

MUNICIPAL

GENERAL RECORDS RETENTION SCHEDULE

UPDATED 02/2015



SCHEDULE 1
ADMINISTRATIVE RECORDS

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ADMINISTRATIVE RECORDS

ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES REPORTS (Item 1-10)

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

RETENTION

5 years after completion of all applicable audits and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CENSUS INFORMATION FILES (Item 1-3)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

CITY HISTORIES (Item 1-14)

These are published or unpublished histories written on the municipal government or an individual municipal agency.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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

CITY SCRAPBOOKS (Item 1-4)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS (Item 1-47)

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and 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) (1995)).

RETENTION

3 years after end of grant period and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 1
ADMINISTRATIVE RECORDS

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS (Item 1-48)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

CONSTITUTION AND BYLAWS (Item 1-17)

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

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

FEASIBILITY STUDIES (Item 1-11)

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

RETENTION

5 years after completion of study and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(11)(2012) and UCA
63G-2-305(22) (2012)

(Approved 06/97)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) MUNICIPAL APPEALS CASE FILE (Item 1-30)

These case files document the appeals for access of municipal records to separate municipal appeals bodies (i.e., city council or separate board). This is in accordance with municipal ordinances adopted under the authority granted in the Government Records Access and Management Act (GRAMA) (UCA 63-2-701 (2009)). These case files include copies of the access request and denial forms, the appeal, research notes, council or board decision, and any other documentation concerning the appeal process.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 06/97)

SCHEDULE 1
ADMINISTRATIVE RECORDS

GRANT FILES ORIGINAL APPLICATIONS (Item 1-9)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

HOUSEKEEPING FILES (Item 1-7)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

INTERNAL COMMITTEE RECORDS (Item 1-33)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 1
ADMINISTRATIVE RECORDS

MAILING LISTS (Item 1-12)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/88)

NOTARY BOND FILES (Item 1-34)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ORGANIZATIONAL FILES (Item 1-15)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

PENDING FILES (Item 1-35)

Papers arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. May also be called a "tickler" or "chron file."

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PERFORMANCE AUDITS (Item 1-36)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

POLICY AND PROCEDURE CASE FILES (Item 1-37)

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

RETENTION

2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

PROJECT CONTROL FILES (Item 1-18)

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

RETENTION

1 year after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

PUBLIC RELATIONS FILES (Item 1-19)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PUBLIC RELEASE FILES (Item 1-20)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

ROUTINE CONTROL FILES (Item 1-23)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SYSTEM STUDIES FINAL REPORTS (Item 1-25)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

TELEPHONE MESSAGE REGISTERS (Item 1-40)

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

RETENTION

6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 06/97)

SCHEDULE 1
ADMINISTRATIVE RECORDS

TELEPHONE MESSAGES (Item 1-41)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

UNSUCCESSFUL GRANT APPLICATION FILES (Item 1-43)

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

RETENTION

3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

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BUDGET RECORDS

ANNUAL BUDGET (Item 3-1)

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(3) (2003)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919.1(2010) through 59-2-923(2010), the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (2001)).

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

BUDGET APPORTIONMENT RECORDS (Item 3-2)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 3
BUDGET RECORDS

BUDGET BACKGROUND RECORDS (Item 3-3)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

BUDGET ESTIMATES AND JUSTIFICATION FILES (Item 3-4)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

SCHEDULE 3
BUDGET RECORDS

BUDGET INFORMATION FILES (Item 3-5)

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

RETENTION

2 years after budget has been adopted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

BUDGET MESSAGE (Item 3-6)

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (2010)).

RETENTION

2 years after the close of the calendar year covered by the budget.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SCHEDULE 3
BUDGET RECORDS

BUDGET WORKING FILES (Item 3-9)

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

RETENTION

2 years after the close of the calendar year covered by the budget.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2010)

(Approved 11/96)

PERIODIC BUDGET REPORTS (Item 3-7)

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

RETENTION

1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 3
BUDGET RECORDS

REGULAR BUDGET REPORTS (Item 3-10)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

TENTATIVE BUDGET FILES (Item 3-8)

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (2010)).

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 4
FIXED ASSET RECORDS

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FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORT (Item 4-1)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

DISPOSITION RECORDS (Item 4-2)

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

RETENTION

3 years after disposition of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

EQUIPMENT INVENTORIES FILES (Item 4-3)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 4
FIXED ASSET RECORDS

FIXED ASSET LISTS (Item 4-4)

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

RETENTION

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SURPLUS PROPERTY CASE FILES (Item 4-5)

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

RETENTION

6 years after final payment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE (Item 5-1)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

ACCOUNTS RECEIVABLE (Item 5-2)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

ACCOUNTS RECEIVABLE INVOICES (Item 5-3)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

ANNUAL FINANCIAL REPORTS (Item 5-4)

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (2009)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (2009)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

AUDIT REPORTS (Item 5-5)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 51-2-3(3) (2008) and UCA
51-2a-102(3)(2007).

(Approved 11/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

BANK DEPOSIT (PASS) BOOKS (Item 5-6)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

BANK STATEMENTS (Item 5-7)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

CHECK COPY FILES (Item 5-8)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

CHECK REGISTERS (Item 5-9)

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

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

CHECKBOOK STUBS (Item 5-32)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

DAILY CASH REPORTS (Item 5-10)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

DEPOSIT SLIPS (Item 5-11)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

FREIGHT RECORDS (Item 5-33)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

GENERAL LEDGERS (Item 5-12)

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

RETENTION

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

INTERDEPARTMENTAL BILLINGS (Item 5-13)
These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

INVESTMENT ACCOUNTING DAILY SHEETS (Item 5-14)
These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION
3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

INVESTMENT ACCOUNTING MONTHLY REPORTS (Item 5-34)
These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION
5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

INVESTMENT REGISTERS (Item 5-15)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

RECEIPTS (Item 5-16)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

REFUND REQUEST (Item 5-17)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

SALES AND USE TAX RETURN FORMS (FORM TC-71) (Item 5-18)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

STATE TREASURER'S ACCOUNTING STATEMENTS (Item 5-19)

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

STATE TREASURER'S DEPOSITS (Item 5-35)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

SUBSIDIARY LEDGER AND JOURNALS FILES (Item 5-20)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

TRAVEL - PRIVATE VEHICLE USAGE FILES (Item 5-25)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

TRAVEL/PASSENGER REIMBURSEMENT FILES (Item 5-23)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

UNCLAIMED CHECKS/WARRANTS (Item 5-36)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

WARRANT REGISTERS (Item 5-26)

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

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

WARRANT REQUESTS (Item 5-27)

These are requests from entities to pay vendors.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/97)

WARRANT REQUESTS - CANCELED (Item 5-28)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/97)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

WARRANT/CHECKS - LOST (Item 5-30)
Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

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

(Approved 12/97)

WARRANT/CHECKS REDEEMED (Item 5-29)
The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

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

(Approved 12/97)

SCHEDULE 6
LICENSING RECORDS

SCHEDULE 8
PAYROLL RECORDS

SCHEDULE 8
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 8-1)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

BUDGET AUTHORIZATION REFERENCE FILES (Item 8-2)

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

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

SCHEDULE 8
PAYROLL RECORDS

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 8-3)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

EMPLOYEE EARNINGS HISTORY FILES (Item 8-4)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

SCHEDULE 8
PAYROLL RECORDS

FLEXTIME ATTENDANCE RECORDS (Item 8-17)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

GARNISHMENT RECORDS (Item 8-5)

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

RETENTION

3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

SCHEDULE 8
PAYROLL RECORDS

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES (Item 8-6)

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

INDIVIDUAL AUTHORIZED ALLOTMENTS FILES (Item 8-7)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

INSURANCE DEDUCTION FILES (Item 8-8)

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

RETENTION

3 years after separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

SCHEDULE 8
PAYROLL RECORDS

LEAVE ADJUSTMENT REPORTS (Item 8-18)

These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

LEAVE APPLICATION FILES (Item 8-9)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 11/96)

LEAVE DATA FILES (Item 8-10)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

SCHEDULE 8
PAYROLL RECORDS

PAYROLL FILES (Item 8-11)

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/97)

PAYROLL REGISTER (Item 8-12)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/03)

SCHEDULE 8
PAYROLL RECORDS

RETIREMENT BENEFITS ASSISTANCE FILES (Item 8-19)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

(Approved 03/89)

RETIREMENT FILES (Item 8-13)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/89)

SAVINGS BOND PURCHASE RECORDS (Item 8-20)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 8
PAYROLL RECORDS

SAVINGS BOND PURCHASE SUMMARY REPORT (Item 8-21)

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

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

(Approved 11/96)

TAXABLE WAGE EARNING REPORTS (Item 8-22)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

(Approved 11/96)

TIME SHEETS (Item 8-14)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

SCHEDULE 8
PAYROLL RECORDS

WAGE SURVEY FILES

(Item 8-15)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/89)

SCHEDULE 9
PERSONNEL RECORDS

SCHEDULE 9
PERSONNEL RECORDS

ADVERSE ACTION FILES (Item 9-16)

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

RETENTION

3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 11/96)

COURSE ANNOUNCEMENT FILES (Item 9-33)

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

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SCHEDULE 9
PERSONNEL RECORDS

COURT ORDERED COMMUNITY SERVICE FILES (Item 9-17)

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

RETENTION

1 year after completion of community service and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Exempt: Rule 4-202.03(10) (2008) CJA

(Approved 11/96)

DRUG TEST NEGATIVE RESULTS (Item 9-42)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302.

(Approved 04/06)

SCHEDULE 9
PERSONNEL RECORDS

DRUG TEST POSITIVE RESULTS (Item 9-41)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302.

(Approved 04/06)

ELIGIBILITY CERTIFICATES (Item 9-2)

These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(2)(a) (2008).

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

(Approved 03/88)

SCHEDULE 9
PERSONNEL RECORDS

ELIGIBILITY REGISTER (Item 9-4)
This a a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.

RETENTION
2 years after expiration of eligibility and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private.

(Approved 06/97)

EMERGENCY AND OTHER PERSONAL LEAVE FILES (Item 9-5)
These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Private: UCA 63G-2-302(1)(b) (2008).

SUGGESTED SECONDARY DESIGNATION
Public: UCA 63G-2-301(1)(b) (2008)

(Approved 12/97)

EMPLOYEE TRAINING FILES (Item 9-18)
These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 06/97)

SCHEDULE 9
PERSONNEL RECORDS

EMPLOYEE WARNING FILES (Item 9-19)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

EMPLOYMENT APPLICATIONS (NOT HIRED) (Item 9-20)

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

RETENTION

2 years after application deadline and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

SCHEDULE 9
PERSONNEL RECORDS

EMPLOYMENT HEALTH RECORDS (Item 9-37)

Employee health records can include but are not limited to such things as Family Medical Leave documentation, psychological profiles, doctor's notes for absences, long and short term disability documentation, documentation of disability accommodations, workers' compensation information, x-rays, hypertension screenings, blood series, pre-employment physicals, medical histories and etc. The records are used to limit liability in deployment of workers, to establish the health status of potential employees, and to limit the effect of occupation related diseases or to modify conditions that might limit an employee's ability to perform assigned duties.

RETENTION

65 years from date of employment or 3 years after retirement or death, whichever is earliest and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 03/88)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES (Item 9-21)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SCHEDULE 9
PERSONNEL RECORDS

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE (Item 9-8)
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

4 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

(Approved 03/88)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES (Item 9-22)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 9
PERSONNEL RECORDS

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS (Item 9-35)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 9-23)

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

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

EXEMPT EMPLOYEE PERFORMANCE-RELATED RECORDS (Item 9-7)

These files document the performance of exempt employees. They may include performance records 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

5 years after date of appraisal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

(Approved 12/97)

SCHEDULE 9
PERSONNEL RECORDS

EXPERIENCE WORKS PROGRAM FILES (Item 9-24)

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

RETENTION

3 years after final expenditure report submitted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-301(1)(b) (2008)

(Approved 11/96)

GRIEVANCE AND DISCIPLINARY FILES (Item 9-9)

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

RETENTION

3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: unsubstantiated.

SUGGESTED SECONDARY DESIGNATION

Public: substantiated (UCA 63G-2-301(2)(o)
(2008))

(Approved 03/88)

SCHEDULE 9
PERSONNEL RECORDS

INTERVIEW RECORDS (Item 9-25)

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

RETENTION

2 years after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

JOB OPENING FILES (Item 9-10)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/88)

LABOR-MANAGEMENT RELATIONS FILES (Item 9-26)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SCHEDULE 9
PERSONNEL RECORDS

MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT RECORDS

(Item 9-36)

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 (1989) through 10-3-1312 (1989) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

PERSONNEL REQUISITION AND ANALYSIS FILES

(Item 9-28)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SCHEDULE 9
PERSONNEL RECORDS

POSITION DESCRIPTION FILES (Item 9-13)
These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION
Record copy: Retain for 5 years after position is abolished or description is superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/88)

POSITION SURVEY FILES (Item 9-14)
These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/88)

SCHEDULE 9
PERSONNEL RECORDS

PRE-EMPLOYMENT TESTS (Item 9-38)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private: applicant's name and score

(Approved 11/96)

PROMOTIONAL TESTS (Item 9-39)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

SUGGESTED SECONDARY DESIGNATION

Private: name and score

(Approved 11/96)

SCHEDULE 9
PERSONNEL RECORDS

QUARTERLY WAGE LIST REPORTS (Item 9-29)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

RECRUITMENT FILES (Item 9-30)

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

RETENTION

2 years after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 9
PERSONNEL RECORDS

SALARY SURVEYS (Item 9-40)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

SUMMER YOUTH PROGRAM FILES (Item 9-31)

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

RETENTION

3 years after termination of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/97)

SCHEDULE 9
PERSONNEL RECORDS

TEACHING AIDS TRAINING RECORDS (Item 9-15)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 9-32)

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

RETENTION

1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 11/96)

SCHEDULE 10
PURCHASING RECORDS

SCHEDULE 10
PURCHASING RECORDS

CONTRACT PURCHASING RECORDS (Item 10-12)

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

RETENTION

6 years after expiration of contract (Utah Code 70A-2a-506 (2014)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

INVOICES (Item 10-5)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 10
PURCHASING RECORDS

LEASING CONTRACT FILES (Item 10-6)
These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

PROFESSIONAL SERVICE AGREEMENT RECORDS (Item 10-7)
These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

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

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 11/96)

PURCHASE ORDERS (Item 10-1)
These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 03/89)

SCHEDULE 10
PURCHASING RECORDS

PURCHASE REQUISITION FILES (Item 10-8)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

REAL ESTATE ACQUISITION FILES (Item 10-13)

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

RETENTION

7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(8) (2012)

(Approved 12/97)

SCHEDULE 10
PURCHASING RECORDS

REQUESTS FOR PROPOSALS (Item 10-9)

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

RETENTION

2 years after decision and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SUCCESSFUL BID PROPOSAL FILES (Item 10-2)

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

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

TAX EXEMPTION RECORDS (Item 10-14)

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

RETENTION

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 10
PURCHASING RECORDS

UNOPENED BIDS PROPOSALS FILES (Item 10-10)

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

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 10-11)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

VENDOR LIST (Item 10-3)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 11/96)

SCHEDULE 10
PURCHASING RECORDS

VOUCHERS

(Item 10-4)

This is an official authorization to pay on a claim or bill.

Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 03/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

SCHEDULE 22
PUBLIC UTILITIES RECORDS

BACKFLOW PREVENTION TEST REPORTS (Item 22-1)

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

RETENTION

3 years after subsequent test and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(9)(a) (2012)

(Approved 12/97)

BACTERIOLOGICAL QUALITY ANALYSES REPORTS (Item 22-2)

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

RETENTION

5 years after subsequent test (40 CFR 141.33(a) (2006)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

BILLING ADJUSTMENT RECORDS (Item 22-3)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

BILLING RECORDS (Item 22-5)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(51)(2012)

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

BILLING REGISTER (Item 22-4)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

CHEMICAL/RADIOLOGICAL ANALYSES (Item 22-6)

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

RETENTION

10 years after subsequent test (40 CFR 141.33(b) (2006))
and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

COMPLAINT FILES (Item 22-7)

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

RETENTION

3 years after date of resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

CONNECTION BOOKS (Item 22-8)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

CROSS CONNECTION CONTROL SURVEY FILES (Item 22-10)

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

RETENTION

3 years after destruction of premise and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

CUSTOMER APPLICATION RECORDS (Item 22-11)

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION

3 years after account closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

CUSTOMER DEPOSIT CARDS (Item 22-12)

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

RETENTION

3 years after account closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

DAILY FILTER LOG (Item 22-13)

This log records a daily instrument table of information regarding filter operations required by UCA 26-12-1 et. seq.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

DAILY OPERATIONAL LOG (Item 22-14)

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

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 12/89)

DAILY PUMP STATION WELL REPORTS (Item 22-15)

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

RETENTION

2 years provided summary report is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

DISCHARGE MONITORING AND WATER RECLAMATION PLANT REPORTS (Item 22-16)

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (2006)).

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

DITCH FLOW DAILY RECORDS (Item 22-17)

These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.

RETENTION

7 years or 4 years after litigation is settled provided summary report is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

DITCH FLOW SUMMARY REPORTS (Item 22-35)

These reports summarize the amounts delivered to water companies. The summary information is compiled monthly and/or annually. The reports include name of company, date, amount of water delivered, and amount required.

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES (Item 22-18)

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

RETENTION
3 years after final audit and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

FIELD NOTES (Item 22-19)

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

RETENTION
Permanent.

SUGGESTED PRIMARY DESIGNATION
Public.

SUGGESTED SECONDARY DESIGNATION
Protected: UCA 63G-2-305(11) (2012)

(Approved 12/89)

FLOW CHARTS (Item 22-20)

These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.

RETENTION
6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/89)

HYDROGRAPH DAILY CHARTS (Item 22-21)

These are water charts recording the daily flows of streams. They are used for predicting future stream flows.

RETENTION
10 years provided annual report is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION
Public.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

METER BOOKS (Item 22-22)

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

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

METER LOCATION RECORDS (Item 22-23)

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

RETENTION

1 year after removal of meter and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

METER REPAIR AND TESTING FILES (Item 22-24)

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

RETENTION

1 year after disposal of meter and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS (Item 22-25)

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (2008)). This applies to municipalities with a population of 100,000 or greater.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

PUMP STATION WELL SUMMARY REPORTS (Item 22-34)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

REMITTANCE STUBS (Item 22-27)

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

SEWER MAIN LOCATION PLATS (Item 22-28)

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

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

TELEVISION INSPECTION REPORTS (Item 22-29)

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

RETENTION

3 years or until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

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

(Approved 12/89)

WATER CONSUMPTION MONTHLY REPORTS (Item 22-30)

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

RETENTION

1 year provided annual report is compiled and no litigation is pending and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

WATER FLOW ANNUAL RECORDER CHARTS (Item 22-37)

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

WATER FLOW WEEKLY RECORDER CHARTS (Item 22-26)

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION

3 years provided annual chart is compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

WATER MAIN CHARTS AND INDEXES (Item 22-31)

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

RETENTION

Permanent.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/89)

WATER STOCK PURCHASE FILES (Item 22-32)

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

RETENTION

10 years after sale of stock and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 22
PUBLIC UTILITIES RECORDS

WATER TREATMENT PLANT OPERATIONAL REPORTS

(Item 22-33)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/89)