPLOYEE TRAINING FILES**

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

RETENTION - Retain for 3 years and then destroy

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

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

RETENTION - Retain for 3 years and then destroy

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

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION - Retain for 4 years after resolution of case and then destroy

#### **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 - Retain for 7 years and transfer to the State Archives

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS**

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION - Retain for 2 years and then destroy

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

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

RETENTION - Permanent, may be transferred to the State Archives

**EXEMPT EMPLOYEE PERFORMANCE RELATED RECORDS**

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

RETENTION - Retain for 5 years after date of appraisal and then destroy

**GRIEVANCE RECORDS**

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

RETENTION - Retain for 3 years and then destroy

**GRIEVANCE AND DISCIPLINARY CASE FILES**

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

RETENTION - Retain for 7 years after case is closed and then destroy

**INTERVIEW RECORDS**

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

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

**LABOR-MANAGEMENT RELATION FILES**

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

RETENTION - Retain for 3 years and then destroy

**PERFORMANCE PLANS AND EVALUATIONS**

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

RETENTION - Retain 7 years after end of employment and then destroy

**PROMOTIONAL TESTS**

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual



tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION - Retain for 2 years and then destroy.

#### **QUARTERLY WAGE LIST REPORTS**

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

RETENTION - Retain for 3 years and then destroy.

#### **SALARY SURVEYS**

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

RETENTION - Retain for 3 years and then destroy.

#### **STAFF ACQUISITION RECORDS**

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

RETENTION - Retain 2 years from application and then destroy.

#### **TEMPORARY EMPLOYEES PERSONNEL FILES**

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION - Retain for 2 years after separation and then destroy

#### **WORKER'S COMPENSATION CASE FILES**

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. Refer to State Code for Worker's Compensation Act.

RETENTION - Retain by agency for 75 years from date of incident and then destroy

# **Schedule 10**

## **Purchasing Records**





**CONTRACT PURCHASING FILES**

These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract.

RETENTION - Retain for 4 years after the project completed and warranties expire, and then destroy

**REAL ESTATE ACQUISITION FILES**

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

RETENTION - Retain for 4 years after unconditional sale of property and then destroy

**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 - Retain 4 years after project complete and warranties have run and then destroy

**TAX EXEMPTION RECORDS**

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

RETENTION - Retain for 3 years after period covered by related account and then destroy

**VENDOR LIST**

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

RETENTION - Retain until updated or superseded and then destroy

# Schedule 11

## Risk Management Records



**DISASTER PLAN RECORDS**

Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.

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

**INSURANCE POLICY FILES**

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

RETENTION - Retain for 7 years after expiration of policy and settlement of all claims and then destroy

**LIABILITY RISK MANAGEMENT CASE FILES**

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

RETENTION - Retain for 7 years after case closed and then destroy

**LOSS CONTROL INSPECTION REPORTS**

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

RETENTION - Retain for 7 years and then destroy

# Schedule 12

## 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 - Retain for 2 years after final payment made and then destroy

**PROTEST FILES**

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

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

**SPECIAL ASSESSMENT BOOKS**

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

RETENTION - Permanent. May be transferred to the State Archives

**SPECIAL ASSESSMENT LEDGERS**

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

RETENTION - Retain for 2 years after final payment and then destroy

**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 city. They are used as a record of payments on the assessment and for audit purposes. The statements include name and address, treasurer's receipt number, block and lot numbers.

RETENTION - Retain for 2 years after final payment made and then destroy

**SPECIAL TAX REFUND BOOKS**

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

RETENTION - Retain for 2 years after final payment and then destroy

# Schedule 13

## Geospatial Data Sets



**AERIAL PHOTOGRAPHIC MAPS**

These are large aerial photographs of the municipality, used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION - Permanent

**BOUNDARIES RECORDS**

These geospatial records of administrative boundaries include county, municipal, precinct, tax district, subdivision, and other important municipal boundaries.

RETENTION - 1 year, then may transfer archives

**INLAND WATER RECORDS**

These geospatial records contain information pertaining to hydrologic features located in Utah municipalities. These are lakes, streams, ponds, and watersheds.

RETENTION - 1 year, then may transfer archives

**LOCATION RECORDS**

These geospatial records contain information pertaining to geodetic networks and control points. They include latitude and longitude coordinates.

RETENTION - 1 year, then may transfer archives

**PLANNING AND CADASTER RECORDS**

These geospatial records contain information pertaining to reference locations (or points on the earth) and planning and zoning information.

RETENTION - 1 year, then may transfer archives

**PROPERTY ADDRESSING**

These are geospatial point features include a point ID (address), point type, capture method, last update, last editor, last address used at the location, street name, unit number (for multiple buildings on one parcel), and the reason for changing an address. This is to be kept on an ongoing basis for addressing properties as they are subdivided or annexed into SANTAQUIN City.

RETENTION - Permanent

**TRANSPORTATION RECORDS**

These geospatial records contain information pertaining to the transportation routes in Utah municipalities. These include street centerlines, street locations, street names, and railroad routes.

RETENTION - 1 year, then may transfer archives

**UTILITIES AND COMMUNICATION RECORDS**

These geospatial records contain information pertaining to utilities found in Utah municipalities. These may include telephone infrastructure, electricity transmission lines, storm sewer pipes, municipal water lines, pressurized irrigation lines and septic tanks.

RETENTION - 1 year, then may transfer archives



# Schedule 14

## Animal Control Records



**ACTIVITY REPORTS**

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION – Retain for 2 years and then destroy

**ANIMAL CITATIONS**

These are citations issued to animal owners for infractions of municipal ordinances (e.g., not having a license, allowing pet to run at large, no rabies vaccinations). They may contain the citation number, license number, owner's name and address, violation, ordinance number, date and time.

RETENTION - Retain for 2 years and then destroy

**COMPLAINT RECORDS**

These are complaints received by animal control officers. They may contain the following information: date, time, initials of person taking complaint; complainant's name, address, telephone number; owner's name, address, animal's license number; and complaint details.

RETENTION - 2 years or until resolution of litigation, whichever occurs later and then destroy

# Schedule 15

## Attorney's 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 and then destroy

**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 - 6 years by recorder and then destroy

**COLLECTION CASE FILES**

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date" (UCA 10-3-716) (2006)). They include various court filings, attorney's notes, and final judgment.

RETENTION - 4 years by recorder and then destroy

**HOMICIDE AND OTHER MAJOR CRIMINAL CASE FILES**

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

RETENTION - Permanent, may be transferred to the State Archives

**LEGAL COUNSEL RECORDS**

These are legal interpretations given by attorneys at the request of governmental entities asking for guidance in enforcing, obeying, and/or interpretation of the law.

RETENTION - Retain until resolution of the issue

**MISDEMEANOR AND INFRACTION CASE FILES**

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

RETENTION - 7 years after case is closed and then destroy



**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 - 7 years after case is closed and then destroy

# Schedule 16

## Building Inspection Records



**BUILDING PERMIT FILES**

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

RETENTION - Permanent, may be transferred to the State Archives

**CONSTRUCTION REPORTS**

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

RETENTION - Retain for 2 years and then destroy

**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.

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 - Retain for 2 years and then destroy

**NONRESIDENTIAL BUILDING PLANS**

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

RETENTION - Retain for 2 years and then destroy

**PERMIT INDEX**

These reference card files, or registers, record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.

RETENTION - Permanent, may be transferred to the State Archives

**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, may be transferred to the State Archives

**RESIDENTIAL BUILDING PLANS**

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

RETENTION - Retain for 1 year after completion of construction and final inspection and then destroy.



# Schedule 17

## Cemetery Records



**INTERMENT/DISINTERMENT REGISTERS**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include cemetery cards, 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 and may transfer archives

**CEMETERY RECORDS**

These records may include: Permission to inter, perpetual care deeds, transfer affidavit and proof of purchase. The documents include name of owner, cemetery spaces, purchase price/transfer and date.

RETENTION - Permanent

# Schedule 18

## Clerk'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, may be transferred to the State Archives

**APPOINTMENT FILES**

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

RETENTION - Permanent, may be transferred to the State Archives

**CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES**

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

RETENTION - Permanent

**CITY CHARTER**

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

RETENTION - Permanent, may be transferred to the State Archives

**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 a closed meeting.

RETENTION - Permanent, may be transferred to the State Archives

**COMMITTEE MINUTES**

These are the meeting minutes of city committees, boards and commissions. UCA 52-4-203 requires that written minutes be kept of all open meetings. This may also include the meeting agenda. Minutes include date, time, place of meeting, name of members present and absent, and the substance of all matters discussed. The committees include, but are not limited to the Museum Board, Board of Adjustment, Library Board, Planning Commission, and Recreation Board.

RETENTION – Permanent

**CONTRACTS AND AGREEMENTS**

These files contain official agreements and contracts between SANTAQUIN City and other entities or individuals includes name, date, description of service to be rendered or terms of agreements and signature. May include additional documentation or reference as per the agreement.

RETENTION - Permanent



**DEEDS**

These are the deeds, quit claim or warranty, which provide evidence of city ownership of property. Deeds include name of grantor or grantee, description of property, date and signatures. These are typically filed by deed name.

RETENTION - Permanent

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

**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 - Retain for 22 months after the election and then destroy

**ELECTION RETURNS**

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

RETENTION - Retain for 22 months after the election and then destroy.

**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, may be transferred to the State Archives

**GOVERNMENT RECORDS ACCESS REQUESTS & APPEALS**

These records are access requests as provided under the Government Records access and management act (GRAMA) under UCA 63G-2-204. Included with the access requests are any notice of denial, appeals, or any other records relating to the request. This excludes records access requests that are appealed to a local appeals board.

RETENTION - 2 years if all appeals are exhausted and then destroy

**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 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

**LEASE FILES**

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

RETENTION - Retain for 4 years after contract expires and then destroy

**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, may be transferred to the State Archives

**OPEN MEETING 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, may be transferred to the State Archives



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

**ORDINANCES**

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

RETENTION - Permanent, may be transferred to the State Archives

**PETITIONS**

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

RETENTION - Retain for 1 year after issue resolved or final decision is made

**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 - Retain for 1 years and then destroy

**RECORDS DESTRUCTION LOG**

This is a list of documents which have met their scheduled retention and have been destroyed.

RETENTION – Retain until updated or superseded and then destroy.

**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, may be transferred to the State Archives

# Schedule 19

## Parks and Recreation Records





### **CLASS ROLLS**

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

RETENTION - Retain for 1 year and then destroy

### **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. May be transferred to the State Archives after park closure

### **RECREATION PROGRAM FILES**

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

RETENTION - Retain for 1 year and then destroy

### **RECREATIONAL ACTIVITY RELEASE RECORDS**

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

RETENTION - Retain for 1 year or until all litigation is resolved and then destroy

### **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 may include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION - Retain for 1 year after equipment returned and then destroy

### **REGISTRATION RECORDS**

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

RETENTION - Retain for 1 year and then destroy

### **RESERVATION RECORDS**

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

RETENTION - Retain for 1 year and then destroy

### **SPECIAL EVENTS PERMITS**

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

RETENTION - Retain for 1 year after event and then destroy

### **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 - 1 year and then destroy

### **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 and then destroy

# Schedule 20

## Planning and Zoning Records





**ADOPTED MASTER PLANS**

These are comprehensive plans for municipal development adopted by the city council. The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include the planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.

RETENTION - Permanent, may be transferred to the State Archives

**BOARD OF ADJUSTMENT CASE FILES**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION - Permanent

**COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS**

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION - 3 years after end of project or program and then destroy

**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS**

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

RETENTION Permanent, may be transferred to the State Archives

**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

**PLANNED UNIT DEVELOPMENT CASE FILES**

These case files document the creation of Planned Unit Developments (PUDs) within the municipality.



PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the planning commission.

RETENTION - 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, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION - Permanent, may be transferred to the State Archives

#### **REZONING RECORDS AND INDEXES**

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

RETENTION - Permanent

#### **SITE REVIEW PLANNING RECORDS**

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

RETENTION - Permanent

#### **STREET/ALLEY VACATING RECORDS**

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

RETENTION - Permanent

#### **SUBDIVISION REVIEW CASE FILES**

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

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

**ZONING ORDINANCES**

These land use and development ordinances provide standards for development for land use and development within the municipality. They have been approved by both the planning commission and the city council.

RETENTION - Permanent, may be transferred to the State Archives

# Schedule 21

## Police Department Records





**ACCIDENT REPORTS**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,500, or injury or death occurs (UCA 41-6a-402 (2007)), and is maintained for seven years.

RETENTION - 3 years and then destroy

**CHEMICAL ANALYSIS RECORDS**

These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (UCA 41-6a-515 (2005)). Usually these tests are part of the case file/accident report and are filed by the case number. A copy is frequently attached to the arrestee's criminal history file.

RETENTION - 3 years after final action and destroy

**COURT SUMMONS**

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

RETENTION - 2 years after final action and then destroy

**CRIME ANALYSIS FILES**

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

RETENTION - 2 years or resolution of issue and then destroy

**CRIMINAL HISTORY DISSEMINATION LOG**

These logs document the dissemination of law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-10-202 (2011).

RETENTION - 1 year and then destroy

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

These reports are a state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "ten days after the date of arrest and service of notice" (UCA 53-3-223 (5) (2018)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.



RETENTION - 2 years or until final action and then destroy

**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) (2014). 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) (2017). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

RETENTION - Retain until record meets the same retention it had before it was expunged and then destroy

**FELONY CASE FILES**

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

RETENTION - 10 years after case closed and then destroy

**FIELD INTERROGATION REPORTS**

This is a limited informational report filled out by the police officer. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

RETENTION - 1 year and then destroy

**FIREARM QUALIFICATION RECORDS**

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

RETENTION - 2 years after separation and then destroy

**FIREARMS DISPOSAL RECORDS**

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

RETENTION - Permanent, may be transferred to the State Archives

**FIREARMS INVENTORY CARDS**

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

RETENTION - 2 years after final action and then destroy

**IMPOUNDED VEHICLES REPORTS**

These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

RETENTION - 3 years after final action and then destroy

**INITIAL CONTACT REPORTS**

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63G-2-103(14) (2018)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

RETENTION - 5 years and then destroy

**INTERNAL AFFAIRS SUMMARY REPORT**

This is a statistical report on all internal investigations of the police officers and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific officers.

RETENTION - Permanent, may be transferred to the State Archives

**INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES**

These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled



like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).

RETENTION - 2 years then destroy

#### **MASTER NAME INDEX**

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION - Retain until superseded and then destroy

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

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns' report, and wanted persons or missing juveniles report.

RETENTION - 1 year after final action and then destroy

#### **ROBBERY BULLETIN RECORDS**

These files contain information to be distributed to other law enforcement agencies concerning robberies. The form includes date, time, case number, suspect's vehicle, suspect's description, victim's name, and location, type of weapon used, amount and description of loss, facts of case summary, and investigating officer's name.

RETENTION - 1 year after resolution of issue and then destroy

#### **SEX OFFENDER FILES**

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 76-5-404.1 (2018))

RETENTION - 10 years or until final action and then destroy

#### **TRAFFIC CITATIONS**

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

RETENTION - 2 years and then destroy

**UNIFORM CRIME REPORT FILES**

These files contain copies of annual statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

RETENTION - Retain until final action and then destroy



# Schedule 22

## Public Utilities Records

(Irrigation, Wastewater, and Water)



**BACKFLOW PREVENTION TEST REPORTS**

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

RETENTION - Retain for 3 years after subsequent test and then destroy

**BACTERIOLOGICAL QUALITY ANALYSES REPORTS**

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

RETENTION - Retain for 3 years after subsequent test and then destroy

**BILLING ADJUSTMENT RECORDS**

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

RETENTION - 3 years and then destroy

**BILLING RECORDS**

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

RETENTION - 3 years and then destroy

**BILLING REGISTER**

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

RETENTION - 3 years and then destroy

**CHEMICAL/RADIOLOGICAL ANALYSES**

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

RETENTION - Retain for 3 years after subsequent test and then destroy

**COMPLAINT FILES**

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

RETENTION - 3 years after resolution of issue and then destroy

**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 - 1 years after account closed and then destroy

**CUSTOMER DEPOSIT CARDS**

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

RETENTION - 1 years after account closed and then destroy

**DAILY OPERATIONAL LOG**

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

RETENTION - Retain for 2 years and then destroy

**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 is usually created from these daily reports.

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

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

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

RETENTION - Retain for 3 years after final audit and then destroy

**METER REPORTS**

These reports record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings,



date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION - Retain for 1 years and then destroy

### **METER LOCATION RECORDS**

These records contain information about all meters (water). 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 – Permanent storage on GIS

### **METER REPAIR/REPLACEMENT AND TESTING FILES**

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

RETENTION - Retain for 1 year after disposal of meter and then destroy

### **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.

RETENTION - Permanent.

### **SEWER MAIN LOCATION PLATS**

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

RETENTION - Permanent storage on GIS

### **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 - Permanent storage on GIS

### **WATER CONSUMPTION MONTHLY REPORTS**

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



RETENTION - Retain for 1 year provided annual report is compiled and then destroy.

**WATER MAIN CHARTS AND INDEXES**

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

RETENTION – Permanent storage on GIS

**WATER STOCK PURCHASE FILES**

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

RETENTION - Retain for 10 years after sale of stock and then destroy

**WATER TREATMENT PLANT OPERATIONAL REPORTS (CONSUMER CONFIDENCE ANNUAL REPORT)**

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4)(1989). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum, maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.

RETENTION - 5 years and then destroy

**WORK ORDERS**

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

RETENTION - Retain for 1 year after date of resolution and then destroy

# **Schedule 23**

## **Public Works Records**

**(Engineering, Sanitation, and Street Maintenance)**



**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 and then destroy

**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. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION - Retain for 3 years after claim, audit, or litigation settled and then destroy

**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 - Retain for 6 years after expiration of contract and then destroy

**CONSTRUCTION PROJECT FILES**

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

RETENTION - Permanent, may be transferred to the State Archives

**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 - Permanent

**DRAWINGS AND DIAGRAMS**

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

RETENTION - Permanent. May be transferred to the State Archives



**ENCROACHMENT AGREEMENTS**

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the mayor and city recorder.

RETENTION - Permanent

**EXCAVATION PERMIT APPLICATIONS**

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

RETENTION - Retain for 1 year after expiration and then destroy

**EXCAVATION PERMIT BILLINGS**

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

RETENTION - Retain for 3 years and then destroy

**FLOOD CONTROL PERMIT APPLICATIONS**

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION - Permanent, may be transferred to the State Archives

**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 - Permanent



**INTERSECTION CASE FILES**

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

RETENTION - Retain for 7 years and then destroy

**MAPS AND PLATS**

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

RETENTION - Retain until superseded and then destroy

**MATERIALS TEST RESULTS**

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

RETENTION - Retain for 5 years after project completed and then destroy

**PERMITS TO WORK IN A PUBLIC WAY**

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

RETENTION - Retain for 1 year after bond expires and then destroy

**RESURFACING BILLINGS**

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

RETENTION - Retain for 4 years and then destroy

**REVIEW FILES**

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

RETENTION - Retain for 3 years after completion of project and then destroy

**SPECIAL ASSESSMENT PLATS**

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

RETENTION - Retain for 5 years after district is completed

**STREET CLEANING RECORDS**

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

RETENTION - Retain for 1 year and then destroy

**STREET MAINTENANCE RECORDS**

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

RETENTION - Retain for 3 years and then destroy

**STREET NAME AND HOUSE NUMBER FILES**

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

RETENTION - Permanent

**TRAFFIC DRAWINGS**

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

RETENTION - Retain for 3 years after revised and then destroy

**WORK ORDERS**

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures. These files may also contain customer complaints concerning utility problems which require research and a resolution. They may include complaint results of

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

RETENTION - Retain for 3 years or until resolution of any litigation, whichever occurs later and then destroy



# Schedule 24

## Redevelopment Records





**APPRAISAL PROJECT FILES**

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

RETENTION - Permanent, may be transferred to the State Archives

**BUILDING ILLUSTRATIONS**

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION - 4 years after final action and then destroy

**CERTIFICATION FILES**

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

RETENTION - Permanent, may be transferred to the State Archives

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

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

RETENTION - Permanent, may be transferred to the State Archives

**COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES**

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. They include reports, audits, certificates, maps and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards.

RETENTION - 3 years and then destroy

**CONSULTANT RECORDS**

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification file.

RETENTION - 2 years after final action and then destroy

**FACADE PROJECT FILES**

These files document the regranting of funds received by the municipality to restore exteriors of architecturally important structures in project areas. These grants are totally funded grants made to individual property owners for separately assessed structures. The files include a work contract, photographs, and related correspondence.

RETENTION - Permanent, may be transferred to the State Archives

**HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS**

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58).

RETENTION - 3 years and then destroy

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

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects deal with historic preservation, employment survey and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58).

RETENTION - Permanent, may be transferred to the State Archives

**LITIGATION FILES**

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

RETENTION - Permanent, may be transferred to the State Archives

**OWNER PROJECT FILES**

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION - 4 years after completion of project and then destroy



**PRELIMINARY PLAN REPORTS**

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

RETENTION - Permanent, may be transferred to the State Archives

**REDEVELOPMENT PLANS (NON-APPROVED)**

"The agency shall prepare or cause to be prepared a redevelopment plan for [each] project area" in accordance with the provisions of UCA 17A-2-1213 (1997). The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the community's general plan, master plan, and other plans of the community involved in development or capital improvement programs affecting the project area." The agency shall "consult with the planning commission of the community in preparing a project area redevelopment plan" (UCA 17A-2-1213 (1997)). Approved plans become part of Schedule 24, Item #3 "Certification Files."

RETENTION - 2 years and then destroy

# Schedule 25

## Library Records





**CIRCULATION RECORDS**

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION - Until administration need ends and then destroy

**CIRCULATION STATISTICAL REPORTS**

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION - Retain 1 year and then destroy

**HOLDINGS CATALOG**

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION - Until administration need ends and then destroy

**INTERLIBRARY LOAN RECORDS**

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION - Retain until final action and then destroy

**LIBRARY COMPLAINTS**

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence.

RETENTION - 1 year after resolution of issue and then destroy

**LIBRARY OPERATION POLICIES**

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION - Permanent, may be transferred to the State Archives

**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FILES**

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Technology Act (1995) grants, which are regranted by the Utah State Library Division to public libraries (20 USC 72). The grants are used to implement or update programs for literacy, institutional development, inadequate services or library construction. Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains Title I and III grant records for 7 years, Title II grant records for 20 years.

RETENTION - 7 years after expiration of contract and then destroy

**PATRON REQUESTS**

These are library patron requests. They may be either requests for library materials, such as requests for materials currently checked out or to add new materials to the library collection, or they may be requests to use library owned equipment such as computers and listening stations. Materials requests may include library card number, patron's name, address, telephone number, and signature, as well as information about the requested library material. Equipment usage requests may additionally include information about the use of computers or other equipment such as date and time used, Inter-net sites visited, or terms of use.

RETENTION - 1 year or until request is filled and then destroy

**PLANNING AND EVALUATION STUDIES**

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION - Retain until superseded, then transfer to the State Archives

**REGISTRATION RECORDS**

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Non-expiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birthdate.

RETENTION - 1 year and then destroy

**STRATEGIC PLANS**

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

RETENTION - Permanent, may be transferred to the State Archives



# Schedule 26

## Fire Department Records





**ACTIVITY REPORT**

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

RETENTION - 2 years and then destroy

**BURNING PERMITS**

These are permits issued under Utah Code 11-7-1(2)(a), 65A-8-211(2)(a), 65A-8-211(4)(a), and 65A-8-211(6)(a), and Rule R307-202 to authorize the burning of yard or agricultural waste. Burn permits often are separated into agriculture burns and non-agricultural burns (referred to as open burn permits).

RETENTION - 2 years and then destroy

**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 and then destroy

**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 and then destroy

**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 – These reports will be stored in the National Fire Incident Reporting System (NFIRS)

**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 – 3 year and then destroy

**HYDRANT MAINTENANCE CARD FILES**

These card files (or other similar discrete media) document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

RETENTION - 3 year after final action and then destroy

**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 - 3 years and then destroy

**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 - 3 years after resolution of issue and then destroy

**STORAGE 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 and then destroy

**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 and then destroy

**UTAH FIRE INCIDENT REPORTING SYSTEM (NFIRS) 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 - These reports will be stored in the National Fire Incident Reporting System (NFIRS)

**CONTROLLED MEDICATION LOGS**

These logs are used to track the usage and replacement of any controlled medication. Each ambulance will have a log to track entrance into the drug vault.

RETENTION – 1 year

**TRAINING RECORDS**

Training records will consist of hours spent on department training and recertification requirements. Records will be kept in the possession each department member as well as the Department Training Officers.

RETENTION – 5 years (1 year past recertification requirements)



# Schedule 27

## Landfill Records





**ACTIVITY REPORT**

This is a daily and monthly activity report for the landfill use. It is used to compile annual reports and for planning and budgeting purposes. It usually includes the date, person using the landfill and the amount of debris dumped.

RETENTION – 2 years for daily and monthly activity reports, permanent for annual reports

**LANDFILL PERMITS**

These are permits issued for the use of the landfill. Each permit shall include the name of the person receiving the permit, the item(s) being deposited into the landfill and the weight of the deposit. These permits may be used to assist in compiling of annual reports.

RETENTION – 2 years and then destroy

**INSPECTION REPORTS**

This is a report generated when a landfill inspection is held. An inspection may be held at any time for any reason. The information included in the inspection report may be used to assist in compiling of the annual report.

RETENTION – 2 years and the destroy

**DUMPING LOGS**

These are logs indicating the daily dumping/use of the landfill. The dumping logs shall in shall include the name of the person or company dumping, the item(s) being deposited into the landfill and the weight of the deposit. The information included in the dumping logs may be used to assist in compiling of the annual report.

RETENTION – 2 years and the destroy