

SCHEDULE 1
ADMINISTRATIVE RECORDS

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OFFICIAL POLICY AND PROCEDURE RECORDS (Item 1-70)

These records are created by executive decision makers to document the dissemination of agency programs, policies and procedures. Executive decision makers may include the Director, Chief Administrative Officer, Public Information officer or other internal administrators as identified by the executive office.

RETENTION

Permanent. Retain in office 3 years then transfer to Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

OPERATIONAL POLICY AND PROCEDURE RECORDS (Item 1-71)

These records document implementation of official policies and procedures. They govern day to day operations, and routine business functions.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

VITAL RECORDS (Item 1-72)

These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014) Documents may include registered certification or reports, applications, official registers and other similar records.

RETENTION

Permanent. Transfer to Archives.

SUGGESTED PRIMARY CLASSIFICATION

Private: Utah Code 63G-2-302(2)(d)(2014).

SUGGESTED SECONDARY CLASSIFICATION

Public: Utah Code 26-2-22(4)(2014)

SCHEDULE 11
HUMAN RESOURCE RECORDS

SCHEDULE
HUMAN RESOURCE RECORDS

GRIEVANCE AND DISCIPLINE RECORDS (Item 11-64)

Initial documentation responding to complaints that result in any type of investigation for possible disciplinary action.

RETENTION

Retain for 7 years after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: Utah Code 63G-2-302 (2)(a)(2014).

(Approved 07/90)