

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 1: Administration Records

1.101: CITY 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, policies and procedures manuals, newsletters, pamphlets, leaflets, studies, proposals, and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION – Permanent, may be transferred to the State Archives

1.102: HEARINGS FILES

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

RETENTION – Permanent

1.103: INFORMATION GOVERNANCE RECORDS

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

RETENTION - Retain until superseded or until the lifespan of the related record is met, then destroy

1.104: MUNICIPAL APPOINTMENT FILES

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

RETENTION – Retain during appointee’s term, then destroy when term of service ends

1.105: NOTARY BOND FILES

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

RETENTION – Retain for 1 year after expiration or renewal of bond, then destroy

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1.106: NOTARY SERVICES JOURNAL

This is a journal of notary services performed by the administrative secretary to public works. The records are maintained to document each use of notary services so the notary can prove that proper procedures were adhered to should there be a question regarding a notary transaction at some point in the future. Information includes signature of person requesting notary services, date and time notary service was performed, fee charged, type of document being notarized, type of notary act, signer's address, manner in which signer was identified and comments.

RETENTION – Permanent

1.107: PHONE CALL RECORDINGS

These are audio recordings of phone calls used to document conversations between city employees and other parties. They may be used as evidence in cases where complaints are levied against one of the parties of the call.

RETENTION – Retain for 18 months, then destroy

1.108: PLANS, REPORTS, AND STUDIES

These include such plans, reports, and studies as: feasibility studies, master plans for streets, utilities, planning, etc., and other various reports compiled by staff regarding city projects. They include reports, maps, correspondence, etc.

RETENTION – Permanent

1.109: 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

1.110: 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 – Retain until superseded, may be deemed historical so kept permanently

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1.111: 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, then destroy

1.112: 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 until administrative need ends, then destroy

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1.201: COMPLAINT INVESTIGATION FILES

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

RETENTION - Retain for 7 years after end of employment or case closed, whichever is greater, then destroy

1.205: 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, then destroy

1.206: 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, then destroy provided it is transferred to personnel file if disciplinary action is taken

1.209: EMPLOYEE MEDICAL RECORDS

These records document an employee's fitness for duty. Documentation for health-related leave is included. Additionally, the records related to emergency or other personal leave show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor. These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.). These files contain compilations of leave earned and taken. Includes the annual leave compilation card.

RETENTION - Retain 3 years after separation/end of employment, then destroy

1.212: 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, then destroy

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1.213: 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 3 years after resolution of case, then destroy

1.214: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES

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

RETENTION – Permanent, retain for 10 years and transfer to the State Archives

1.215: 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 – Permanent, may be transferred to the State Archives

1.216: 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

1.218: 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, then destroy

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1.219: 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 3 years after case is closed, then destroy

1.220: INSURANCE DEDUCTION FILES

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

RETENTION - Retain for 3 years, then destroy

1.221: JOB APPLICATIONS FOR CANDIDATES NOT HIRED

Records related to the recruiting and hiring of employees, including candidates no hired. The resume and application of hired individuals are part of the Employee History Records. 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. 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 after final action, then destroy

1.229: PERSONNEL FILES

These files are the official employment files for all municipal employees. Contains: original employment application, correspondence, credential files, letters of recommendation, pay and leave history, work performance, training certificates, PA's, pay history, evaluations, changes to payroll and benefits, and E-verify I-9 form (sub-record). Final actions taken as a result of disciplinary action or grievances are included in this schedule. 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. 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. These files document the performance of exempt employees. They may include performance records superseded through

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an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

Also contains: Medical Files (pre-employment background check, EEO Status Declaration forms, insurance selection, return to work due to injuries, short or long term disability, leaves of absence). This information documents an employee's performance, including awards, performance plans, personal action forms, and evaluations.

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. Contains: medical files (background check, EOC status, insurance selection, return to work due to injuries, short or long term disability), PA’s, pay history, evaluations, changes to payroll and benefits.

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

1.233: 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. 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, then destroy

1.234: STAFF ACQUISITION RECORDS

Records related to the recruiting and hiring of employees. Contains: records related to the recruiting and hiring of employees, including (1) the original job requisition form, (2) the resumes and applications of candidates not hired (the resume and application of hired individuals are part of the Employee History Records), (3) interviews with prospective new employees and current employees applying for promotion (including correspondence, reports, lists of questions, notes, and test scores).

RETENTION - Retain for 2 years from application, then destroy

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1.301: 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

1.302: 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

1.303: CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES

These are financial reports required to be submitted by all candidates and political parties running for an elected office. Information includes donors and contributions, and campaign expenditures.

RETENTION - Permanent, may be transferred to the State Archives

1.304: 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

1.305: 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

1.306: CLOSED MEETING RECORDINGS

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.

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RETENTION - Permanent, may be transferred to the State Archives

1.307: COMMITTEE MINUTES

These are the required meeting minutes of all open meetings of city committees, boards and commissions. Minutes include date, time, place of meeting, name of members present and absent, and the substance of all matters discussed.

RETENTION – Permanent

1.308: CONTRACTS AND AGREEMENTS

These records document contractual agreements for products or services, and may include preliminary requirements, contractor payroll records, bids, and the signed contract. These files contain official agreements and contracts between Orem 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 – Retain for 10 years, then destroy

1.309: 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 the 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

1.310: 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 of property transfer, and signatures.

RETENTION - Permanent

1.311: EASEMENT FILES

These files contain documents executed by property owners granting the city rights of access to

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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

1.312: ELECTION BALLOTS, RECORDS, & RETURNS

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 the ballots without opening or examining them. This also includes all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections, and 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, then destroy

1.313: ELECTION CANVASSES

These are the official canvasses 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

1.314: 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

1.315: GOVERNMENT RECORDS ACCESS REQUESTS

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.

RETENTION – Retain for 2 years if all appeals are exhausted, then destroy

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1.316: INTERLOCAL AGREEMENTS

These are agreements between municipalities and other government agencies or municipalizes to provide join services and/or financial responsibilities between the entities

RETENTION – Retain for 5 years after expiration of the contractual agreement, then destroy

1.317: 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 5 years after contract expires, then destroy

1.318: MEETING RECORDINGS

These are audio, or audio/video, recordings of the proceedings of a meeting that can be used to review the proceedings of the meeting. A recording of an open meeting shall (1) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting, and (2) be properly labeled or identified with a date, time, and place of the meeting.

RETENTION – Permanent

1.319: MUNICIPAL PUBLIC DISCLOSURE STATEMENTS

These statements are required to be filed by elected or appointed municipal officials to disclose any actual or potential conflict of interest. They include date, employees’ name and address, name and address of person or business entity being assisted, or in which appointed or elected official has a serious substantial conflict; and a brief description of the transaction as to which service is rendered or is to be rendered and the nature of service performed or to be performed.

RETENTION – Retain for 5 years, then destroy

1.320: OATHS

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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

1.321: MEETING AGENDAS

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings. These include minutes from city boards and commissions.

RETENTION – Permanent

1.322: 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, then destroy

1.323: 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

1.324: 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

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1.325: OATH OF OFFICE

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

RETENTION - Permanent, may be transferred to the State Archives

1.326: 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 3 years, or until after issue resolved or final decision is made

1.327: 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.

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

RETENTION - Retain for 6 years, then destroy

1.328: 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, then destroy

1.329: 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 7 years after unconditional sale of property, then destroy

1.330: RECORDS DESTRUCTION LOG

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Section 3: Recorder’s Records

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

RETENTION – Retain for 5 years, then destroy

1.331: 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

1.332: REQUESTS FOR PROPOSALS

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 – Retain for 6 years, then destroy

1.333: SERVICE ON CITY LOG(S)

This is a log that documents claims and lawsuits being served on the City to the Recorder’s Office. Examples include bankruptcies, garnishments, notices of appeal, notices of claim, summons, subpoenas, and court orders. The log is used for internal use only and should not be released.

RETENTION – Retain for 10 years, then destroy

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Section 4: Economic Development & Redevelopment Records

1.401: 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

1.402: 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 – Retain for 4 years after final action, then destroy

1.403: 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

1.404: 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 – Retain for 2 years after final action, then destroy

1.405: FACADE PROJECT FILES

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Section 4: Economic Development & Redevelopment Records

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

1.406: 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 (1993)).

RETENTION – Retain for 3 years, then destroy

1.407: 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 (1993)).

RETENTION - Permanent, may be transferred to the State Archives

1.408: 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

1.409: 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

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agreements and related correspondence.

RETENTION – Retain for 4 years after completion of project, then destroy

1.410: 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

1.411: 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 – Retain for 2 years, then destroy

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Section 5: Risk Management Records

1.501: 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, then destroy

1.502: 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/expiration of bond, then destroy

1.503: EMPLOYEE DRIVING RECORDS

The city collects these records to verify that employees who drive city-owned vehicles are in good standing and have valid driver’s licenses. Information includes Department of Motor Vehicles driving records, driver’s license numbers and addresses.

RETENTION - Retain for until administrative need ends, then destroy

1.504: 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 (total of 7), then destroy

1.505: FIRST PARTY PROPERTY DAMAGE AND SUBROGATION FILES

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

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Section 5: Risk Management Records

RETENTION - Retain for 3 years, then destroy

1.506: INSURANCE CLAIM RECORDS

These records document coverage or compensation for a covered loss. Records may include validate claims and payments issued.

RETENTION - Retain for 12 years, then destroy

1.507: INSURANCE EXPIRATION LOG

This record is regarding insurance information for fleet vehicles.

RETENTION – Retain for 1 year, then destroy

1.508: INSURANCE POLICY CONTRACTS

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

RETENTION - Retain for 15 years after expiration of contractual agreement and settlement of all claims, then destroy

1.509: INSURANCE REPORTS

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

RETENTION - Retain for 12 years, then destroy

1.510: LIABILITY RISK MANAGEMENT CASE FILES

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

RETENTION - Retain for 20 years after case closed, then destroy

1.511: 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 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

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Section 5: Risk Management Records

RETENTION - Retain for 7 years, then destroy

1.512: 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 or 10 years after case is closed, then destroy

SCHEDULE 1 – CITY MANAGER’S DEPARTMENT

Section 6: Community Development Block Grant Records

1.601: 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 – Retain for 4 years after completion of project, then destroy

1.602: 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 – Retain for 4 years after completion of project, then destroy

1.603: 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 (24 CFR 570.611(f) (1992)).

RETENTION - Retain for 4 years after completion of project, then destroy

1.604: HOUSING REHABILITATION OR BUSINESS LOANS

These records document the application and granting of money for, and progress of projects funded under Community Development Block Grants (CDBG). These projects include both direct grants and re-grants. Information may include the initial application, and final reports.

RETENTION - Retain for 4 years after loan is paid off/grant completion, then destroy