

SCHEDULE 14  
COUNTY CLERK RECORDS

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VOTER REGISTRATION RECORDS (Item 14-45)

These are complete registration forms of eligible voters.  
Information includes voter's address, birthplace, birth date, and  
details required by statute. (Utah Code 20A-2-104(1)(2015))

RETENTION

Retain until superseded (Utah Code 20A-2-104(2)(b)(2014)).

SCHEDULE 33  
ELECTED OFFICE RECORDS

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ASSESSMENT ROLL RECORDS (Item 33-3)  
These records document real property assessments and payments.

RETENTION  
Permanent.

DEED RECORDS (Item 33-4)  
These records are deeds and conveyances of real estate owned by governmental entities. Included are the original deeds, titles, insurance and tax information.

RETENTION  
Permanent.

DELINQUENT PROPERTY TAX RECORDS (Item 33-2)  
These records document delinquent property taxes owed and paid. Information includes parcel data, penalties, receipts, redemption certificates and related records. These are not legal evidence of property ownership.

RETENTION  
Retain for 3 years - 7 years and then destroy.

TAX REDEMPTION RECORDS (Item 33-1)  
These records document the payment of delinquent taxes. Information includes taxes and penalties owed and paid, and related records. These are not legal evidence of property ownership.

RETENTION  
Retain for 3 years - 7 years and then destroy.

SCHEDULE 1  
ADMINISTRATIVE RECORDS

SCHEDULE  
ADMINISTRATIVE RECORDS

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PERFORMANCE AUDIT REPORTS (Item 1-80)

These are reports written and prepared by outside auditors as a result of a performance audit of an entity. Performance audit reports summarize and entity's programs, operations, and productivity.

RETENTION

Retain for 7 years - 10 years.

PERFORMANCE AUDIT WORK PAPERS (Item 1-81)

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

RETENTION

Retain for 7 years - 10 years and then destroy.

SCHEDULE 7  
FINANCIAL RECORDS

SCHEDULE  
FINANCIAL RECORDS

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AUDIT WORK PAPERS (Item 7-56)

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

RETENTION

Retain for 7 years - 10 years and then destroy.

FINANCIAL AUDIT REPORTS (Item 7-57)

These are reports written and prepared as a result of audits of governmental entities by an outside agency examining and verifying the entities' financial activities for the year.

RETENTION

Retain for 7 years - 10 years.

SCHEDULE 11  
HUMAN RESOURCE RECORDS

SCHEDULE  
HUMAN RESOURCE RECORDS

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EMPLOYMENT HISTORY RECORDS (Item 11-62)

Employment history documents a person's application, hiring, and employment with a governmental entity, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

RETENTION

Retain for 65 years or 3 years after separation (per Utah Code 49-11-902(2)(2013) or 7 years after separation (Utah Code 49-11-602 (2014)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

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

PERFORMANCE PLANS AND EVALUATIONS (Item 11-63)

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

RETENTION

Retain for 3 years after separation (per Utah Code 49-11-602(2)(2013)) or 7 years after separation (per Utah Code 78B-2-309(2)(2008)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

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