

Central Wasatch Commission
Millcreek City Council
Presentation
October 24, 2022

The Central Wasatch Commission

A unique effort

Local governments and elected officials operating by consensus to address longstanding issues and aspirations for the Central Wasatch Mountains.

Convenes

Conflict resolution

Achieve cooperation

Assist State























Member Jurisdictions



Member Jurisdiction Benefits

- Consensus approach to land and watershed protection and decision making
- Consensus-based transportation approach
- Short-Term improvements in the mountains
- The Visitor-Use Study
- The Environmental Dashboard
- Regional stakeholder involvement

Ski Resorts

Mike Maughan – Alta Ski Area
Amber Broadaway-- Solitude Mountain Resort
Mike Doyle -- Brighton Ski Resort
Dave Fields – Snowbird Ski Resort
Nathan Rafferty – Ski Utah

Conservation Interests

Carl Fisher –Save Our Canyons
Pat Shea -- Friends of Alta
Megan Nelson – The Nature Conservancy
Joanna Wheelton – Cottonwood Canyons Foundation

Recreation Interests

Serena Yau – Salt Lake Climbers Alliance
John Knoblock – Mt Olympus Community Council, Trails Utah
Sarah Bennett – Trails Utah
Tom Diegel – Wasatch Backcountry Alliance
Dennis Goreham – Wasatch Mountain Club

Cultural & Educational Interests

Stuart Derman – Wasatch Mountain Arts
Jan Striefel – League of Women Voter of Salt Lake
Maura Hahnenberger – Salt Lake Community College
Hilary Lambert – Wasatch Mountain Institute

Community Councils and Homeowner Associations

Kurt Hegmann – Mill D Cabin Owners Association
Barbara Cameron – Big Cottonwood Community Council, Brighton Resident
Del Draper – Cecret Lake Cabin Owners Association
Kirk Nichols – Evergreen HOA, Professor of Outdoor Recreation, University of Utah

Private Citizens

Michael Marker – Little Cottonwood Canyon Resident
Paul Diegel – Salt Lake City Resident
Troy Morgan – Brighton Resident
Will McCarvill – Salt Lake City Resident
Brian Hutchinson – Salt Lake City Resident
Ed Marshall – Log Haven Restaurant
Kelly Boardman – Salt Lake City resident
Jennifer Eden – Salt Lake City resident
Alex Porpora – Salt Lake City resident

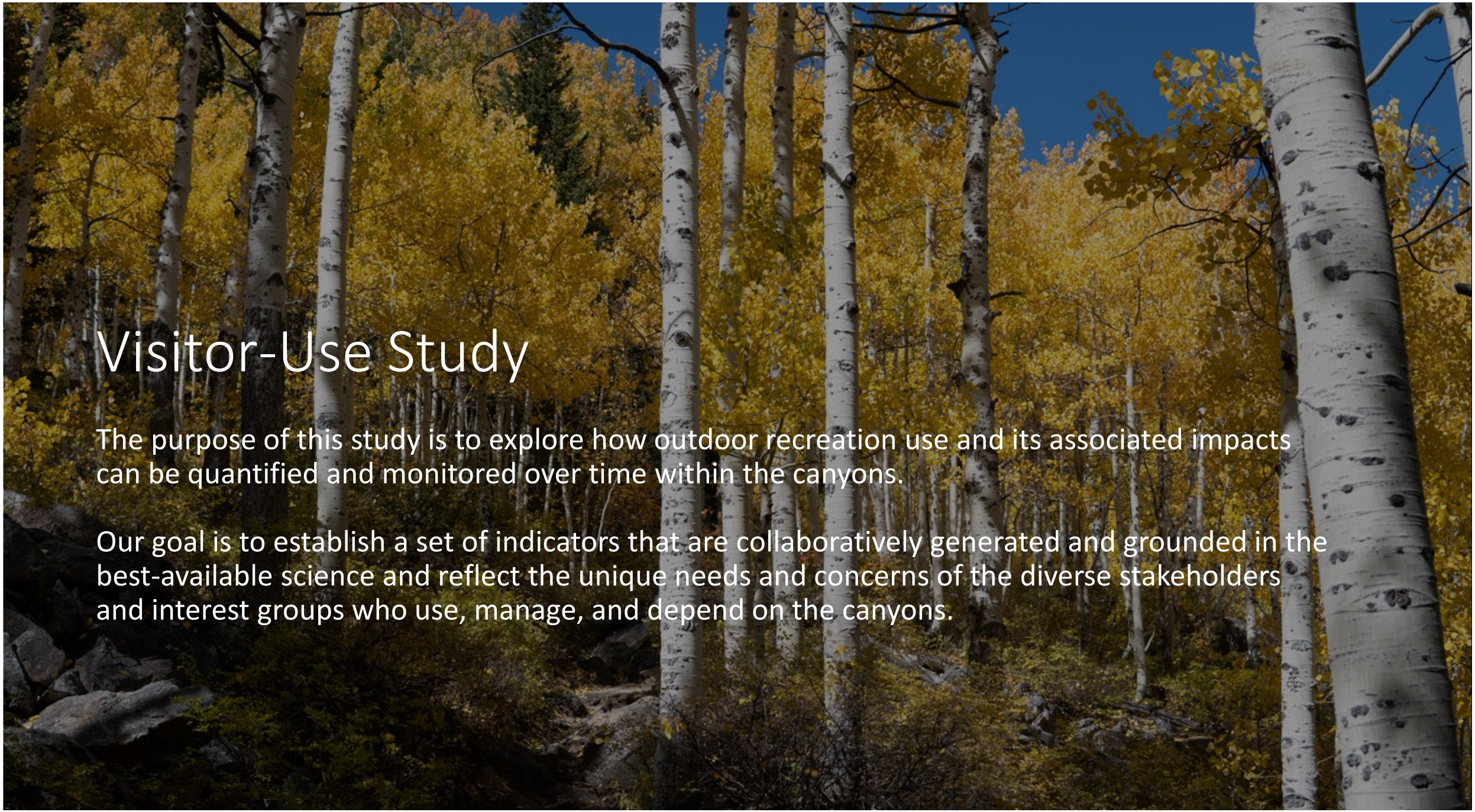
Transit & Transportation Interests

Roger Borgenicht – Utahns for Better Transportation
Mike Christensen – Utah Rail Passengers Association
Danny Richardson -- Salt Lake City resident

CWC Stakeholders

Mountain Transportation System

- Regional Mountain Transportation Systems
- Millcreek FLAP
- BCCMAP
- LCCEIS
- Short-term improvements



Visitor-Use Study

The purpose of this study is to explore how outdoor recreation use and its associated impacts can be quantified and monitored over time within the canyons.

Our goal is to establish a set of indicators that are collaboratively generated and grounded in the best-available science and reflect the unique needs and concerns of the diverse stakeholders and interest groups who use, manage, and depend on the canyons.



The Environmental Dashboard

The Central Wasatch Commission released the Environmental Dashboard to the public on Monday, June 6, 2022.

The Environmental Dashboard is a tool for the public, land managers, policy makers and technical users to learn about the historic and current environmental conditions of the Central Wasatch. The Dashboard contains five environmental elements: air quality and climate, geology and soil, vegetation communities, water, and wildlife, and existing data for each element has been gathered and presented for public access.

Access the Environmental Dashboard here: https://cwc.utah.gov/environmental-dashboard/

2022 Short-Term Projects

SUPPORT FOR A TRI-CANYON TRAIL DEFERRED MAINTENANCE AND INVASIVE WEED CONTROL PROJECT

SUPPORT FOR A COTTONWOOD CANYON BACKCOUNTRY SKI SHUTTLE PROGRAM

THE CONSTRUCTION OF BEAVER DAM ANALOGS AT WILLOW HEIGHTS POND

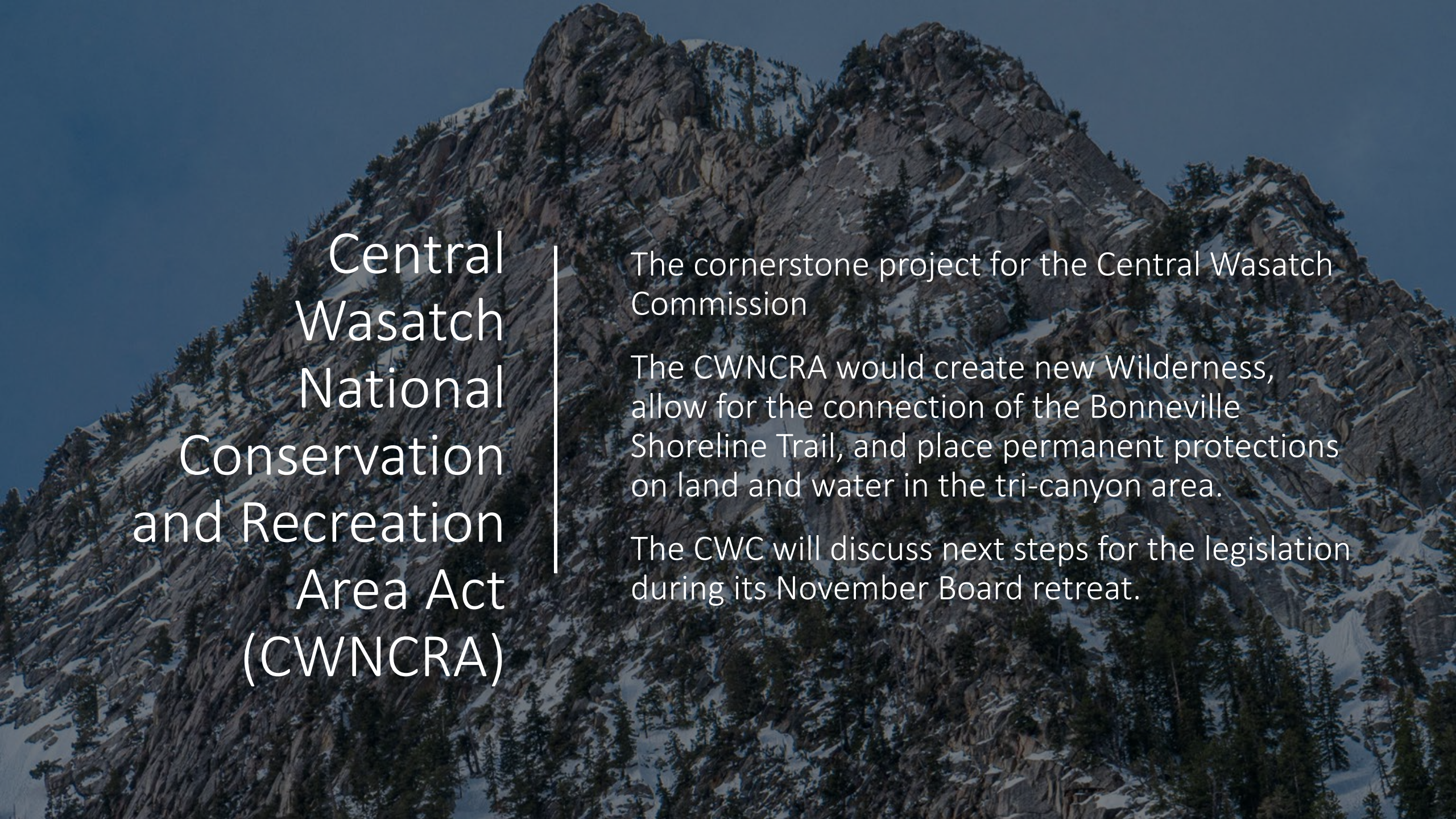
THE BONNEVILLE SHORELINE TRAIL REROUTE FROM BCC TO FERGUSON CANYON

SUPPORT OF THE BONANZA FLAT TRAILHEAD TRANSIT PROGRAM

SUPPORT FOR THE FRIENDS OF ALTA EDUCATIONAL JUNIOR RANGER ACTIVITY PROGRAM

SUPPORT FOR THE SAVE OUR CANYONS WASATCH WILDERNESS STEWARDSHIP AND EDUCATION PROJECT

SUPPORT OF JACOB'S LADDER TRAIL REROUTE MAINTENANCE WORK



Central Wasatch National Conservation and Recreation Area Act (CWNCRA)

The cornerstone project for the Central Wasatch Commission

The CWNCRA would create new Wilderness, allow for the connection of the Bonneville Shoreline Trail, and place permanent protections on land and water in the tri-canyon area.

The CWC will discuss next steps for the legislation during its November Board retreat.

Thank you.
Questions?

Blake Perez, blake@cwc.utah.gov

Central Wasatch Commission Executive Director, Administration

Lindsey Nielsen, lindsey@cwc.utah.gov

Central Wasatch Commission Executive Director, Policy

Visit our website for more information: cwc.utah.gov

CENTRAL WASATCH COMMISSION

Wasatch Boulevard Master Plan Phase II Corridor Study

Wasatch Boulevard Master Plan Phase II Corridor Study

Holladay and Millcreek, UT



Study Purpose

Wasatch Boulevard serves a variety of roles for Millcreek and Holladay:

- a frontage road to I-215;
- a popular road cycling route;
- a transit corridor served by multiple park and ride facilities;
- an existing commercial node and future town center for Millcreek;
- and the primary or sole means of access to several east bench residential neighborhoods, schools, and outdoor recreation amenities.

In addition to serving this constellation of current and future

needs, planned development of the Gravel Pit site, at the Holladay-Cottonwood Heights border, raises the prospect of large increases in daily travel demand that will be served in part by Wasatch Boulevard.

To respond effectively to this array of needs and challenges, a plan for Wasatch Boulevard must effectively integrate multi-modal mobility, access to a changing set of land uses, safety, and local quality of life into an implementation strategy that uses both funding and physical space wisely.

Powered by Esri

Study Area

The study area itself runs along Wasatch Boulevard from 3300 South to 6200 South.

Key landmarks along the corridor include Eastwood Elementary School, the Olympus Hills Shopping Center,

Churchill Junior High, Mount Olympus and Heughs Canyon trailhead parking areas, the Old Mill Golf Course, and the Olympus Cove and Holladay Park & Ride Lots, as well as the Woodridge Terrace, Olympus Hills, and Canyon Cove neighborhoods. The study does not include portions of Wasatch Boulevard south of Millrock Drive/6200 South, which were addressed in the previous Phase I of the Wasatch Boulevard Corridor Study.



Study Goals for all Modes

- Improve and expand **safe and sustainable access** to recreation and job centers via **transit, shuttles, and carpooling**.
- Preserve and improve **walking and bicycling connections** that are **safe and comfortable** for people of all ages and abilities.

- **Enhance pedestrian access** with an emphasis on current and planned development nodes.
- Invest in opportunities to **improve safety and traffic flow** at key destinations along the corridor.
- Support design measures that can **encourage safer driving**.
- **Preserve access to nature and recreation, neighborhoods, and businesses** while accommodating a range of users.

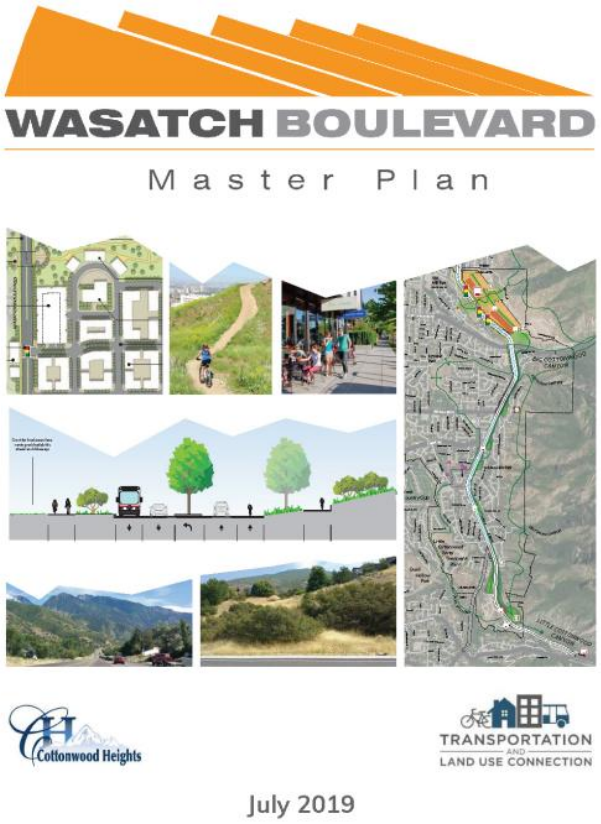


What's the Need?

- Make the corridor **work better for all users and modes of transportation**
- Coordinate investments **across both communities** (enhancements as well as resurfacing)
- **Prepare for new developments and demands** (e.g.

Millcreek opportunity parcel, gravel pit)

- Better **manage demand from canyon users** (Millcreek, Cottonwoods) including cyclists, skiers, etc.
- Getting ahead of **recreational trends & growing demands**



Past Transportation Planning Efforts

Wasatch Blvd Master Plan, Phase 1

This plan focuses on the corridor between I-215 and the mouth of Little Cottonwood Canyon and addresses transportation, land use, and other aspects of the corridor.

Plan Link



Past Transportation Planning Efforts

Mid-Valley Active Transportation Plan

A joint plan among Cottonwood Heights, Holladay, Midvale, Millcreek, Murray, and Taylorsville to develop an active transportation network across all six cities.

Plan Link



Past Transportation Planning Efforts

3900 South & I-215 Interchange Study

This UDOT-led this study evaluates potential options for the 3900 South / I-215 interchange to address traffic and geometric deficiencies.

Study Link



Past Transportation Planning Efforts

Parley's Interchange Draft Environmental Impact Statement

Led by UDOT to evaluate short- and long-term needs of the I-80 / I-215 eastside interchange.

Link to EIS Factsheet

Powered by Esri

Existing Conditions

Crashes

Collision data is an important statistic in tracking and analyzing safety along the corridor. In the period between 2016 and 2021, there were 271 crashes:

- 98 were angle crashes
- 71 were front-to-rear
- 49 were single vehicle
- 24 were sideswipes (same direction)
- 14 were head on (front-to-front)
- 6 were parked vehicles
- 5 were sideswipes (opposite direction)
- 4 were unknown

Powered by Esri

Average Annual Daily Traffic (AADT)

UDOT measures Average Annual Daily Traffic ("AADT") on UDOT facilities and local roads of regional importance. UDOT collects these volumes at permanent traffic counting stations and via additional traffic studies. AADT
reflects the number of vehicle trips made along a given roadway on a typical day and provides a starting point for assessing the relative importance and utilization of roadways like Wasatch Boulevard.

The area of Wasatch Boulevard with the highest AADT is between 4500 South and Fort Union Boulevard with nearly 23,000 average cars per day.

Powered by Esri

Levels of Traffic Stress (LTS)

Level of Traffic Stress (LTS) is a 1-4 rating system, where 1 is the most comfortable road for an active transportation user, and 4 is the least comfortable road.

When each bikeway's LTS is determined, bikeway network connectivity can be
evaluated by comfortability.

Powered by Esri

Transit Stops

The Utah Transit Authority ("UTA") is the primary public transit service provider along the Wasatch Front and Wasatch Boulevard. There are 16 bus stops in the study area with varying degrees of ridership. The stops with the highest number of total average boardings are at the Olympus Cove Park & Ride.

Powered by Esri

Transit Routes

As seen on the map to the right, there are seven different bus routes that serve Wasatch Boulevard in the study area.

Powered by Esri

STRAVA Ridership Activity

STRAVA is a mobile app and website that uses GPS tracking to record the route of a cyclist, runner, jogger, walker, etc. The data provides information about where some people are participating in active transportation. This data is only representative of a small segment of the general population. It doesn't represent all active transportation users, just those that have and use the app. However, it is beneficial to see where these active transportation trips occur along the road network.

Powered by Esri

Future Conditions

Regional Transportation Plan: Transit Projects

The Regional Transportation Plan (RTP) is the vision created by the WFRC with direct input from cities. Updated every four years, the RTP sets forth a strategy for regional transportation investments for all modes according to the collective vision of increasing quality of life in the region. The plan also details phased investment recommendations (Phase One: 2019 to 2030, Phase Two: 2031 to 2040, Phase Three: 2041 to 2050).

The transit projects in and around the study area are shown at right with project details below.

- **CORE Service 15*:** from University Medical Center TRAX Station to 3900 South & Wasatch Boulevard (6.9 miles). Phase 1 (2019-2030) Project T-S-22
- **Express Bus:** from 3900 South & Wasatch Boulevard to Little Cottonwood Canyon Park and Ride (9.4 miles). Phase 3 (2041-2050) Project T-S-23
- **3900 South Park & Ride:** 900 South, Highland Drive. Phase 1 (2019-2030) Project T-S-68
- **Cottonwood Canyons Transit Hub:** from 3900 South & Wasatch Boulevard to Little Cottonwood Canyon Park and Ride (9.4 miles). Phase 1 (2019-2030) Project T-S-75

- **Big Cottonwood Canyon Park & Ride Expansion:** Big Cottonwood Canyon Road (SR-190), Wasatch Boulevard. Phase 3 (2041-2050) Project T-S-76

To learn more about these projects, visit the WFRC 2019-2050 Regional Transportation Plan (RTP) website at: https://wfrc.org/vision-plans/regional-transportation-plan/2019-2050-regional-transportation-plan/

**Core 15 refers to creation of a "core route network" with all-day service every 15 minutes. For more information on the core network, visit UTA's Five Year Service Plan website: https://arcg.is/15HvbS*

Powered by Esri

Regional Transportation Plan: Roadway Projects

The Regional Transportation Plan (RTP) is the vision created by the WFRC with direct input from cities. Updated every four

years, the RTP sets forth a strategy for regional transportation investments for all modes according to the collective vision of increasing quality of life in the region. The plan also details phased investment recommendations (Phase One: 2019 to 2030, Phase Two: 2031 to 2040, Phase Three: 2041 to 2050).

The roadway projects in and around the study area are shown at right with project details below.

- **Widening 6200 South from 5 to 7 lanes:** from I-215 to Wasatch Boulevard (0.9 miles). Phase 1 (2019-2030) Project R-S-35
- **I-215 Interchange Improvements at 3300 South*:** Phase 1 (2019-2030) Project R-S-210
- **I-215 Interchange Improvements at 3900 South*:** Phase 1 (2019-2030) Project R-S-211
- **I-215 Interchange Improvements at 500 South*:** Phase 1 (2019-2030) Project R-S-212

To learn more about these projects, visit the WFRC 2019-2050 Regional Transportation Plan (RTP) website at: *https://wfrc.org/vision-plans/regional-transportation-plan/2019-2050-regional-transportation-plan/*

**To learn more about these interchange improvements, visit UDOT's current projects at https://www.udot.utah.gov/saltlakeeast/#/i-215*

Powered by Esri

Mid-Valley Active Transportation Plan Projects:

This study builds on the recommendations outlined in the Mid-Valley Active Transportation Plan shown at right.



What We've Heard

From Neighborhood Stakeholders and the Public:

- Increase safety, decrease speeds
- Some traffic congestion pain points
- More comfortable spaces for walking and biking
- Don’t widen Wasatch Boulevard



At the Public Open House

Millcreek and Holladay cities hosted a drop-in public open house on March 21st at the
Holladay City Hall. The event drew between 30 and 40 members of the public who
were asked to share their thoughts and ideas on priorities and improvements to
the corridor.

Attendees also reacted to three different concepts for improving traffic, safety, biking,
walking, and transit along Wasatch Boulevard.

We received over 100 comments and stickers during the open house, and we heard some recurring themes:

- People want safe, comfortable, and continuous facilities for bicycling and especially walking along Wasatch Boulevard.
- Issues such as speeding vehicles, parking overflow, crashes, traffic congestion, pedestrian safety, and growth management around the gravel pit development site were raised.
- People also expressed concern about traffic in and around Olympus Hills shopping center, the intersection of 6200 S and Wasatch Boulevard, and the Old Mill Golf Course/Heughs Canyon trail area.
- Wayfinding signage would be helpful along areas near trails and other recreational opportunities so people can find the trails and be prepared before setting off on the trails.
- People enjoy the views offered along Wasatch Boulevard.
- The natural environment is very important to people who would like to see it preserved.

Powered by Esri

Concept Designs

- After evaluating multiple options for the corridor and consulting the public, the project team developed a recommended concept design that includes:
  - Shared-use path from 3680 South to 4500 South and
  - Buffered bike lane from 4500 South to 6200 South.

Typical cross section for the shared-use path from 3680 South to 4500 South:



Typical cross section for the buffered bike lane from 4500 South to 6200 South:

Based on right of way and topographic constraints cross sections vary slightly across the corridor.

As the project progresses, additional refinements will be made between now and construction.



What happens after the study is complete?

- Apply for funding from a variety of sources, including local, state, and federal programs, as well as grants
- Continue coordination with Cottonwood Heights on Gravel Heights development
- Continue coordination with UDOT (regarding I-215 right of way and interchanges) and UTA (on park & rides and bus operations)

What if I Have Further Questions?

We're interested in hearing from you. Leave a comment or ask a question using the form below.
All fields are optional. Your information will not be published.

Name:

Email:

Comment or Question:

What if I have further questions?



Millcreek & SSL Digital Mobility Report

From report written by Vikram Ravi and VODA Consultants



Executive Summary

Vision

Millcreek and South Salt Lake community members, especially those a part of historically marginalized communities are equitable empowered by technology's opportunities to live, learn, work, and prosper.

Key Barriers

- Affordability
- Availability
- Trust
- Relevance



Data

Millcreek into the Numbers

Households: 23,959
Estimated Individuals: 63,380

1 in 10 households do not have an Internet subscription (10.7%) and rely on a cellular data plan with no other type of Internet subscription (9.5%).

14.5% of households do not have a working desktop or laptop computer, which is necessary for many essential online tasks.

28.1% of households making less than $20,000 do not have an Internet subscription (Utah: 31.80%; Salt Lake County: 30.60%)

77% of residents ages 65+ over have both an internet subscription and computing device compared to 94% of residents ages 18-64.

85% of Hispanic/Latino households have both an internet subscription and computing device compared to 93% of White households that have both.

South Salt Lake into the Numbers

Households: 9,210
Estimated Individuals: 26,777

1 in 5 do not have an Internet subscription (20.0%), and 14.7% of households rely on a cellular data plan with no other type of Internet subscription.

22.3% of households do not have a working desktop or laptop computer, which is necessary for many essential online tasks.

43.3% of households making less than $20,000 do not have an Internet subscription (Utah: 31.80%; Salt Lake County: 30.60%)

67% of residents ages 65+ over have both an internet subscription and computing device compared to 84% of residents ages 18-64.

63% of Black and 80% of Asian households have both an internet subscription and computing device compared to 84% of White households that have both.

Source: American Community Survey 2020, Five Year Estimates

Who and What?



Affected Communities

- Aging Adults
- Immigrants & Refugees
- K-12 Youth & Families
- Small Businesses
- Unhoused individuals
- Incarcerated individuals

Goals

- Connectivity
- Devices & Technical Support
- Digital Skills Training
- Capacity

Key Strategies

- Innovative ideas or increasing internet options in apartments
- Public WiFi in community-identified location & areas
- Device donation and refurbishment programs
- Incorporation of technical support into existing programming
- Culturally relevant outreach & digital skills training for targeted communities
- Integration of digital equity work into existing programs
- Collective impact
- Sustainable and ongoing funding for digital equity work

Potential Partners



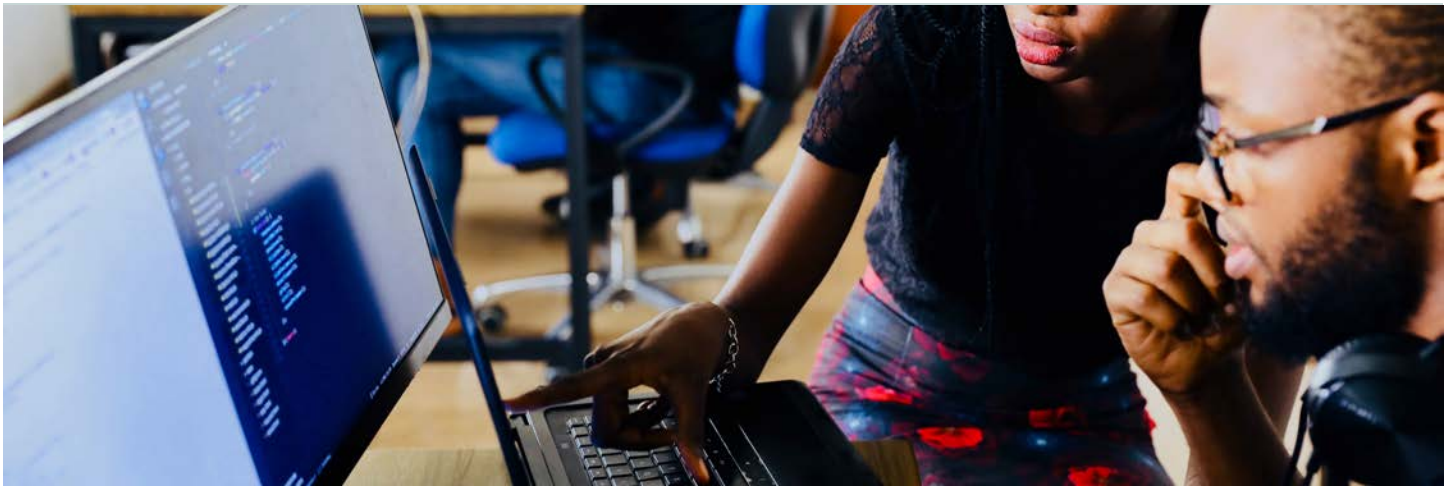
- Granite School District
- United Way of Salt Lake
- Apartment Management Companies
- Salt Lake County
- Internet Service Providers
- Spy Hop
- Tech Charities
- Utah Recycling Alliance
- Clever Octopus
- Salt Lake Community College
- Homeless shelters and providers
- Food/resource pantries
- Circles Salt Lake
- Banks
- Utah Broadband Center
- Utah Communities Connect

What's Next?

- Community Outreach
- Consider an ordinance or resolution
- Consider funding options
- Create partnerships to meet the needs of the community
- Create programs within Promise
- Continued reports to Council on metrics and progress

Questions or Suggestions?

Millcreek & South Salt Lake Digital Equity Asset Map



Millcreek & South Salt Lake Digital Equity Asset Map

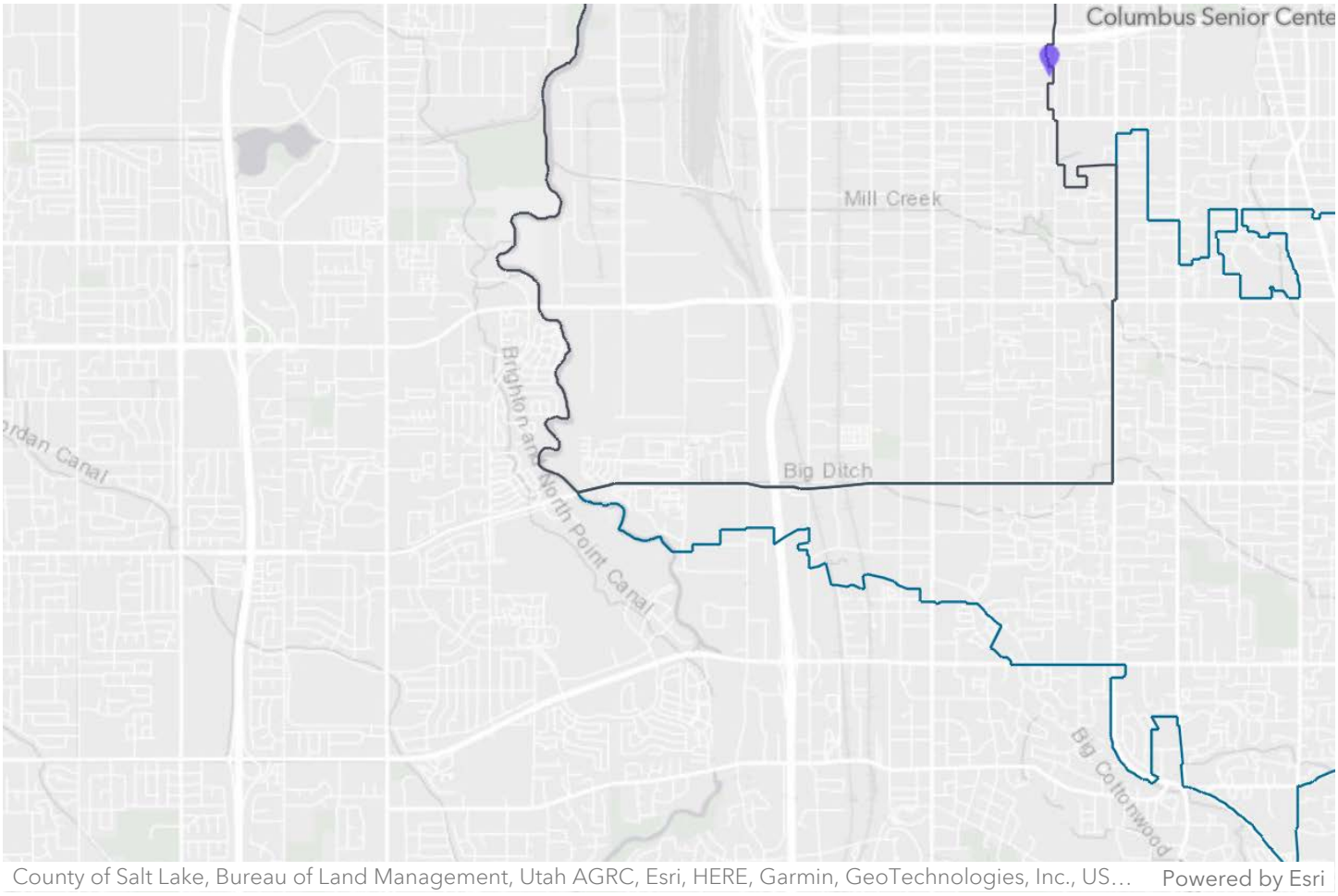
Brian Busch

August 22, 2022



Introduction

This map represents an ongoing effort to identify trusted or utilized institutions to improve digital equity outreach and support populations that are historically difficult to reach or not connected with the digital world. For South Salt Lake and Millcreek, building a more diverse network of outreach partners is paramount in ensuring historically marginalized communities are aware of the digital equity resources and opportunities available. In that regard, assets can include organizations with frequent touchpoints with affected communities, even if their work is not explicitly related to digital equity.

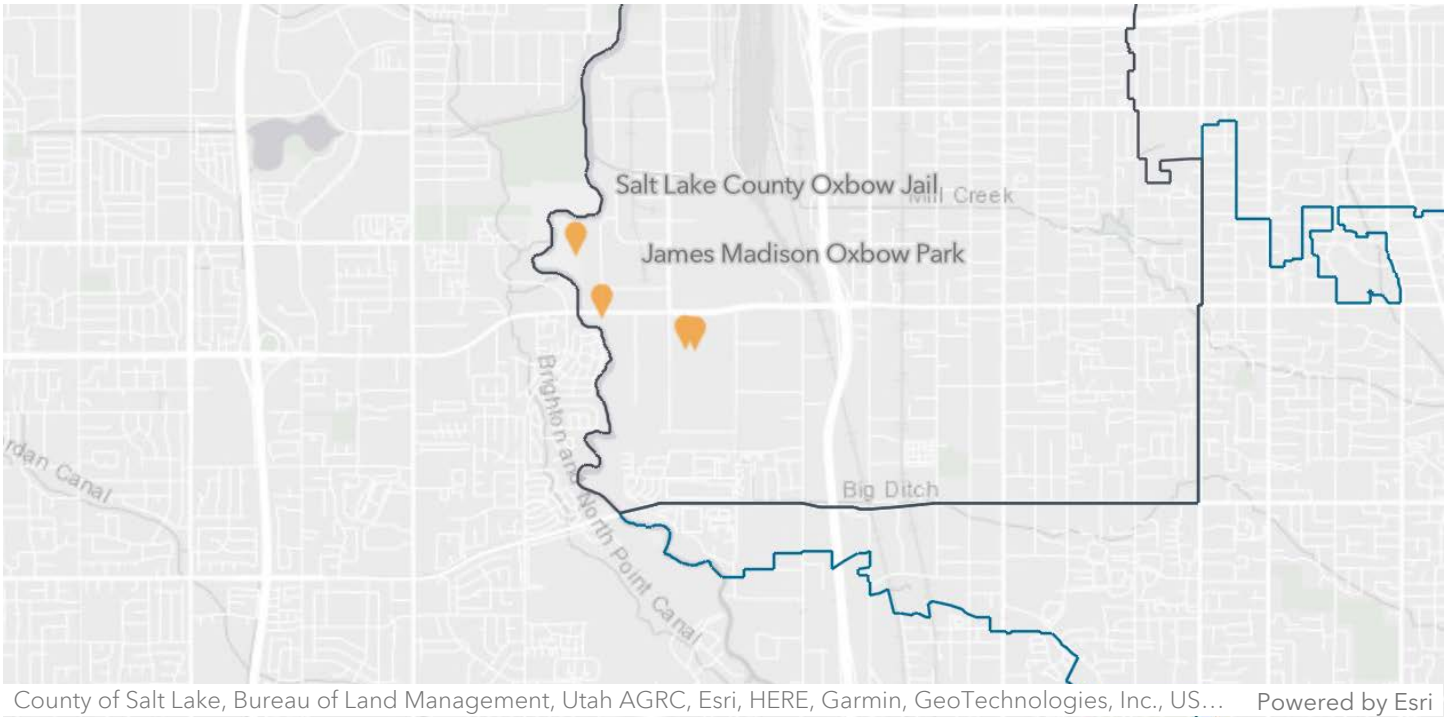




Steve Griffin/Salt Lake Tribune | Salt Lake County Meals on Wheels Volunteer Delivering a Meal to Residents.

Aging Adults

The primary local assets that specifically serve aging adult populations are the two senior centers in each city- Columbus Senior Center (South Salt Lake) and Millcreek Senior Center (Millcreek). Each center primarily focuses on the needs and interests of those participating in the in-person programming. Salt Lake County Division of Aging & Adult Services provides additional programs (Virtual Senior Center, Meals on Wheels, Rides for Wellness Program, and Information and Assistance Program) at the county level serving Millcreek and South Salt Lake residents, especially those who are low-income and homebound. In addition, Utah AARP is another trusted asset for aging adults that provides webinars, resources, benefits, and regular communications. Lastly, a wide array of senior housing, assisted living, specialized medical facilities, and faith-based communities represent assets with frequent touchpoints with aging adults affected by the digital divide.



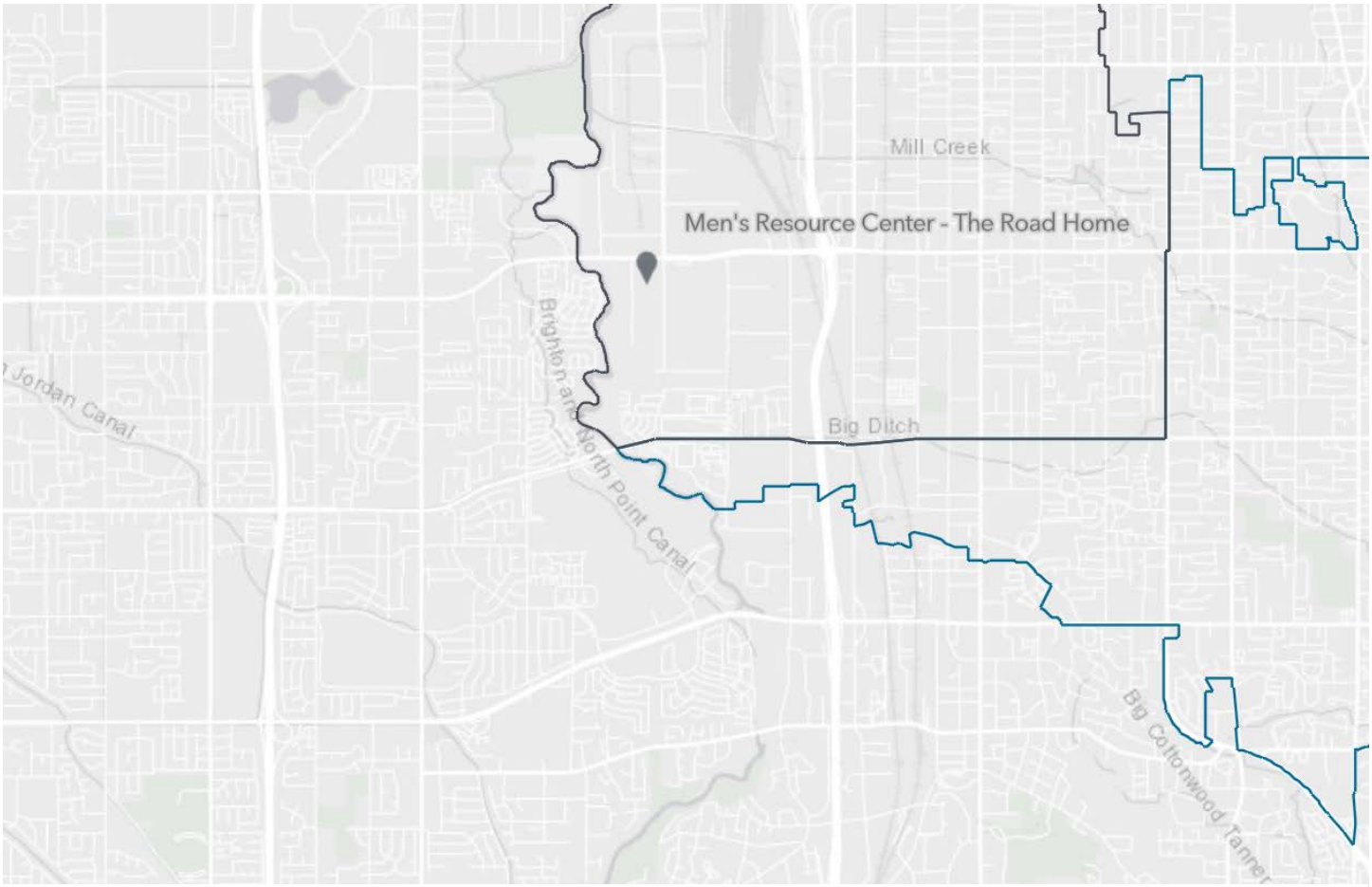


Ravell Call/Deseret News: Individuals picking lima beans as part of the Horticulture Program at the Salt Lake County Jail.

Incarcerated Individuals

All of the institutions specifically serving incarcerated individuals in both cities are located west of I-15 in South Salt Lake: Salt Lake Valley Youth Detention Center, Salt Lake County Metro Jail, Salt Lake County Oxbow Jail, and Jail Resource & Reentry Program. Currently, incarcerated individuals have various

restrictions inside correctional facilities related to using the internet and computers and learning digital skills. When released, internet and device access are essential for getting back on their feet. Developing collaborative relationships with Salt Lake County, the State of Utah, and the staff who operate these facilities is imperative to reach incarcerated individuals safely.

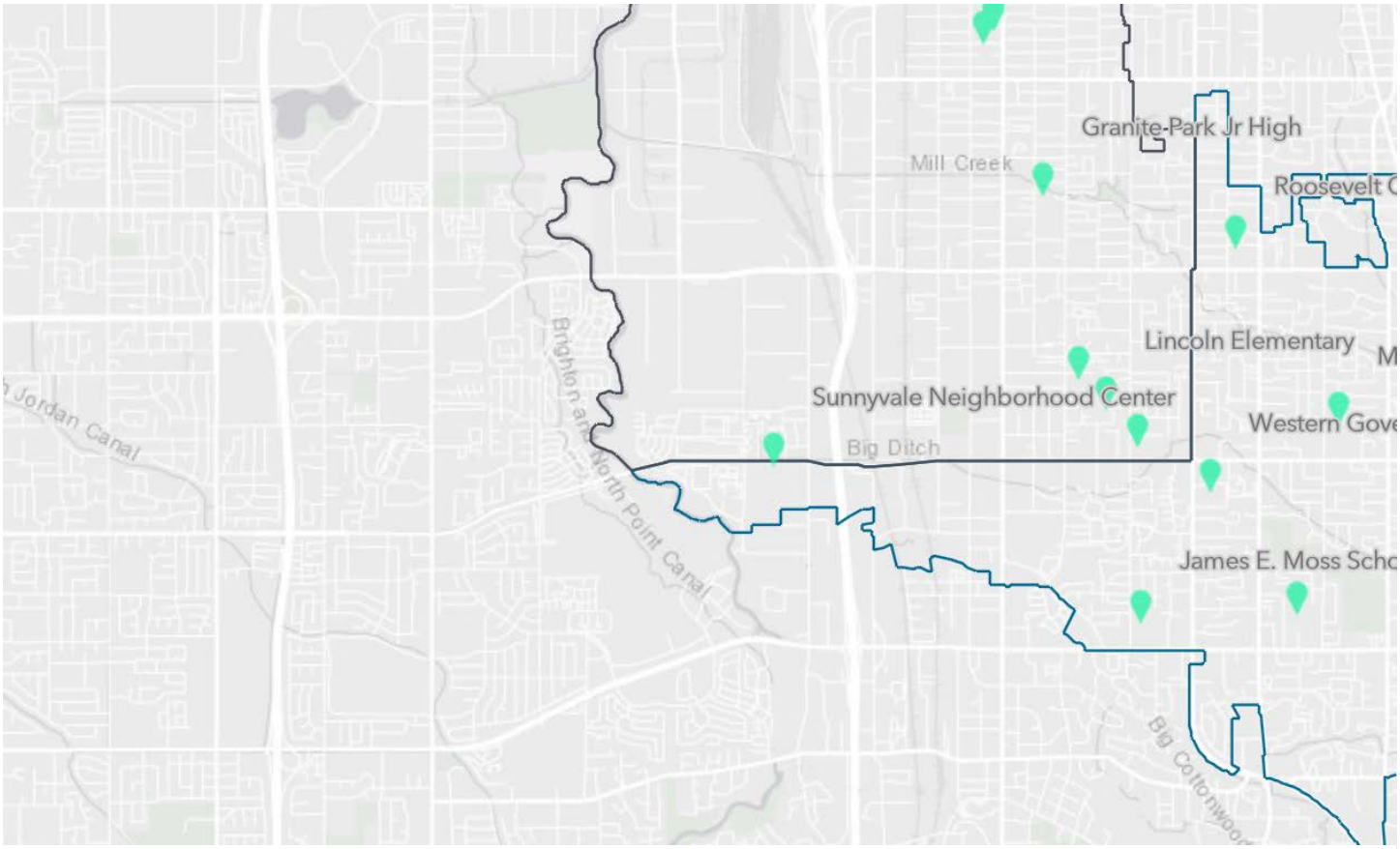




Vikram Ravi | A man experiencing homelessness and his dog resting in a Salt Lake City Park.

Unhoused Individuals

The Men's Resource Center, operated by The Road Home, serves men experiencing homelessness in the same area in South Salt Lake. Unhoused individuals face unique barriers compared to other low-income communities, including frequent device theft, limited public Wi-Fi locations, and a lack of places for charging devices (SLVCEH Digital Inclusion Task Group, 2021). Additionally, Shelter the Homeless and the Salt Lake Valley Coalition to End Homelessness Digital Inclusion Task Group are stakeholders that actively supporting efforts to address digital equity needs for unhoused individuals.



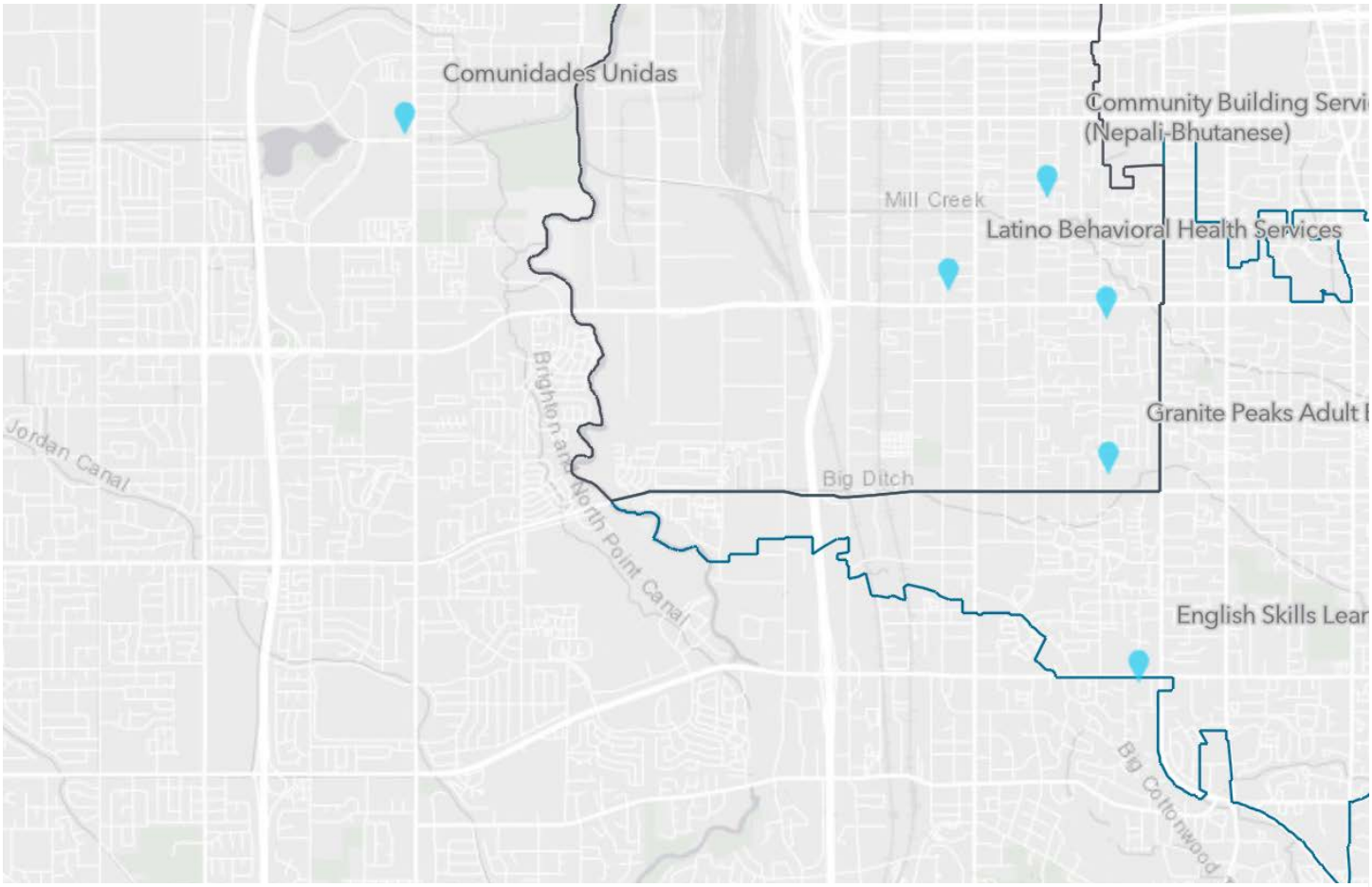


Al Hartmann/Salt Lake Tribune: High school students from Granite, Canyons, and Salt Lake school districts learn about higher education's importance.

K-12 Youth & Families

South Salt Lake and Millcreek public schools are part of the Granite School District. The district and each school collectively

provide a variety of programs, tools, training, and support to help families succeed. While youth have more opportunities to access these supports since they are at school five days a week, these supports are less accessible and utilized by parents and caretakers, particularly for low-income households and refugee and immigrant families. Still, K-12 schools have meaningful touchpoints with parents and caretakers that can be leveraged as an asset for digital equity outreach by schools along with other partners.

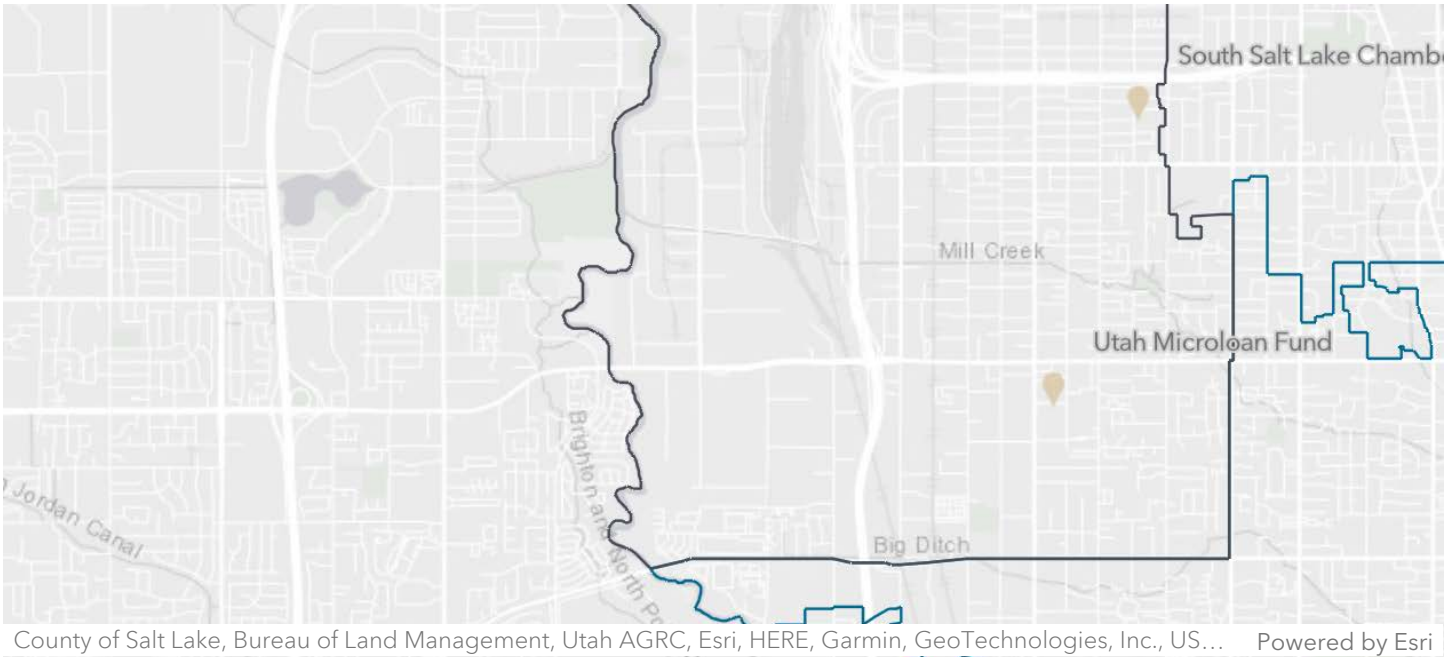




Jeffrey Allred/Deseret News | Refugee youth completing homework at the Sunnyvale Community Center

Refugees & Immigrants

Catholic Community Services, International Rescue Committee, Utah Department of Workforce Services, Asian Association of Utah, and Utah Health & Human Rights are primary organizations providing different levels of case management to refugees in Utah. English Skills Learning Center, Granite Peaks Learning Center, and Lumos School are among the largest English language programs. Comunidades Unidas, Latino Behavioral Services, Suazo Business Center, and Centro de Familia are among the organizations that serve Latino communities, the largest immigrant community in both cities. Recognizing the sensitive nature of immigration statuses for these communities, organizations with multilingual staff and existing relationships of trust are critical assets for outreach and increasing digital equity efforts.



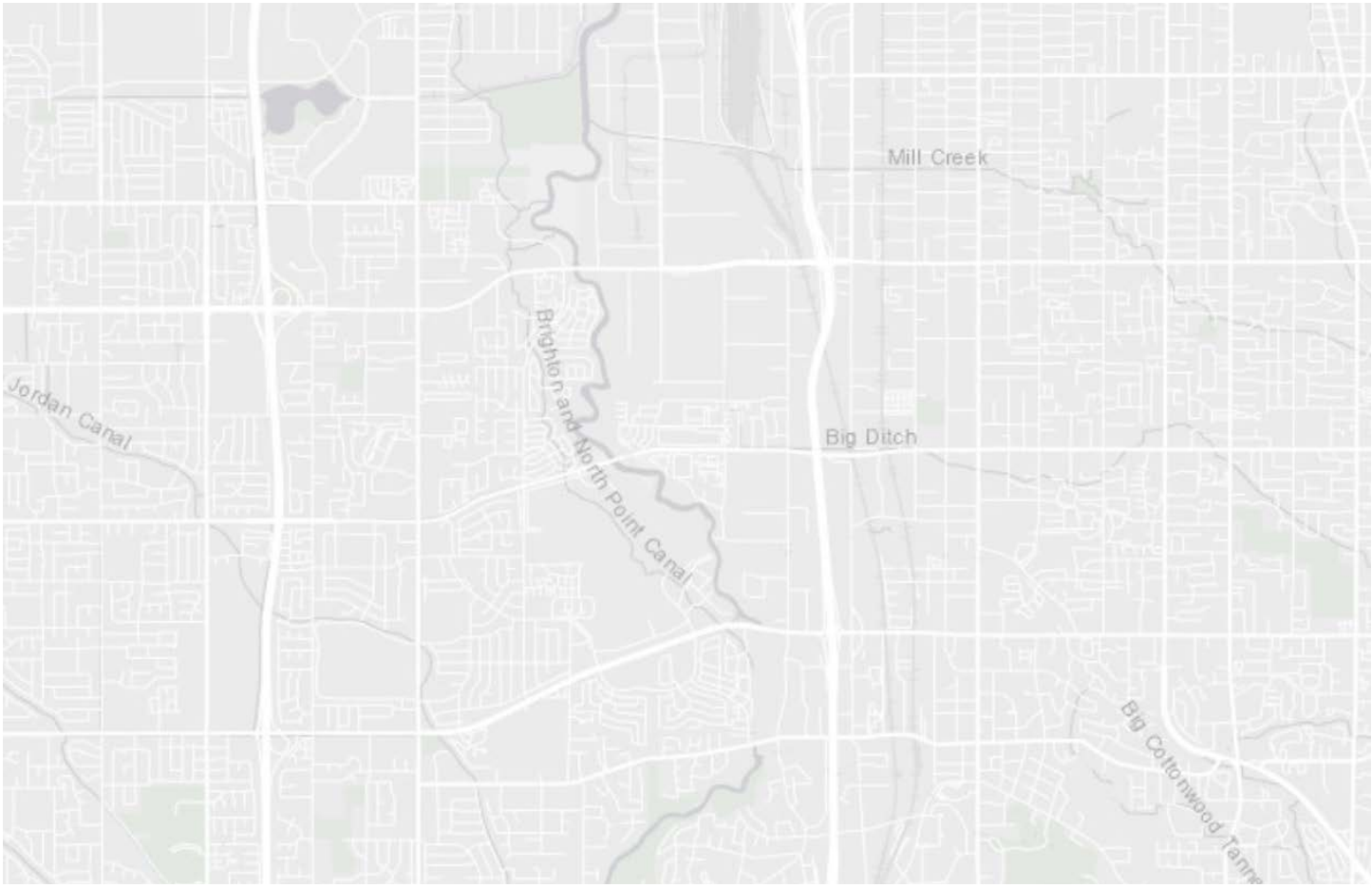


Suazo Business Center Annual Report 2018-19 | Participants in monthly workshop series designed to provide teaching and mentoring opportunities for low-to-moderate income female minority entrepreneurs.

Small Businesses & Entrepreneurs

Millcreek Business Council and South Salt Lake Chamber of Commerce are the primary local organizations with a wide reach to entrepreneurs and small businesses in both cities. Additionally, both cities' Promise programs have a committee (Jobs & Economy Council - South Salt Lake and Economic Well-

being - Millcreek) that especially support connecting historically marginalized communities with economic-related resources and opportunities. A growing number of regional assets across Salt Lake County serve entrepreneurs and small businesses, including those funded by the Salt Lake County Workforce Inclusion & Successfully Employment (WISE) and Salt Lake Center of Opportunity Partnership (Co-Op) programs.





Kim Raff/The Salt Lake Tribune | Teens looking at computers at Salt Lake County Library facilities.

Public

The Granite Library, Millcreek Library, and Co-Op (previously the Columbus Library) are critical digital equity assets to the public, addressing connectivity, devices, and basic technical support and digital skills training. Additionally, there are parks, city halls, health institutions, and other assets (ie. apartment complexes, businesses, etc.) that are not listed on the map. Ultimately, utilizing buildings and spaces with public access as assets for digital equity require buy-in and coordination from Millcreek, South Salt Lake, Salt Lake County, and other public and private stakeholders.



How Cities Can Become a Backbone for Digital Equity Outreach?

Create a resource list with curated digital equity resources and regularly maintain it for organizations and community members

Maintain the asset map by regularly updating contact information of points of contact and develop a process to regularly contact and identify interested housing, faith-based organizations, businesses, and other local and regional assets

Communicate regularly by hosting monthly hybrid committee meetings open to the public, sending regular emails with valuable updates and opportunities, and providing translated, print materials for key resources and programs

Build capacity of community members and partner organizations to integrate digital equity into their existing work through collaborative workshops, cohort-based training, incentives, and 1-on-1 meetings

Develop opportunities for leadership within the Promise Digital Equity Committee to help stakeholders become accountable to shared goals and opportunities for collaboration that result in increased partnerships and outreach efforts



How Local Organizations Become Assets for Digital Equity?

Asset-based community builds upon a strengths-based approach that utilizes what is already within a community. Significant progress can be made without additional funding but

through intentional strategies in four key areas: Planning, Programming, Partners & Outreach, Policies & Procedures. Below is a checklist of internal steps for Promise partners and other local government, education, and community organizations to maximize their existing assets to advance digital equity.

Planning

• Organization regularly plans and evaluates digital inclusion needs and opportunities in the community.

Programming

• Our organization provides publicly available desktop or laptop computers and/or access to open Wi-Fi.

• Staff or volunteers deliver or connect clients/community members to 1:1 technology support to clients to address ongoing/Covid-19 needs (i.e. digital communication tools, telehealth, online public services, small business tools, etc.)

Partners & Outreach

• Our organization regularly invites local partners to provide digital inclusion outreach, including enrollment support, hardware distribution, and digital skills training.

• Our staff is aware of, provides information, and makes referrals to free and low-cost internet and device offerings and digital skills training resources.

Policies & Procedures

• Staff and volunteers are trained on the three elements of digital inclusion (devices, internet, and digital skills training).

• Our organization has intentional strategies to recruit diverse staff, interns, and volunteers to increase culturally relevant and language-specific instruction.



How Can Residents Become Assets for Digital Equity?

LEARN about free and low-cost resources for internet, devices, digital skills training and useful apps and websites.

ACT with patience when helping others use technology or complete other tasks online.

SHARE resources with those you know from your family, friends, work, school, neighborhood, or faith community who may benefit.

TEAM UP and volunteer with the city or other organizations addressing the digital divide

Millcreek; South Salt Lake; Salt Lake County; UGRC; Esri Vikram Ravi; Brian Busch; Kayla Mayers

Deseret Defiant
Initiative

The Deseret Defiant Initiative is a political movement with the intent to attempt to wake up local cities, and make them aware of their part, in causing homelesness, and to try and get them to actively participate in EFFECTIVELY solving the problem in a positive and more permanent way, which will allow those who are homeless, to participate in their own transition, and recovery, from homless to housed, while supporting themselves legally and effevtively without anymore dependence on government, and charitable organizations, than is absolutely neccesarry for each individual, based on their capability, to manage their own life, in their own home, in whatever form that home may reasonable be at the time.

First, and so far only charter member :

Lawrence Horman

To: the Mayors of the cities,
of Salt Lake County, in the
state of Utah,

The following is as stated above, an open letter to the Mayors of the cities within the county of Salt Lake, in the state of Utah, but also to all city, county, and state officials everywhere, currently dealing with the issue of unwanted homeless people with in their communities, of whatever size and type.

My Name is Lawrence Horman and depending on your perspective, I am homeless. In general I don't see myself as homeless but if things in my life continue to go in the direction they are going currently, I very soon will be completely homeless, and dependent on the generosity of others (i.e.; friends, family government and church) for my daily sustenance and housing, something which I have struggled for years to avoid, not for the sake of pride, or even just for my own self-esteem, but to keep from being a burden on those that I care about, and society in general.

Such, is as I understand it, the desire of MOST people in today's society, and I am no different in that regard.

I am writing this letter because a notable sized portion of the population of this country (including myself), are being treated like criminals for no more reason than the fact that we exist, and get along in life by doing things outside the range of what is considered "Normal" by most people. This means that we find ways to house, feed and clothe ourselves in some fashion or other, that most people consider either odd, uncomfortable, or outright disgusting, from THEIR perspective.

It's not that we do anything illegal like stealing, selling drugs, or working other black market businesses,(and that's not to say that such things don't go on), but we're perfectly content to live in whatever housing we can afford to rent or purchase, or construct while we work to improve our situation, even if it's not the conventional house or apartment. We don't mind shipping containers, commercial trailers, old used motor homes and RV trailers. We're happy if we can build lean-tos' between sheds or even make our own tiny homes out of the shed itself. We scavenge bits and pieces, and salvage old equipment to make whatever we've made in to our home comfortable, and we do it out of what the rest of the society around us has thrown out while they scream and holler about how we shouldn't waste so much, and need to recycle as much as possible.

We want nothing more than what everyone else wants, to be allowed to get along in life without being harassed just for being there when we have committed ***NO*** crime.

Because of our economic status, frequently the only place we can find to live, is in an otherwise empty field or abandoned building, (admittedly some not as stable or otherwise safe as others), or commercial lot where we rent space on a lot, or the floor or simply squat because we can find no other place to be.

I have found that when people in an official position talk about doing something about homelessness, they ***frequently*** make plans without bothering to ask the people they say they're

trying to help, and it has been my personal experience, (which I find echoed in the commentary of others in similar situations,) that the most common resolution that most cities employ to remove the homeless from their midst is to rush into the property where the homeless are, and fine, arrest, or run off those who they think are living on a property even if that person, or people pay rent for, or own, what they are living in. They don't ask what we think we might need to change our circumstances, and make a more PERMANENT change not only for us but to help prevent the problem from continuing, or growing bigger in the future.

Just about the only time the homeless get any attention is when they commit a crime, or kill themselves, or do something else that disturbs the lives of those living in a more permanent form of housing.

If you really want to help the homeless, try helping those who don't do drugs, or steal, or pitch tents in public parks, who go to work every day and try and improve their situation without taking from the government funding more than they absolutely have to, but get chased out of city after city after city simply for being there. These are people who know what they need but can't get help because they aren't getting on their feet the way everyone else thinks they should do it. They get turned down for help again and again and again because they don't fall within the rules of some ***set*** program, put together by a government agency or a "charitable non-profit" organization. Help us the way we'd need it and you'll reduce the homeless problem around you drastically.

In reference to my previous statement, no I'm not going to kill myself, and the only "CRIME" I'm committing is parking overnight where I'm not wanted because ***I have nowhere else to go***, *after being chased out of the home,* **which I own**, by city officials who were "Just doing their job." not because I did anything criminal, but simply because I was in the only place I could find, where I could afford to put my home.

The fact that I'm not intent on some desperate criminal act, or on killing myself, doesn't mean I'm not desperate. Like so many other people, I've calmly and politely asked for the help I need more times than I can count, just the way everyone says you're supposed to, and for my effort, with few exceptions, I've gotten nothing but apologies for what they can't do to help me. So I've been trying to get other people's attention and been put off and ignored.

There's a gap in the government and charity non-profit programs, and those in that gap are being ignored or treated as criminals because they don't fit in to the pre-determined cookie cutter programs, WE are in that gap and getting left further behind to drop deeper, in to that gap and further from help every day.

Please help us before anyone else gives up and quits, or kills themselves. Look past your local ordinances your company policies, and your private and public "program" rules. See the real need. Stop blaming a rule, or a policy, and telling us what you can't do. This country was built on the concept of government for, by, and of, the people, and it takes people willing to work together an bend a little despite their fear of upsetting the noisy minority who want nothing more than to sit happily in their comfort zone and fill the letter of the law without remembering it's true spirit and intent.

For those slowly slipping down the chasm between laws, official programs, ordinances and rules, as we desperately hang on to the edge of the cliff for dear life, I beg of, and implore you, to PLEASE help us before it's too late for one more good person.

Thank you for your time,
Sincerely,

Lawrence D. Horman,

Just one of your MANY homeless constituents,

P.S. I dare the mayors of the cities, within Salt Lake County, to take on the same challenge that county mayor Ben McAdams put himself to, and spend a week living the same way the homeless in your own community live, and get a just a vague understanding of what they go through everyday just to get along.

ADDRESSING THE MYTHS OF HOMELESSNES

I. The cities and other government, and private entities, are making us homeless as much as any mental health or job loss issues,

2. We don't want to be homeless and have worked hard not to be,

3.The homeless are left with no choice but to associate with criminals; because A. we are treated like criminals automatically just for being where we are, & B. no one else will listen to us when we need something, (that's not to say there aren't the well intended, who listen and try to help, but we need both those in official, and unofficial, positions to not only listen, but be more open minded in doing so.)

4. Most of society doesn't see us as human beings, but as stray feral animals, that need to be avoided for fear of being attacked. If that were true, there would be many more dead and injured people in the world today,

5. Despite popular opinion, most homeless people are NOT criminals, drunks, and drug addicts, and many of those who are such, are trying to go on the straight and narrow, but keep on getting turned away from programs that would help us do so, (however many are addicts by choice),

6. Far more of us work for a living to get by than most of society thinks, and aside from announcing ourselves as homeless you couldn't pick us out of a crowd as such,

7. We live in boxes, tents, trees, abandoned buildings, shipping containers, commercial trailers, campers & R.V.'s as well as most other alternative forms of shelter because we have no other place to be, because, and I QUOTE "We don't want them in our back yard."

8. That's ok with us because BELIEVE ME, we don't want to be in your back yard any more than you want us to be, that's why we live where we do as, stated above,

9. Most of us don't live in or go to homeless shelters unless we have to because we don't like being around the drugs, crime, and fighting you hear about any more than you do,

10. We are the ultimate recyclers and don't appreciate the looks of scorn and disgust throw our way for scavenging, and dumpster diving, to find what others have thrown away unused, or repairable, that we can't afford to buy, but need, (or want) as much as anyone else,

11. We are NOT criminals just because we are homeless, and treating us as such when we aren't, tends to force us into a position of feeling like we need to become one, as we are left no other choice to get along on a daily basis.

12. Despite popular opinion, you CAN, and SHOULD, ask US what we need, to change our situation, and become MORE productive, FUNCTIONAL, members of society, because despite the well known mental health issues that some of us have, even the most mentally unbalanced of us knows what we need to fix our problems, and most of us would do what needs to be done, if we felt we could trust others, who are in a position to help us, not to pull the rug out from under us, just as we're getting on our feet, (Stop making it necessary to kill ourselves or commit crimes to get your attention.)

13. I call on all city, county, and state, officials to stop "JUST doing their jobs." and start looking for ways they can fill the spirit of the laws intended to keep ALL OF THEIR CITIZENS safe, and find ways to use or change, their current laws, or put in to force, new laws to allow them to use the honest, willing, homeless CONSTITUANT citizens to reduce crime and make their local communities safer for everyone, NOT JUST HOMEOWNERS AND RENTERS. STOP apologizing for what you can't do and start doing what you can, using all your influence to push others to do what they can. The more trustworthy cooperation from those in authority we get, the more we'll get done, and the faster it will go for everyone.

14. Stop making it too expensive for us to go through the legal process needed, to make suggestions for changes to laws, or city ordinances, or to get permits to make the good things we do and the good ideas we have work, to fix the problems we are BOTH, trying to cure.

15. Despite the popular cliché saying..... beggars have to be choosers, for the simple reason that we are rarely able to afford to buy even the most BASIC necessities of life, and therefore, are forced to accept whatever the rest of society leaves behind, or deigns to give us when they see a need. Like everyone else in society we, sometimes more than most, need to get the most out of what we have, and we understand much more than others, how much it costs to have to replace something, that was insufficient to do the job right the first time, and be forced to start over again, and have to take time catching up, just to have our simplest NEEDS met, never mind simple conveniences, that others take for granted..... Simple things like food storage and refrigeration become desperately needed convenience privileges, that we desperately want but often aren't able to have.

(Author , Lawrence D. Horman)

To: the Mayors of the cities,
of Salt Lake County,
in the state of Utah,

Hello again,

My name is Lawrence Horman, and this is my second open letter to the mayors of the incorporated cities of Salt Lake county. When I wrote you before I let you know about what I have seen as the cause of many people becoming not only homeless, but feeling extremely hopeless in their attempts to get back on their feet after becoming homeless, and I suspect many, if not all of those that saw, and read, my previous letter thought to themselves, "We're tired of hearing complaints without someone offering some sort of potential solution".

To that end, I offer the following as at least a part of the potential solution. This if done correctly, should help accomplish a few specific things that will help not only the homeless involved, but the cities that participate as well.

If you look you will find atatched, a copy of an ordinance proposal that will allow the police and code enforcement, to make use of a resource that up till now, they have been forced to drive out of their area, and it will have the potential to gather most if not all of the homeless people who are willing to change their situation in to specific areas of the cities, where they will be a known quantity who are likely to do a lot of their own policing and drive out most of the criminal element among themselves, in order to preserve their opportunity to make their lives better.

The most succinct statement of how this would work is to state the following, Both public and private storage lot owners would be allowed to have 1 or 2 people for evey three acres or so, to bring in their own portable shelter of what ever type they chose and use it as a guard shack/residence in a carry in carry out camp ground fashion thus providing some security for the porperty owner, and allowing the resident the security to report any known criminal activity without fear of being fined, cited, or jailed for doing so.

The propety owner could charge rent, for the use of the space for as a residence, offer a paycheck, for security work, or both, and the police would have an extra set of eyes in that area to help in a neighborhood watch fashion.

Private and public property owners who have empty lots, could offer empty relatively unimproved, lots in commercal areas, for what would essentially be a rent controlled carry in carry out, long term residence, camp ground, where people could bring what ever they can afford to live in such as tents, R.V.s, commercial trailers, tiny homes, work and tool sheds, shipping containers, (I don't mean card board boxes when I say shipping containers), etc. and live in them untill they can improve their situation or at least be somewhere they can have confidence that they can maintain what they have, relatively independently without a fear of their rent sky rocketing to a level they can't afford.

If the cities wanted to, they could require minor improvements to the lot that wouldn't cost much for the land owner but would alleviate city concerns about sanitation and safety. Such minor improvements might include such things as a shower house similar to what truck stops have, as well as an on site laundry, garbage dumpster, and water spiket as a potable water source.

Each resident would pay a minimal rent to help maintain the cost of such a property, and would be required, to some degree, to help onsite management wilth property maintinance.

Please take a look at the atatched proposal and give it serious consideration. The unfortunate fact is that, I like so many other "homeless" people do not have the $500.oo more or less, that the cities charge to put this idea before any of the city counsels or zoning boards, so I am hoping that the mayors and city counsels of the Salt Lake valley will have the open minded wisdom to give serious consideration to an idea that may help a lot of people including themselves.

Thank you, your time and patience in hearing me out, it is greatly, and sincerely appreciated.

Thank you,
Sincerely,
Lawrence Horman

T0: Karen Crompton
Director Human Services
Salt Lake County
State of Utah
cc;
Karen Hale
Deputy Mayor
Salt County

Dear Ms. Crompton,

This letter is being written to propose a possible solution, to several problems currently being faced by all municipalities in the Salt Lake County area and many other cities in the state and around the country. Please don't misunderstand me, I am aware that we can only deal directly with our own comunity and it's issues, however I believe that if we find a reasonable solution here, we may be able to pass it on through our own local example as well as proactive communication with other communities locally and nationally.

My name is Lawrence Horman and depending on your perspective I am homeless. In speaking with various members of the Salt Lake County administration I have been asked what they might do to help with my particular situation without interfering with the local municipalities.

Karen Hale is fairly aware of my current situation and you are welcome to speak with her about it, in the mean time, I will attempt to be brief with a short explanation.

I own three commercial trailers, a big rig truck, a mini van, and a 15 foot camper, all of which I pay rent on a commercial lot, for a space to store them. I bought the first trailer I own, for the purpose of having a place to live that I could afford even in my worst case scenario, such as being forced by circumstances to stay on disability as my sole source of income for the rest of my life, (something which I am desperately attempting to avoid doing).

My idea is to propose an ordinance that would allow people who own properties like the one I have my trailers parked on and R.V. and other storage lots to have one person or more, (depending on the size of the lot) living on the lot full time as sceurity and and or lot maintinance in an R.V., small camper, commercial tailer or some other reasonable permanant or temporary lodging/office/ security shack.

This would be a "carry in carry out campground" ordinace that would allow the property owner to have useful inexpensive security on site, give the local law enforcement somone they could count on to help see possible criminal activity that wouldn't be afraid to report to the police, and give one more homeless person a place to live and be useful while trying to get on their feet as well.

If the ordinance were structured correctly it could also allow for simple low cost "carry in, carry out" campgrounds run either publicly, privately, or cooperatively by both the public and private sectors to help out other homeless people who are genuinely interested in making their situation better with as little assistance as possible.

Such a property would be inspected at least annualy if not monthly, by a health inspector just like a restaurant or other potentional health hazard, and would stay open or closed according to their ability

to follow local health ordinances and requirements for potential bio-hazards and safety issuses. Each resident would have to show the property owner/manager that they have appropriate portable waste disposal equipment and an appropriate place to dispose of that, and regular house hold garbage as well as the ability to transport, prepare and store sufficient water and food for thier daily needs.

Such a property would be something they could identify as their "permanant address" for the duration of the time they stay there and they would be able to use that address to send and recieve mail at through either individual mail boxes or a small general delivey location on the property for that purpose.

There wouldn't be much beyond what already exists to writing such an ordinace because most of the requirements are alréady in existing laws and ordinances and would at most simply have to be gathered in to one uniting ordinance wich refered to the other existing ones for detailed information as to how to handle things not otherwise speciafied in the new law.

I know there are propeties, property owners, and homeless or nearly homeless people in cities around the county that could use such an ordinance and it would give property owners more leeway to help remove criminal elements from their properties by letting the police know when something more than someone just living quietly on their propert y is going on.

I would ask at this time for you to consider the possability of such an ordinance as a resonable solution to many current and possible problems.

Thank you,
Sincerely,
Lawrence Horman

Low income carry in carry out campground concept

The following lays out the basic ideas and concepts for a long term, low cost, carry in carry out camp ground for the homeless and low income.

The first four basic concepts that have to be included in each one are as follows.

1. It has, in most cases to be in an industrial or commercial area so that there are no local residents to complain about imagined increases in actual or potential criminal activity, or decrease in their personal private property values.

2. It's management must be willing to welcome all who are either homeless or nearly homeless regardless of what they bring in to live in (ie. cars, rv's, campers, motor homes, tuff sheds, tents, tiny homes, commercial trailers, shippng containers, etc.) so long as they are not bringing criminal acivity with them. (this is NOT about whether or not they have a past criminal record, but about if they are currently participating in criminal activity). including and especially on an emergency situation basis.

3. It must be done at an affordable cost to the people wanting to live there on the property, rent controls must be put in place to guarntee that those living on the property can afford to live there. no-one living there should be required to pay more than a 1/4 - 1/3 of their total incme to live there ever. This can NOT be operated like a $400.oo a week hotel that makes it so that the resident can't afford to save up money in order to get in to a better living situation, and in some cases will require that the renter will pay less than 1/4 of their income if they have an income at all.

4. It must be possible for residents on the property to live there long term, this is NOT a homelss camp OR shelter or a KOA short term campground people are going to need to live there and use it as their address for more than 30 days, and sometimes more than a year or two in order to get on their feet financially, and theywill need to do so without fear of being kicked out every week or thirty days like they currently have to deal with now in most public and private shelters and emergency housing programs.

These camp grounds would be set up with one of three levels of amenities to accomodate the needs of the residents living on the property:

1. A relatively unimproved empty fenced lot, set up with spaces available for full size, 53" commercial trailers that can be divided into as many as 4 spaces each, for people who might be bringing in something as small as a two man camping tent all the way up to a a mobile home or full size 53 " commercial trailer to live in,

Each such property will be clean and garbage and junk free, and properly leveled with at least a layer of 1/2 to 3/4 inch size gravel layed down, before moving any residents on the property, and with the help of the residents will be kept that way, (clean and well maintained) if they want to be allowed to continue living there. Each property will have at a bare minimum, either an outgoing sewer line atatched to an R.V. dump site that has an adapter to allow for dumping from a personal por-a-pot or it will a honey bucket style port-a-john that is emptied on a weekly basis fo the use of the residents to safely dispose of biohazard waste. they will also have at least 1 incoming potable water source as well, and all residents would be allowed to bring in their own source of heat and elctricity as long as it can be operated and stored safely by the person using it.

Depending on the government or private organization operating the property, the necessary amenities could be upgraded beyond this basic minimum to one of the following levels;

2. The next level up, property would have several port-a-johns along with the R.V. dump and a source of elctricty that the residents could tap into for bare minimum use to charge phones and computers and some lighting. such a property would have a minimum of 6 -10 outdoor outlets with four sockets each, placed around the perimiter of the property for use by the residents, and several incoming potable water spickets for use by the residents.

3. The highest level of accomodations would actually have onsite shower rooms similar to the ones at truck stops with toilets showers sinks and outlets in each shower room. They would an R.V. dump hookup for each 53" space, and a 240v electrical hook up as well just like a most modern R.V. parks.

Each resident would pay a small fee for electricity in each of the last two upgraded lots of they wanted to use those services but would not be required to use them if they chose not to do so.

Each of these three different types of lots could, if they chose to, upgrade their ground cover to a full cover concrete slab either for each space, or for the entire property.

Such properties could be designated for specific groups of people where it might seem appropriate or necesary,(ie. veterens, abused women, families with children, etc,) and all such properties would have transportation, to or be placed within, walking distance of local public transportation in order to accomodate the residents need, and ability to get to work, Dr.'s appointments and grocery and other needed shopping resources in the local community.

MILLCREEK

RECORDS MANAGEMENT PLAN



Adopted 11/08/2021

AMENDMENT HISTORY

Date	Resolution	Category
		City Logo, Emergencies Section, Record Indexes, Millcreek Retention Schedule, Forms, Definitions, Electronic Communications

CONTENTS

Records Management Plan

Section 1—Purpose 5
Section 2—Records Committee 6
Section 3—Training 7
Section 4—Record Storage 8
Section 5—Record Retention and Destruction 9
Section 6—Record Requests 10
Section 7—Emergencies 12
Section 8—Appendices 14
Definitions 15
Records Index 18
—Function Naming Conventions Key 19
—Building 20
—Business 21
—Engagement 22
—Finance 23
—Human Resources 24
—Legal 25
—Legislative Management 26
—Physical Resources 27
—Planning & Zoning 28
—Public Works 29
Millcreek Retention Schedule 30
Electronic Communications Management Policy 34
—Purpose and Definitions 34
—Storage and Retention 35
—Management Tools 36
—Training 36
—Legal Search 36
Record Resources 37



RECORDS MANAGEMENT PLAN

SECTION 1

PURPOSE

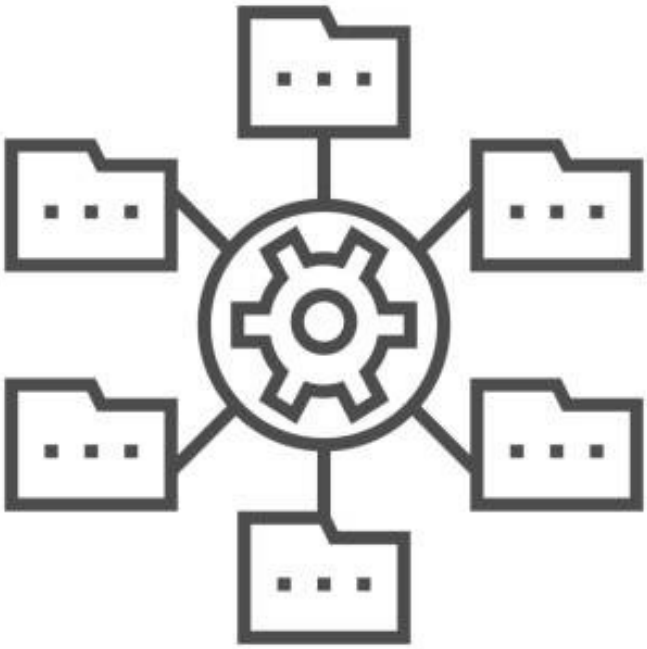
The Government Records Access and Management Act ("GRAMA;" Utah Code 63G-2) and the Public Records Management Act (Utah Code 63A-12) impose obligations to retain and dispose records. Additionally, Millcreek Code 2.82.140 requires the management and coordination of access of records.The Millcreek Records Management Plan (the "Plan") fulfills those obligations and identifies all of Millcreek's (the "City") records, their location of storage and retention periods for efficient records management, and establishes policies for all employees. The Plan should be reviewed annually by the Records Committee ("Committee") and updated every time a change is made that affects the Plan by the City's Recorder/Records Officer ("Recorder").



SECTION 2

RECORDS COMMITTEE

The Recorder shall chair the Committee and manage the Plan. The Committee exists to uphold the goals of and to carry out the intent of the Plan. The Committee shall consist of the two record custodians from each city department as designated by the department director, a list of which will be maintained in the Recorder's Office, to guarantee adequate representation. The record custodians ensure their department's records are correctly filed and organized according to the Plan and the department's standards.



The Committee continually seeks to improve the Plan with the assistance of the Recorder's Office. The Committee shall meet quarterly to discuss records management, plan department record organization maintenance, and assist with record trainings for all staff. If the Committee does not deem it necessary to meet routinely, then at a minimum the Committee shall meet once a year to ensure that the City is still upholding the Plan. Each member in the Committee shall quarterly perform quality control of their departments' records to ensure they are in accordance with the Plan. The Recorder may annually audit departments' records management processes.

SECTION 3

TRAINING

All new staff hired will receive a brief records management training as part of the Human Resources on-boarding process and detailed training by their department to ensure that clear expectations are set before commencing regularly assigned duties. The Recorder's Office shall provide annual all-staff training on GRAMA. The Records Committee shall be responsible for administering training to new and current employees on the Plan as needed.

Each employee is expected to know the retention and proper record storage according to the Plan. Employees shall follow the City's Information Technology team's ("IT") recommendations for computer decorum including but not limited to using assigned naming conventions, properly saving documents, updating computers, closing records on the shared network when not in use, and restarting computers weekly.



SECTION 4

RECORD STORAGE

All records, where able, should be created and maintained in an electronic format that can be easily convertible to keep with industry standards. All active and long-term electronic records shall be stored and functionally organized on the City's shared network drive or other designated location as identified on the Millcreek Records Index Spreadsheet ("Index Spreadsheet," see Appendix 2) for ease of access and use for all employees. Departmental and employee restrictions will be put in place as necessary to safeguard records on the shared network drive. Other designated locations include separate secured network drives for restricted records and internal process software. Employees that desire to utilize other cloud-based platforms for storing working documents may do so with the approval of IT and the Recorder, however the records shall be transferred to the shared network drive once they are complete/final to serve its designated retention period. Employees shall not retain any records that are identified in the Index Spreadsheet on their computer desktop. Personal network drives may be used for some working documents as approved by the department director. The electronic record shall serve as the designated record copy unless otherwise indicated on the Index Spreadsheet.

If records need to be preserved in hardcopy form, they should also be converted and saved electronically, if possible, for easier reference. Hard copy inactive records removed from active file space shall be stored in the storage room of City Hall until their retention period has been met or transferred to the Utah State Records Center. The inactive files will be stored in an appropriate drawer in type-labeled folders or a records box with the contents and retention schedule clearly identified on the exterior as well as an inventory of the contents on the inside of the box. Records with permanent retention periods may be transferred to the Utah State Archives once deemed unnecessary by the Recorder to be stored at City Hall.



SECTION 5

RECORD RETENTION & DESTRUCTION

All records will follow the General Retention Schedule (GRS) governed by the Utah Division of Archives and Records Service and the adopted Millcreek Retention Schedule (Appendix 3). Retention shall be based on the content of the record and its value to Millcreek, not on its format or storage medium.

The department in which the record is created or maintained is the custodian of said record. They are responsible for related record requests and oversight of the disposition of associated records. Departments may organize their retained records in a manner that best suits the function, but all departments must disclose the location of all retained records on the Index Spreadsheet. Each department shall also assist the Recorder with the destruction of records.

Records whose retention period has been met shall be destroyed unless the record is necessary for litigation purposes. This includes all copies of a record. The Committee will provide an annual record destruction day for all staff every January. The records to be destroyed shall be logged with the Recorder before destruction occurs. The Recorder will, with the assistance of the department to whom the records are created or maintained by, hire a shredding company, or utilize IT to ensure the appropriate destruction of the records. The data destruction day(s) will be scheduled in advance with IT to allow for appropriate preparation for deletion and purge of all records that have met or exceeded their assigned retention period. This will include removing files from all city backups.

The destruction log shall include a list of records destroyed including the type of record and relevant date, the retention schedule reference, the name of the custodian of the record and their signature as a witness to the destruction, how the record was destroyed, the date of destruction, and the authorization of the Recorder. The third-party records destroyer shall sign the City's affidavit attesting to the destruction of said records. The destruction logs and affidavits (Appendix 5) shall be retained by the Recorder.

SECTION 6

RECORD REQUESTS

GRAMA is the Act that governs the disclosure of certain records. If there is a request for information that does not involve a record or that is publicly available, it does not need to go through the GRAMA process. Likewise, if the record does not exist, the City does not have to create one (UCA 63G-2-201(8)). The City can create a record if it is decided that doing so would not reasonably interfere with the City's regular duties and responsibilities and the City can charge for the work done (UCA 63G-2-201 (9)). The City can charge fees for record requests if the request will take longer than 15 minutes to process and/or if the requestor would like copies of the record(s).The fee for time to search and compile is based on the lowest salary of the person able to do the work. If it is anticipated that the fee will be more than $50, the City can charge in advance of doing the work to ensure just compensation.

Each city department shall designate two records custodians, primary and secondary, who will be the respondent for GRAMA requests to communicate with the Recorder's Office.



Any time a record is requested, the process for the request will be in accordance with GRAMA and the established City procedure as follows:

1. A request for records must be in writing (email, form, etc.) and contain the following: the requestor's name, mailing address, email address, daytime telephone number, and a description of the record requested that identifies the record with reasonable specificity (UCA 63G-2-204). If it is missing information, it is not a valid request.
2. This request may be accepted by any staff member at City Hall and shall be immediately given to the Recorder's Office for processing.
3. The City has 10 business days (regular request) or 5 business days (expedited request) to respond to the request (UCA 63G-2-204). This time starts when the request is accepted by the Recorder's Office.
4. The Recorder's Office will track the request and send it to the relevant department who is the custodian of the record(s) requested.
    a. The custodian will supply the Recorder's Office with the record(s) within 5 business days for regular requests and within 3 business days for expedited requests unless instructed or negotiated otherwise (Recorder's policy) with any known special knowledge about the record(s) such as why it should not be public and the amount of time it took to compile, search, and provide the record.
    b. If it is anticipated that the request will take a long time to process, the department should inform the Recorder's Office an estimation of time before performing the work.
    c. If there is no record, then the custodian will report such to the Recorder's Office and state where they think the record may be (ex. Salt Lake County Archives) with the entity's address (if known).
5. The Recorder's Office will then classify the received record(s) as public, protected, private, or controlled and tailor the record(s) until it is public. If the record is not tailorable, then the request may be denied per state statute (UCA 63G-2-205).
6. The Recorder's Office will respond to the requestor in accordance with GRAMA before the required deadline. Responses to requests may be approvals, approvals in part, or denials.

SECTION 7

EMERGENCIES

During times of emergency, the City's Recorder will work together with the City's IT and Emergency Management to ensure the safety, retrieval, and recovery as necessary of the City's records. Each department will be responsible to ensure protection of their records so regular operations can continue after the emergency. Documentation during a disaster (bookkeeping and accounting methods to track and maintain records of expenditures and obligations, narrative, and written log records of response actions, etc.) will be kept by each department in coordination with the Emergency Manager. For Federal Emergency Management Agency (FEMA) tracking purposes, Incident Command System (ICS) forms will be used for applicable longstanding emergencies. Logs and records will form the basis for status reports to the county, state, and federal organizations. More information may be found in Millcreek's Emergency Operations Plan (EOP). Each department will be responsible to ensure protection of their vital records so regular operations can continue after the emergency. It is also the department's responsibility to keep files clean, organized, and accessible to city staff.

Potential protective methods that should be used for vital hardcopy records include onsite fire-rated storage equipment or transfer of records to offsite storage (minimum of 25 miles from City Hall).



The data backup policy consists of multiple copies of data both onsite and in the cloud. Data is backed up multiple times per day and each night to provide a quick recovery point in the event of data loss or a severe infection. Data can be recovered with minimal downtime and loss. Data backup intervals are every two hours which means the most current restore point will be no more than two hours old.

All electronic records on network drives are stored on physical hardware at the city hall premises. These records and other associated data are also backed up to the cloud daily to provide an offsite copy should an emergency arise that necessitates accessing city hall data from another location either temporarily or permanently based on the severity of the emergency. All data can be downloaded to a local copy at any given time from the cloud. This process may be initiated when city hall functionality is down for 15 minutes or more. The City Manager, Assistant City Manager, or designee, are authorized to initiate the retrieval of data from the offsite server with IT. To recover in the event of a disaster, an offline copy of City data will be spun up in a virtual environment to provide City access. This process can take up to two hours before data can be accessed. Data will be accessible via a secure virtual private network (VPN) only until new hardware is provided for onsite access. Once new infrastructure has been provided, all data can be moved down locally to hardware within the City's network and the backup systems will be shut down.



SECTION 8

APPENDICES

1 – Definitions

2 – Records Index; the City's network drive (M Drive) is functionally organized (not by department) and serves as an index of the City's records, storage location, and the assigned retention schedule. It also identifies acronyms for record naming within the drive (ex. CC = City Council).

3 – Millcreek Retention Schedule; identifies and creates a retention schedule for city records that fills the gaps from the State's General Retention Schedule.

4 – Electronic Communications Management Policy

5 – Record Resources

- Destruction Forms
- Transfer Log Forms
- GRAMA Request Form
- IT Contact and Helpful Links

definitions

Active Records - Records that are required for day-to-day business and are subject to frequent use; generally referred to more than once per month.

Archives - The building in which an archival repository is located. The Utah State Archives is a division within the Department of Administrative Services. The division name encompasses both the main offices on Capitol Hill and the Records Center in West Valley City.

Classification - "Classify" and their derivative forms means determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under UCA 63G-2-201(3)(b).

Cloud - The cloud is a metaphor for a global network of remote servers that operates as a single ecosystem, commonly associated with the Internet.

Conversion of Records Formats - The process of transferring records from one physical format to another. Conversion includes changing paper to an electronic format or one electronic format to another.

Copy - A reproduction of the contents of an original document which is not the official file copy of the agency. In most instances, copies will have a shorter retention than the official file copy (see Record Copy) of a record series.

Custody/Custodian - The guardianship of records which may include both physical possession (protective responsibility) and legal title (legal responsibility).

Disposition - The final action that puts into effect the results of an appraisal decision for a series of records. Transfer to an archival repository, retain permanently, or destruction, are among possible disposition actions.

Electronic Records - Records consisting of data and information which is input, created, manipulated and/or stored on electronic media which show evidence of actions and decisions occurring during transactions of government business.

Inactive Records - A series of records with a reference rate of less than one search per month.

Permanent Records - Indicates a disposition other than "destroy." Specifically, records would either be transferred to the State Archives or maintained permanently in office. These records need continued retention due to their long-term administrative, legal, fiscal, or historical value.

Record Copy -The original file copy of a record series maintained by the city.

Record Series - A group of identical or related records, files, documents and/or other media created by the city that are normally used, indexed, or filed together, and that permit evaluation as a unit for retention and disposition purposes.

Records - All books, papers, letters, documents, maps, plans, photographs, recordings, management information systems, electronic data, or other documentary materials, regardless of physical form or characteristics, that is prepared, owned, received, or retained by a governmental entity or political subdivision state and where all of the information in the original is reproducible by photocopy or other mechanical or electronic means.

Records Center - A facility especially designed and constructed to provide low-cost, efficient storage and retrieval service on inactive records, pending ultimate disposition.The Utah State Archives Records Center is located at Building C-6 5th St & C St, in Clearfield, Utah. This facility is not open to the general public.

Records Officer - In Utah, an agency-appointed person whose responsibilities include the development and oversight of Records and Information Management (RIM) programs and who serves as the agency's contact person with the State Archives. An annual certification through the State Archives is required.

Retention Period -The period of time during which records are kept in the custody of the city (including Records Center storage) before disposition occurs; usually in terms of years or contingent upon an event, such as an audit.

Retention Schedule - A list or other instrument describing record series and their minimum retention periods. The process of specifying the length of time each record series should be retained by the city for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the State Archives or destroyed.

Vital Records - Records essential to the continued functioning or reconstitution of an organization during and after an emergency and those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. Sometimes called essential records. Recommended that there be duplicates located off-site.

VPN - A virtual private network (VPN) is an encrypted connection over the Internet from a device to a network.The encrypted connection helps ensure that sensitive data is safely transmitted. It adds security and anonymity to users when they connect to web-based services and sites and allows the user to conduct work remotely.

MILLCREEK RECORDS INDEX

Animal Control, Public Works Operations, Parks and Recreation, Police Department (Unified – UPD), Fire Department (Unified – UFA), and Public Utility Records are kept with the corresponding agencies and Salt Lake County. Legal is also a contracted service and records will be maintained with the agency/independent contractor.

This list is not all encompassing. Please consult the Utah Archives Record Retention Schedules (GRS) and with the City Recorder before the destruction of any records.

All records will be functionally organized, stored, and maintained in the M Drive unless otherwise noted.

Function Naming Conventions Key

Finance	
AP	Accounts Payable
AR	Accounts Receivable
CDBG	Community Development Block Grant
CY	Calendar Year
FA	Fixed Assets
FY	Fiscal Year
JE	Journal Entry
PO	Purchase Order
PPE	Pay Period Ending
PR	Payroll
Human Resources	
COLA	Cost of Living Adjustment
DB	Defined Benefit
DC	Defined Contribution
DWS	Department of Workforce Services
EAP	Employee Assistance Program
EE	Employee
ER	Employer
ESS	Employee Self Service
EV	Employment Verification
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FSA	Flex Spending Account
HSA	Health Savings Account
LTD	Long Term Disability
OE	Open Enrollment
OT	Overtime
PAF	Personnel Action Form
PTO	Personal Time Off
TARP	Team Appreciation and Recognition Program
URS	Utah Retirement Systems
Legislative Management	
BC	Board of Canvassers
CC	City Council
CRA	Community Reinvestment Agency
GRAMA	Government Records Access and Management Act
HPC	Historic Preservation Commission
LUHO	Land Use Hearing Officer
ORD	Ordinance
PC	Planning Commission
RES	Resolution
TEC	Taxing Entity Committee
TNT	Truth in Taxation

Other	
SLCO	Salt Lake County
UFA	Unified Fire Authority
UPD	Unified Police Department
Planning and Zoning	
AD	Administrative Determination
CCOZ	City Center Overlay Zone
CRCA	Canyon Rim Citizens Association
CU	Conditional Use
DRC	Design Review Committee
EMCC	East Mill Creek Council
EX	Special Exception
FC	FCOZ Application
FCOZ	Foothills and Canyons Overlay Zone
GP	General Plan
IF	Institutional Facilities Zone
LB	Boundary Line Adjustment
LC	Lot Consolidation
LUHO	Land Use Hearing Officer
MCC	Millcreek Community Council
MOCC	Mount Olympus Community Council
RA	Reasonable Accommodation
RB	RCOZ Option B Application
RC	RCOZ Option C Application
RCOZ	Residential Compatibility Overlay Zone
SD	Subdivision
SV	Street Vacation
ZC	Zoning Compliance
ZM	Rezone
ZT	Text Amendment
Public Works	
IDDE	Illicit Discharge Detection & Elimination
MCM	Minimum Control Measures
MS4	Municipal Separate Storm Sewer System
NOI	Notice of Intent of State Construction General Permi
PI	Public Information
PW	Public Works
SWMA	Stormwater Maintenance Agreement
SWMP	Stormwater Management Plan
SWPPP	Stormwater Pollution Prevention Plan

BUILDING

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Building	**Documents**			
	Building Codes	M Drive (M:)	PS	MRS
	Checklists	M Drive (M:)	PS	MRS
	SI/SD Determinations (FEMA)	M Drive (M:)	PM	MRS
	Forms	M Drive (M:)	PS	MRS
	Handouts	M Drive (M:)	PS	MRS
	Licenses/Memberships	M Drive (M:)	PS	MRS
	Noncompliances	M Drive (M:)	PM	MRS
	Permit Fees	M Drive (M:)	PS	MRS
	Position Forms	M Drive (M:)	PS	MRS
	Software	M Drive (M:)	PS	MRS
	Permits			
	Certificate of Occupancy	iWorQ/M Drive (M:)	PM TRANSFER	GRS-439
	Construction Statistical Report	iWorQ	CY+2Y	GRS-995
	Demolition - Hazardous	iWorQ	PM	GRS-445
	Permit Index	iWorQ	PM TRANSFER	GRS-439
	Permit Record	iWorQ	FA+3Y	GRS-1724
	Plans			
	Government	iWorQ	PM	GRS-1789
	Non-Residential	iWorQ	FA+7Y	GRS-442
	Residential	iWorQ	FA+3Y	GRS-1724
Working Files		M Drive (M:)	FA+1Y	GRS-1684

KEY	
CY	*END OF CURRENT YEAR*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
MRS	*MILLCREEK RETENTION SCHEDULE*
PM	*PERMANENT*
PS	*PERMANENT UNTIL SUPERCEEDED*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

BUSINESS

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Business Licensing	**Forms**	M Drive (M:)	PS	MRS
	Licensing Records	iWorQ		
	Active	iWorQ	PM	MRS
	Inactive	iWorQ	EXP + 3Y	GRS-1724
	Projects	M Drive (M:)		
	Indexes	M Drive (M:)	PM	GRS-289
	Working Files	M Drive (M:)	CP + 1Y	GRS-1684
	Training Documents	M Drive (M:)	6Y	GRS-150
	Sensitive Material	M Drive (M:)	RS + 10Y	MRS
Econ Development	**Business Council***	M Drive (M:)	RS or 10Y	MRS
	CRA	M Drive (M:)	PM	MRS
	General Resources	M Drive (M:)	FAS	MRS
	Millcreek Common/City Center	M Drive (M:)		
	Appraisels	M Drive (M:)	PM	GRS-700
	Blight Study	M Drive (M:)	PM	MRS
	Bond	M Drive (M:)	PM	MRS
	City Center Coordination Meeting	M Drive (M:)	PM	MRS
	City Center Open Space Design	M Drive (M:)	PM	MRS
	City Hall Plans In City Center	M Drive (M:)	PM	MRS
	Development Around City Center	M Drive (M:)	PM	MRS
	Letters	M Drive (M:)	3Y	GRS-1760
	Maps	M Drive (M:)	PM	GRS-1747
	Millcreek Common	M Drive (M:)	PM	MRS
	Park Properties Use and Demolition	M Drive (M:)	PM	GRS-1403, GRS-700
	Property Offers Signed	M Drive (M:)	PM	GRS-1403, GRS-700
	Property Offers to Purchase	M Drive (M:)	PM	GRS-1403, GRS-700
	Property Owners Contract	M Drive (M:)	PM	GRS-1403, GRS-700
	Projects	M Drive (M:)	FAS	MRS
*See Grants also in Finance				

KEY	
CP	*CLOSE/COMPLETION DATE*
EXP	*EXPIRATION DATE*
FAS	*FINAL ACTION UNTIL SUPERSEDED*
GRS	*GENERAL RETENTION SCHEDULE*
MRS	*MILLCREEK RETENTION SCHEDULE*
PM	*PERMANENT*
PS	*PERMANENT UNTIL SUPERSEDED*
RS	*RESOLUTION OF ISSUE*
Y	*YEAR*

ENGAGEMENT

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Administration	**Applications**	M Drive (M:)	EXP+1Y	GRS-692
	General Office Use	M Drive (M:)	CY+3Y	GRS-1760
	Millcreek ID's	M Drive (M:)	FA+2Y	GRS-1964
	Studies and Plans	M Drive (M:)	PM	GRS-653
	Venues and Maps	M Drive (M:)	PM	GRS-1747
	Volunteers	M Drive (M:)	FA+5Y	GRS-1963
Communications	**Administrative/Executive**	Personal Drives/Outlook	CY+3Y	GRS-1760
	Complaints	M Drive (M:)	CY+3Y	GRS-1783
	Photographs - Events	M Drive (M:)	PM	MRS
	Program/Policy Development	Personal Drives/Outlook	FA+3Y. PM TRANSFER	GRS-1717
	Publications			
	Media	M Drive (M:)	PM TRANSFER	GRS-1678
	Newsletter	M Drive (M:)	PM TRANSFER	GRS-1678
	Press Releases	M Drive (M:)	PM TRANSFER	GRS-1716
	Social Media	ArchiveSocial	PM TRANSFER	GRS-1678
	Website	M Drive (M:)	PM TRANSFER	GRS-1678
	Transitory	Personal Drives/Outlook	RS	GRS-1759
Community Life	**Adventure Hub**	M Drive (M:)		
	Daily Checklist	Hard Copy at Hub	CY+1Y	MRS
	Daily Skate Inventory	Hard Copy at Hub	1W	MRS
	Operation Logs	M Drive (M:)	2Y	GRS-111
	Schedules	Sling (software)	PM	MRS
	Community Life Events	M Drive (M:)		
	Millcreek Common Signage	M Drive (M:)	PS	MRS
	City Events	M Drive (M:)	6Y	GRS-150
	Community Life Budget	M Drive (M:)	FY+4Y	GRS-1856
	Venture Out!	M Drive (M:)		
	Administration	M Drive (M:)	CY+3Y	GRS-692
	Design & Media Assets	M Drive (M:)	PM TRANSFER	GRS-1678
	Finance	M Drive (M:)	CY+4Y	GRS-106
	Operations	M Drive (M:)	PS	GRS-1406
	Programs	M Drive (M:)	CY+3Y	GRS-643
Initiatives	**Adopt a Crosswalk**	M Drive (M:)	CP+2Y	MRS
	Canyon Rim Park Playground	M Drive (M:)	CP+2Y	MRS
	City Hall Survey - Y2	M Drive (M:)	CP+2Y	MRS
	Street Renaming	M Drive (M:)	CP+2Y	MRS
Programs	**Promise**	M Drive (M:)		
	Committee	M Drive (M:)	PM	GRS-1726
	Events	M Drive (M:)	CP+6Y	GRS-150
	Internal	M Drive (M:)	CP+6Y	GRS-150
	Partners	M Drive (M:)	CP+6Y	GRS-150
	Volunteers	M Drive (M:)	FA+5Y	GRS-1963
	Animal Services	M Drive (M:)	CY+3Y	MRS
	Mayor's Star of Excellence	M Drive (M:)	CY+3Y	MRS
	Recycling & Sustainability	M Drive (M:)		
	Committee	M Drive (M:)	CY+3Y	MRS
	Youth Council	M Drive (M:)	CY+3Y	MRS

KEY	
CP	*CLOSE/COMPLETION DATE*
CY	*END OF CURRENT YEAR*
EXP	*EXPIRATION DATE*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
PM	*PERMANENT*
PS	*PERMANENT UNTIL SUPERSEDED*
RS	*RESOLUTION OF ISSUE*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*
W	*WEEK*

FINANCE

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Accounting	**Accounts Payable**			
	Expense Reports	Hard Copy -Finance	CY+4Y	GRS-106
	Reimbursement Files	Hard Copy -Finance	CY+3Y	GRS-1833
	Invoices	Hard Copy -Finance	CY+4Y	GRS-106
	Deposits	Hard Copy -Finance	CY+3Y	GRS-105
	Credit Card Statements	HR Drive (P:)	CY+4Y	GRS-106
	Vendor Payments	HR Drive (P:)	CY+3Y	GRS-1364
	Vendor W-9	M Drive (M:)	CY+4Y	GRS-106
	Grant Records	M Drive (M:)	CY+7Y	GRS-1859
	Void Checks	Hard Copy -Finance	CY+4Y	GRS-106
	Accounts Receivable			
	City Services Receipts	M Drive (M:)	CY+4Y	GRS-106
	Outstanding Invoices	HR Drive (P:)	CY+4Y	GRS-106
	Fixed Assets	HR Drive (P:)	10Y AFTER DISPOSITION	GRS-73
	Payroll			
	Timekeeping Records	Incode / Hard Copy - Finance	3Y	GRS-1902
	Employee Wage History Records	HR Drive (P:) / Hard Copy - Finance	65Y	GRS-1905
	Payroll Processing Records	HR Drive (P:) / Hard Copy - Finance	3Y	GRS-1903
	Property Tax Collection Reports	HR Drive (P:)	CY+2Y	GRS -216
	Sales & Use Tax Records	HR Drive (P:)	CY+4Y	GRS-193
Budget Management	**Approved Budget**	M Drive (M:)	FY+4Y	GRS-1856
	Appropriations			
	Fee Schedules	M Drive (M:)	FY+4Y	GRS-1856
	Fee Studies	M Drive (M:)	TERM+5Y	GRS-746
	Audits	M Drive (M:)	PM TRANSFER 4Y	GRS-1857
	Council Meeting Materials	M Drive (M:)	PM TRANSFER 4Y	GRS-1709
	Development and Preparation	HR Drive (P:)	TERM+1Y	GRS-1684
	Reports	Incode	CY+4Y	GRS-1856
	Strategic Planning	HR Drive (P:)	PM TRANSFER 3Y	GRS-1717
City Bonds	**Anticipation Notes**	M Drive (M:)	RS+1Y	GRS-782
	Bond Notes	M Drive (M:)	FA+3Y	GRS-1801
	Construction Bond Int Calc	HR Drive (P:)	CY+3Y	GRS-1801
	General Obligation	M Drive (M:)	RS+1Y	GRS-57
	Issue Files	M Drive (M:)	PM TRANSFER	GRS-783
	Municipal Surety	M Drive (M:)	FA+4Y	GRS-789
	Notarial	M Drive (M:)	RS+3Y	GRS-792
	Official Transcripts	M Drive (M:)	PM TRANSFER 5Y	GRS-1799
	Revenue	M Drive (M:)	FA+1Y	GRS-791
Procurement Administration	**Agreements & Contracts**	HR Drive (P:)	CY+7Y AFTER EXPIRATION	GRS-1731
	Grants			
	Applications-Awards	M Drive (M:)	FA+7Y	GRS-1859
	Community Development Block Grant	M Drive (M:)	3Y	GRS-666
	Grant Management	M Drive (M:)	FA+1Y	GRS-1684
	Unsuccessful Applications	M Drive (M:)	RS+1Y	GRS-1746
	Purchase Orders	M Drive (M:)	CY+4Y	GRS-1544
	Request for Proposal Records	M Drive (M:)	TERM+6Y	GRS-1991
	Tax Exemptions	M Drive (M:)	CY+4Y	GRS-193
Working Files		M Drive (M:)	FA+1Y	GRS-1684

KEY	
CY	*END OF CURRENT YEAR*
EXP	*EXPIRATION DATE*
FA	*FINAL ACTION*
FY	*FISCAL YEAR*
GRS	*GENERAL RETENTION SCHEDULE*
PM	*PERMANENT*
RS	*RESOLUTION OF ISSUE*
TERM	*TERM DATE*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

HUMAN RESOURCES

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Disclosures	**Business Interests**	M Drive (M:)	FA THEN DESTROY	GRS-1911
	Gifts	M Drive (M:)	CY+4Y	GRS-106
	Donations	M Drive (M:)	CY+4Y	GRS-106
Personnel Administration	**Adventure Hub Temporary Employee Files**	Sling / Hard Copy - Finance	TERM+1Y	GRS-172
	Appointment Files	HR Drive (P:)	PM TRANSFER	GRS-1010
	Background Check	HR Drive (P:)	CY+3Y or TERM+1Y	GRS-1970
	Emergency Leaves	HR Drive (P:)	CY+4Y	GRS-889
	Employee Assistance Program Files	HR Drive (P:)	CY+1Y	GRS-1913
	Employee Handbook	M Drive (M:)	PM RETAIN 3Y AFTER FA THEN TRANSFER	GRS-1717
	Employee Health & Medical Records	HR Drive (P:)	TERM + 7Y	GRS-1968
	Employee Resources	M Drive (M:)	65Y or 3Y AFTER DEATH OR RET	GRS-1965
	Employment History Records	HR Drive (P:)	65Y or 3Y AFTER DEATH OR RET	GRS-1965
	Grievance Records	HR Drive (P:)	3Y	GRS-1967
	Negative Drug Test	HR Drive (P:)	CY+1Y	GRS-1959
	New Hire Registry Report (SUTA)	Hard Copy - Finance	CY+1Y	GRS-1464
	Performance Evaluations			
	Exempt Employees	Hard Copy - Finance	CY+5Y	GRS-891
	Non-exempt	Hard Copy - Finance	TERM+3Y	GRS-1966
	Personnel Actions	HR Drive (P:)	CY+4Y	GRS-1937
	Positive Drug Test	HR Drive (P:)	CY+5Y	GRS-1958
	Reimbursement Files	HR Drive (P:)	CY+3Y	GRS-1833
	Surveys	HR Drive (P:)	FA+10Y	GRS-1277
	Training Aids	HR Drive (P:)	PM TRANSFER	GRS-1951
	Travel Files	HR Drive (P:)	CY+3Y	GRS-1833
	Volunteer Files	HR Drive (P:)	TERM+5Y	GRS-1963
	W-4 Income Tax Withholding Certificates	Hard Copy - Finance	CY+4Y	GRS-1881
	Worker's Compensation Case Files	HR Drive (P:)	10Y AFTER CASE CLOSURE DATE	GRS-1938
Staffing and Recruiting	**Job Descriptions**	HR Drive (P:)	3Y AFTER SUPERSEDED	GRS-167
	Staff Acquisition Records	HR Drive (P:)	FA+2Y	GRS-1964
	Applications	HR Drive (P:)	FA+2Y	GRS-1964
Working Files		HR Drive (P:)	FA+1Y	GRS-1684

KEY	
CY	*END OF CURRENT YEAR*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
PM	*PERMANENT*
TERM	*TERM DATE*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

LEGAL

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Appeals	**Administrative Law Judge**	M Drive (M:)	PM TRANSFER	MRS
	Code Enforcement	M Drive (M:)	PM TRANSFER	MRS
	Code Enforcement Audio Files	Z Drive (Accessible through Council Chambers Computer)	PM TRANSFER 5Y	GRS-1655
	Dangerous Building	M Drive (M:)	PM TRANSFER	MRS
	Business License Appeal Authority	M Drive (M:)	PM TRANSFER	MRS
	Employee Appeal Board	M Drive (M:)	PM TRANSFER	MRS
	Land Use Hearing Officer	M Drive (M:)	PM TRANSFER	MRS
Contract Management	**Deferral**	M Drive (M:)	EXP+7Y	GRS-1731
	Development	M Drive (M:)	PM TRANSFER	GRS-661
	Encroachment	M Drive (M:)	EXP+6Y	GRS-680
	Employment	M Drive (M:)	EXP+7Y	GRS-1731
	Franchise	M Drive (M:)	PM	MRS
	Interlocal*	M Drive (M:)	PM	GRS-50
	Other	M Drive (M:)	PM	MRS
	Services/Consultants	M Drive (M:)	EXP+7Y	GRS-1731
Other	**Formal Opinion**	Legal Drive	PM TRANSFER	GRS-1722
	Legal Counsel	Legal Drive	RS	GRS-1721
	Oaths of Office	M Drive (M:)	PM	GRS-1023
	Subpoenas	M Drive (M:)	FA + 6Y	MRS
Property Management	**Annexation**			
	Maps	M Drive (M:)	PM TRANSFER	GRS-291
	Notices	M Drive (M:)	PM TRANSFER	GRS-291
	Petitions	M Drive (M:)	PM TRANSFER	GRS-291
	Boundary Adjustment	M Drive (M:)	PM TRANSFER	GRS-291
	Code Enforcement			
	Electronic Case Files	iWorQ	PM	MRS
	Paper Case Files	Storage Room	CY+3Y	GRS-1783
	Deeds	M Drive (M:)	PM TRANSFER	GRS-735
	Easements	M Drive (M:)	PM TRANSFER	GRS-1016
	Leases	M Drive (M:)	EXP+4Y	GRS-1022
	Real Property Files	M Drive (M:)	PM TRANSFER	GRS-1403
Risk Management	**Adventure Hub**			
	Incident Reports	M Drive (M:)	7Y	GRS-1386
	Waivers	Roller (software); M Drive (M:)	PM	MRS
	Waiver Reports	M Drive (M:)	CY + 7Y	MRS
	Facility Safety Inspections	M Drive (M:)	CY+12Y	GRS-199
	Forms	M Drive (M:)	PS	MRS
	Emergency Management			
	Community Emergency Response Training (CERT)	M Drive (M:)	CY+6Y	GRS-150
	ICS Forms - reporting			
	Plans	M Drive (M:)	PS	GRS-2022
	Training Aids	M Drive (M:)	PS	GRS-2022
	Training/Outreach	M Drive (M:)	PS	GRS-2022
	Insurance			
	Claims	M Drive (M:)	CY+12Y	GRS-2010
	Policies	M Drive (M:)	EXP+15Y	GRS-942
	Worker's Compensation Case Files	HR Drive	FA+10Y	GRS-1938
Working Files		Legal Drive	FA+1Y	GRS-1684

*See also in Legislative Management-Resolutions

KEY	
CY	*END OF CURRENT YEAR*
EXP	*EXPIRATION DATE*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
MRS	*MILLCREEK RETENTION SCHEDULE*
PM	*PERMANENT*
PS	*PERMANENT UNTIL SUPERCEEDED*
RS	*RESOLUTION OF ISSUE*
TERM	*TERM DATE*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

LEGISLATIVE MANAGEMENT

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Elections	**Initiatives**			
	Application	M Drive (M:)	PM TRANSFER 5Y	GRS-1730
	Materials	M Drive (M:)	PM TRANSFER 5Y	GRS-1730
	Municipal			
	Ballot	M Drive (M:)	CY+22 MO	GRS-1020
	Canvass Results	M Drive (M:)	PM	GRS-284
	Declarations	M Drive (M:)	CY+22 MO	GRS-1019
	Financial Disclosures	M Drive (M:)	PM	GRS-282
	Materials	M Drive (M:)	CY+22 MO	GRS-1019
	Petitions	M Drive (M:)	CY+22 MO	GRS-1729
	Returns	M Drive (M:)	CY+22 MO	GRS-1020
	Referendum			
	Application	M Drive (M:)	PM TRANSFER 5Y	GRS-1730
	Materials	M Drive (M:)	PM TRANSFER 5Y	GRS-1730
Legislation	**Code**	M Drive (M:)	PM TRANSFER	GRS-49
	Draft Amendments	M Drive (M:)	FA+3Y	MRS
	Ordinances	M Drive (M:)	PM TRANSFER	GRS-49
	Proclamations/Directives	M Drive (M:)	PM TRANSFER	GRS-49
	Resolutions	M Drive (M:)	PM TRANSFER	GRS-50
Open and Public Meetings	**Board of Canvassers, City Council, Community Reinvestment Agency, Historic Preservation Commission, Planning Commission**	M Drive (M:)		
	Agendas	M Drive (M:)	PM TRANSFER	GRS-1709
	Audio & Video	M Drive (M:)	CY+3Y	GRS-1712
	Closed Meetings			
	Affidavits	Recorder's Drive	PM TRANSFER	GRS-1710
	Audio	Recorder's Drive	PM TRANSFER	GRS-1710
	Minutes	M Drive (M:)	PM TRANSFER	GRS-1709
	Mayor's Meetings	M Drive (M:)	PM TRANSFER	GRS-1709
	Meeting Packets	M Drive (M:)	PM TRANSFER	GRS-1709
	Notices	M Drive (M:)	CY+6Y	GRS-46
	Rules of Order and Procedure	M Drive (M:)	PM TRANSFER	GRS-43
Records Governance	**Proof of Publication**	M Drive (M:)	CY+6Y	GRS-46
	GRAMA Appeals Board Files	M Drive (M:)	PM TRANSFER	GRS-1715
	GRAMA Requests	M Drive (M:)	FA+2Y	GRS-1711
	Record Destruction Logs	M Drive (M:)	FA+7Y	GRS-1689
	Records Committee Files	M Drive (M:)	RS	GRS-1725
	Records Management Plan	M Drive (M:)	PS	MRS
Working Files		M Drive (M:)	FA+1Y	GRS-1684

KEY	
CP	*CLOSE/COMPLETION DATE*
CY	*END OF CURRENT YEAR*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
MO	*MONTHS*
PM	*PERMANENT*
PS	*PERMANENT UNTIL SUPERSEDED*
RS	*RESOLUTION OF ISSUE*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

PHYSICAL RESOURCES

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Facilities	**City Center Construction**	M Drive (M:)	PM	GRS-1789
	Plans	M Drive (M:)	PS	MRS
	Inspections	M Drive (M:)	CY+2Y	GRS-111
	Safety Checklists	M Drive (M:)	CY+2Y	GRS-111
	New City Hall	M Drive (M:)	PM	GRS-1789
	Budgetary	M Drive (M:)	4Y	GRS-1856
	Design Committee	M Drive (M:)	RS	GRS-1725
	Draft Plans	M Drive (M:)	FA+3Y	GRS-1788
	Engineering Reports Studies	M Drive (M:)	CP+2Y	GRS-1409
	Final Plans	M Drive (M:)	PM TRANSFER	GRS-662
	Working Files	M Drive (M:)	FA+1Y	GRS-1684
	Millcreek Common Construction	M Drive (M:)	PM	GRS-1789
	Maintenance	M Drive (M:)	3Y	MRS
	Plans	M Drive (M:)	PS	MRS
Fleet	**Fuel**	M Drive (M:)	CY-2Y	GRS-112
	Driver Forms	M Drive (M:)	5Y	MRS
	Inspections	M Drive (M:)	CY+2Y	GRS-111
	Registration	M Drive (M:)	FA	GRS-118
	Service	M Drive (M:)	DS+3Y	GRS-1873
	Title	M Drive (M:)	FA	GRS-1860
	Usage	M Drive (M:)	CY+3Y	GRS-109
Information Technology	**Hardware**	M Drive (M:)		
	Equipment Guides	M Drive (M:)	1Y	GRS-1253
	Equipment Inventory	M Drive (M:)	2Y	GRS-111
	Phones	M Drive (M:)	CY+5Y	GRS-1754
	Software	M Drive (M:)	2Y	GRS-111
	Surveillance	M Drive (M:)	RS	GRS-2021
	Users Info	M Drive (M:)	PS	MRS

KEY	
CP	*CLOSE/COMPLETION DATE*
CY	*END OF CURRENT YEAR*
DS	*DISPOSITION OF ASSET*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
PM	*PERMANENT*
PS	*PERMANENT UNTIL SUPERSEDED*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

PLANNING & ZONING

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Maps	**GIS**	M Drive (M:)	PM TRANSFER 1Y	GRS-1246
	Zoning	M Drive (M:)	PM TRANSER	GRS-1747
Planning & Zoning	**Addressing**	M Drive (M:)	PM TRANSFER	GRS-1167
	Code Amendments			
	Applications	M Drive (M:)	PM TRANSFER	MRS
	Drafts	M Drive (M:)	FA+1Y	MRS
	Conditional Use Permits			
	Applications	M Drive (M:)	PM TRANSFER	GRS-1044
	Memorandum	M Drive (M:)	PM TRANSFER	GRS-1044
	PC Minutes	M Drive (M:)	PM TRANSFER	GRS-655
	Forms	M Drive (M:)	CP+3Y	MRS
	Historic Resources	M Drive (M:)		
	Agency History Records (Millcreek)	M Drive (M:)	PM	GRS-1723
	Artifacts	City Hall	PM TRANSFER	GRS-2049
	Certifications of Historical Appropriateness	M Drive (M:)	PM	MRS
	Draft Resource List	M Drive (M:)	PS	MRS
	Final Designated List	M Drive (M:)	PS	MRS
	Marker Template	M Drive (M:)	PS	MRS
	Millcreek Written History	M Drive (M:)	PS	MRS
	Surveys	M Drive (M:)	PM	MRS
	Land Use Hearing Officer Permits	M Drive (M:)	PM TRANSFER	MRS
	Non-Approved Plans	M Drive (M:)	CY+2Y	GRS-1196
	Nonconforming Use Certificates	M Drive (M:)	PM TRANSFER	GRS-1059
	Plans			
	General Plan	M Drive (M:)	PM TRANSFER	GRS-653
	City Center Master Plan	M Drive (M:)	PM TRANSFER	GRS-653
	Project Reviews	M Drive (M:)	FA+5Y	MRS
	Property Files	M Drive (M:)	FA+3Y	MRS
	Rezone			
	Applications	M Drive (M:)	PM TRANSFER	GRS-661
	Development Agreements	M Drive (M:)	PM TRANSFER	GRS-661
	Notices	M Drive (M:)	PM TRANSFER	GRS-661
	PC Minutes	M Drive (M:)	PM TRANSFER	GRS-661
	Reviews/Reports	M Drive (M:)	PM TRANSFER	GRS-661
	Site Plan Review	M Drive (M:)	PM TRANSFER	GRS-662
	Special Exceptions	M Drive (M:)	PM TRANSFER	MRS
	Subdivisions	M Drive (M:)	PM TRANSFER	GRS-663
	Vacation	M Drive (M:)	PM TRANSFER	GRS-1058
	Variances	M Drive (M:)	PM TRANSFER	MRS
Public Notices	**Notice of Intent**			
	Improvement Assessments	M Drive (M:)	FA+2Y	GRS-948
	Right-of-Way	M Drive (M:)	PM TRANSFER	GRS-1996
Working Files		M Drive (M:)	FA+1Y	GRS-1684

KEY	
CP	*CLOSE/COMPLETION DATE*
CY	*END OF CURRENT YEAR*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
MRS	*MILLCREEK RETENTION SCHEDULE*
PM	*PERMANENT*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

PUBLIC WORKS

RECORD MANAGEMENT CLASSIFICATION				
FUNCTION →	**RECORD SERIES →**	**LOCATION →**	**RETENTION**	
Developments	**Permits**			
	Encroachments	M Drive (M:)	CY+5Y	MRS
	Land Disturbance	M Drive (M:)	CY+5Y	MRS
	Projects			
	Not Final	M Drive (M:)	FA+1Y	GRS-21
	Final	M Drive (M:)	See planning/building	
	Project Bonds			
	Deposits	Hard Copy - Financ	CY+4Y	GRS-106
	Engineering	M Drive (M:)	FA+1Y	MRS
	Excavations	M Drive (M:)	FA+1Y	MRS
	Landscaping	M Drive (M:)	FA+1Y	MRS
	Releases	Hard Copy - Financ	CY+4Y	GRS-106
	Reviews	M Drive (M:)	See planning/building	
	Standards	M Drive (M:)	PM TRANSFER +1Y	MRS
Maps	**GIS**			
	Transportation	M Drive (M:)	PM TRANSFER +1Y	GRS-726
Operations	**Public Works**			
	Complaints	iWorQ	CY+3Y	GRS-1783
	Pavement - Asphalt	M Drive (M:)	CY+3Y	MRS
	Snow Removal	M Drive (M:)	CY+3Y	MRS
Plans	**Capital Improvement Projects**	M Drive (M:)	FA+7Y	MRS
	Contracts	M Drive (M:)	FA+7Y	MRS
Stormwater Management	**Floodplain**	M Drive (M:)	5Y or CP	MRS
	MS4 Stormwater	M Drive (M:)	5Y	MRS
	Construction Inspections	M Drive (M:)	5Y or CP (whichever is longer)	MRS
	Other related compliance records	M Drive (M:)	5Y	MRS
	Stormwater Maintenance Agreement	M Drive (M:)	PM	MRS
	UPDES MS4 Permits	M Drive (M:)	PM TRANSFER	GRS-1133
Working Files		M Drive (M:)	FA+1Y	GRS-1684

KEY	
CP	*CLOSE/COMPLETION DATE*
CY	*END OF CURRENT YEAR*
FA	*FINAL ACTION*
GRS	*GENERAL RETENTION SCHEDULE*
MRS	*MILLCREEK RETENTION SCHEDULE*
PM	*PERMANENT*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*

millcreek retention schedule

MILLCREEK RETENTION SCHEDULE				
CATEGORY	**FUNCTION →**	**RECORD SERIES →**	**RETENTION**	**DESCRIPTION OF RECORD**
Business	**Business Licensing**	**Forms**	PS	A clean copy of each form created by the city with related instructions and documentation showing the scope and purpose of the form.
		Licensing Records		
		Active	PM	Active licensing records are business license accounts that may or may not be current on their business license. If they are not current we trying to get payment on their account. If we do not receive payment and if we cannot determine if they are open these will be made inactive.
		Sensitive Material	RS + 10Y	Records received, usually from law enforcement relevant to business licensing.
	Economic Development	**Business Council**	RS or 10Y	Documents and records related to volunteers, past events and historically relevant documents, event data, and general business council records.
		CRA	PM	Community Reinvestment Area records, documentation, interlocal agreements signed, and related records that are historically significant.
		General Resources	FAS	Contact information for developers, business owners, etc. Sales tax generation spreadsheet (documents trends), documents related to Economic Development Department General Plan.
		Millcreek Common/City Center	PM	Historically important documents related to the creation, implementation, construction, and general records pertaining to Millcreek City Center Project.
		Projects	FAS	Documents and records related to projects, work done in the Economic Development Department.
Building	**Building**	Permit Fees	PS	These are documents relating to Building Permit fees.
		Checklists	PS	A clean copy of each checklist created by the city with related instructions and documentation showing the submittal requirements for individual permits.
		Forms	PS	A clean copy of each form created by the city with related instructions and documentation showing the scope and purpose of the form.
		Handouts	PS	A clean copy of each handout created by the city with related documentation showing specific building code requirements.
		SI/SD Determinations (FEMA)	PM	Improvement or damage determinations based on individual projects located in special flood hazard areas.
		Building Codes	PS	These are copies of current or previously adopted buildign codes.
		Licenses/Memberships	PS	These are licenses or memberships help by the city or its staff members.
		Noncomplainces	PM	Documents issued or released on the title of a property.
		Position Forms	PS	Documents relating to specific positions in the Building Services Department.
		Software	PS	Documents relating to permitting and review software used by the Building Services Department.

Engagement	**Communications**	**Photographs - Events**	PM	Photographs of Millcreek events containing images of Millcreek staff, officials, and residents.
	Community Life	**Adventure Hub**		
		Daily Checklist	CY+1Y	Daily task list for employees.
		Daily Skate Inventory	1W	Inventory of skates.
		Schedules	PM	Employee work schedules.
		Community Life Events		
		Millcreek Common Signage	PS	Art for banners, flags, and signs on Millcreek Common.
	Initiatives	**Adopt a Crosswalk**	CP+2Y	The Adopt A Crosswalk-Flag Program is designed to govern and assist in the approval, installation and maintenance of orange crosswalk flags at designated crosswalks. These are records of the applications for crosswalks in Millcreek.
		Canyon Rim Park Playground	CP+2Y	Plan and proposal documents of a new playground design at Canyon Rim Park.
		Street Renaming	CP+2Y	Records of residents who would like to change the name of their street.
	Programs	**Recyclilng & Sustainability**	CY+3Y	Documents and records related to volunteers, past events and historically relevant documents, event data, and general Recycling & Sustainability Committee records.
		Youth Council	CY+3Y	Documents and records related to volunteers, past events and historically relevant documents, event data, and general Youth Council records.
Legal	**Appeals**	**Appeal Authorities**	PM TRANSFER	Records of hearings held for various reasons including to regulate processes, change rules and policies, address the denial and revocation of licenses at the request of the public, or to discuss particular issues at the request of an executive body. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, and related correspondence.
	Contract Management	**Franchise**	PM	A franchise agreement is a specific contractual document which formalises the legal relationship between a franchisor and franchisee. As with any other contract, it sets out the rights and obligations of each party. They include date, city's name, provisions of the agreement, payments to be made, and signatures.
		Other	PM	These records document contractual agreements. Records may include requirements and terms, and the signed contract.
	Other	**Subpoenas**	FA+6Y	Records compiled to fulfill court issued subpoenas.
	Property Management	**Code Enforcement**		
		Electronic Case Files	PM	These records document complaints or requests for service received and answered by the City. Information includes requester or complainant details, description of the request or problem, and actions taken by the City.
	Risk Management	**Forms**	PS	A clean copy of each form created by the city with related instructions and documentation showing the scope and purpose of the form.
		Adventure Hub		
		Waivers	CY+1Y	Patron liability release agreement.
		Waiver Reports	CY+7Y	Monthly report of signed waivers.
Legislative Management	**Legislation**	**Code Draft Amendments**	FA+3Y	These are proposed ordinance amendments to be adopted by a local legislative body.
Physical Resources	**Facilities**	**City Center Construction**		
		Plans	PS	City Center construction plans and specifications.
		Millcreek Common Construction		
		Maintenance	3Y	Maintenance records of Millcreek Common facility and equipment.
		Plans	PS	Millcreek Common construction plans and specifications.
	Fleet	**Driver Forms**	5Y	Forms and instruction sheets for city fleet drivers.
	IT	**Users Info**	PS	IT operator/user information records.

Planning & Zoning	**Planning & Zoning**	**Code Amendments**		
		Applications	PM TRANSFER	These are applications by the public proposing that city code be amended.
		Drafts	FA+1Y	These are proposed ordinance amendments to be adopted by a local legislative body.
		Conditional Use Permits	PM TRANSFER	Conditional Use Permit files include the application and various reports presented to the Planning Commission and approval letters from the Planning Commission.
		Forms	CP+3Y	A clean copy of each form created by the city with related instructions and documentation showing the scope and purpose of the form.
		Historic Resources		
		Certificate of Historical Appropriateness	PM	Certificates issued by the Historic Preservation Commission.
		Draft Resource List	PS	Ongoing list of Historic Millcreek homes, building, subdivisions, and signs.
		Final Designated List	PS	Approved list of Historic Millcreek homes, building, subdivisions, and signs by the Historic Preservation Commission.
		Marker Template	PS	Designated historical resource marker template for plaques/monuments.
		Millcreek Written History	PS	A written history of the area, people, and city of Millcreek.
		Surveys	PM	Professional surveys conducted for historical significance in Millcreek neighborhoods.
		Land Use Hearing Officer Permits	PM TRANSFER	Land Use Hearings are required for requests to expand a noncomplying structure or a structure occupied by a nonconforming use. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, and related correspondence.
		Project Reviews	PM TRANSFER	Reviews consist of development committee reviews and technical reviews associated with subdivisions and conditional use permits. These are working files and are not the final approved versions.
		Property Files	FA+3Y	These are miscellaneous information relating to properties. These could be local copies of address affidavits, easements, title reports, second kitchen affidavits, or old county records such as building permits, photographs, etc.
		Rezones	PM TRANSFER	Rezone files include the application and various reports presented to the Planning Commission and approval letters from the Planning Commission.
		Special Exceptions	PM TRANSFER	Exceptions to retaining wall, sidewalk, or Residential Compatibility Overlay Zone (RCOZ) requirements.
		Subdivision Plat Approvals	PM TRANSFER	Subdivision Plat Approval files include the application and various reports presented to the Planning Commission and approval letters from the Planning Commission.
		Variances	PM TRANSFER	Variances are requests for relief from ordinance requirements on the basis of a hardship. Variances require a public hearing.

Public Works	**Developments**	**Project Bonds**		Project Bonds are typically obtained by the City from a Contractor for the estimated costs prior to construction for engineering, landscaping, and excavation projects. This is to ensure the projects are constructed in a timely manner and consistent with approved plans. Pending final inspections, the bonds are released back to the Contractor. The City may also use the bond money to complete projects that have been neglected or abandoned.
		Engineering	FA+1Y	
		Excavations	FA+1Y	
		Landscaping	FA+1Y	
		Permits		
		Encroachments	CY+5Y	These permits are required for any work done in the public right-of-way to ensure the work is completed per Public Work's standards.
		Land Disturbance	CY+5Y	These permits are required for any work disturbing equal to or greater than 1 acre of land OR if the work is being done on or near sensitive lands (for example – adjacent to a water body).
		Standards	PM TRANSFER +1Y	These are City standards for roadways and storm drain facilities
	Operations	**Public Works**		
		Pavement - Asphalt	CY+3Y	Part of Capital Improvement Projects (CIP) records in M Drive PW/Projects
		Snow Removal	CY+3Y	Call-out records are kept by SL County Operations
	Plans	**Capital Improvement Projects**	FA+7Y	PW Project Files
		Contracts	FA+7Y	These records document contractual agreements. Records may include requirements and terms, and the signed contract.
	Stormwater Management	**Floodplain**	5Y or CP	Permits stored on M Drive
		MS4 Stormwater	5Y	These records ensure compliance with Millcreek's MS4 (Municipal Separate Storm Sewer System) Permit regulated by the State DWQ and EPA for allowable stormwater discharge to water bodies of the State.
		Construction Inspections	5Y or CP (whichever is longer)	
		Stormwater Maintenance Agreement	PM	
		Other related compliance records	5Y	

KEY	
CP	*CLOSE/COMPLETION DATE*
CY	*END OF CURRENT YEAR*
FA	*FINAL ACTION*
FAS	*FINAL ACTION UNTIL SUPERCEEDED*
FY	*FISCAL YEAR*
MRS	*MILLCREEK RETENTION SCHEDULE*
PM	*PERMANENT*
PS	*PERMANENT UNTIL SUPERCEEDED*
TRANSFER	*STATE ARCHIVES*
Y	*YEAR*
W	*WEEK*

electronic communications management policy

Purpose and Definitions

The Government Records Access and Management Act (GRAMA; Utah Code 63G-2) and the Public Records Management Act (Utah Code 63A-12) impose obligations to retain records. Electronic communications, including but not limited to, emails, messages via messengers, chats, and texts, may be considered a record per GRAMA, depending upon content as the General Retention Schedule dictates below:

Transitory Correspondence (GRS-1759)

Description

Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Local Government Routine Administrative Correspondence (GRS-1760)

Description

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule.

Program and Policy Development Records (GRS-1717)

Description

These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Includes development and decisions behind the policy or program, and the final product (e.g., approved policies). Related correspondence and email is included.

Email records are work-function related. They are subject to legal retention schedules and have administrative, legal, fiscal, or historical value based on the content of the email.

Non-record emails are emails with no business-related content. They include, but are not limited to, personal messages and spam. They should be destroyed immediately and not kept in the email system. They may be forwarded to personal accounts.

Record copy refers to the electronic communication copy to which the retention period applies. Both sent and received communications can be records. Duplicative emails should be disposed of when the administrative need ends.

Primarily the:

- Outgoing (sender's) email/message within government is the record copy.
- Incoming (the recipient's) email/ message from outside the government is the record copy.

Storage and Retention

The length of time that electronic communications should be kept is based on the content of the record and its value. Although the majority of electronic communications have only short-term value, communications that document policy development and decision-making are considered historically valuable and should be preserved permanently, along with other records that document these processes.

Documents attached to electronic messages sent or received in the course of conducting city business must be retained in accordance with the records management procedures and retention schedules applicable to such attachments.

The City utilizes Proofpoint, a spam filtering service for email which provides a 10-year email archive and maintains all email records sent to and received from city employees regardless of content. This preservation will take place in the background and does not have to be managed on a per user basis. The City will remain the custodian of the email records, therefore emails will be searchable and recoverable for record requests and similar uses if it is within the designated 10-year timeframe. Outside of that timeframe, emails will be permanently deleted unless preserved through other means.

Management Tools

Employees are responsible for proper management of their electronic communications, specifically email. This includes messages sent and received.



The most common tools for records management are the built-in features of the email system itself. Features usually include labels, folders, tags, and multiple inboxes, along with more advanced features. ~~Staff shall utilize the "Archive" folder in Outlook and mirror the records index spreadsheet for what pertains to them (example below). Label the folders with the correct corresponding retention schedule.~~ Staff should, at a minimum, utilize folders in Outlook and mirror the records index spreadsheet for what pertains to them.

Transitory emails should be deleted to the system's "Deleted Items" folder with the understanding that records placed there are obsolete.

Training

City staff members are to receive training on an annual basis to ensure employees know and understand their responsibilities and the legal requirements when using electronic communications technologies.

Employees are responsible and accountable for the way they use electronic communications technologies and for proper management of those communications. Employees should also know and understand the associated policies and procedures.

Department directors are responsible and accountable for ensuring employees are properly trained and understand the policies and procedures surrounding the use of electronic communications technologies. Department directors are also responsible and accountable to ensure compliance with this policy.

IT is responsible and accountable for ensuring employees are able to communicate using the appropriate technologies in an effective, secure method by deploying the appropriate safeguards in the appropriate way.

Legal Search

There is no expectation of privacy related to the use of City technology in the sending or receiving of any electronic communications. This includes personal communications sent or received from any City owned technology or device.

This policy and related procedures apply to technology not owned by the City but used for the performance of City business whether sending or receiving electronic communications.

Form Access: M Drive (M:) → Legislative Management → Record Governance → Records Committee

Millcreek Record Destruction Log

Date of Destruction	Retention Schedule	Record Function/Series	Record Date(s)	Department Custodian	Type of Destruction	Notes	Authorized Signature

Millcreek Record Destruction Affidavit

Person Performing Destruction

Name_____Title_____

Phone_____ Email_____

Organization_____Location _____

I certify that the records described in the attached Millcreek Record Destruction Log dated _____ were destroyed by the following method:

☐ Shredding

☐ Electronic Deletion*

☐ Other (please describe):

_____

_____

_____ _____ _____, 20_____

Printed Name Signature Date

Witnessed by:

_____ _____

Printed Name Signature

*Records have been deleted to the best of our abilities and knowledge.

Form Access: M Drive (M:) → Legislative Management → Record Governance → Records Committee

Millcreek Records Transfer Log

Box Number	Box Dates	Record Function/Series	Retention Schedule	Box Destination (Records Center, Archives, New Building, etc.)	Transfer Form Submitted Date	Transfer Form Submitted By	Boxes Sent Date	Archives Box Number	Notes

Millcreek Records - Box Inventory

Box Number	Box Dates	Retention	Record Function/Series	Inventory Created	Notes
Place a copy of the box inventory inside the box					

IT Contact and Helpful Links

Millcreek's InformationTechnology (IT) Provider:

Les Olson IT
1-801-983-7711 (immediate assistance)
1-801-983-7713 (emergencies only)
mit@lesolson.com

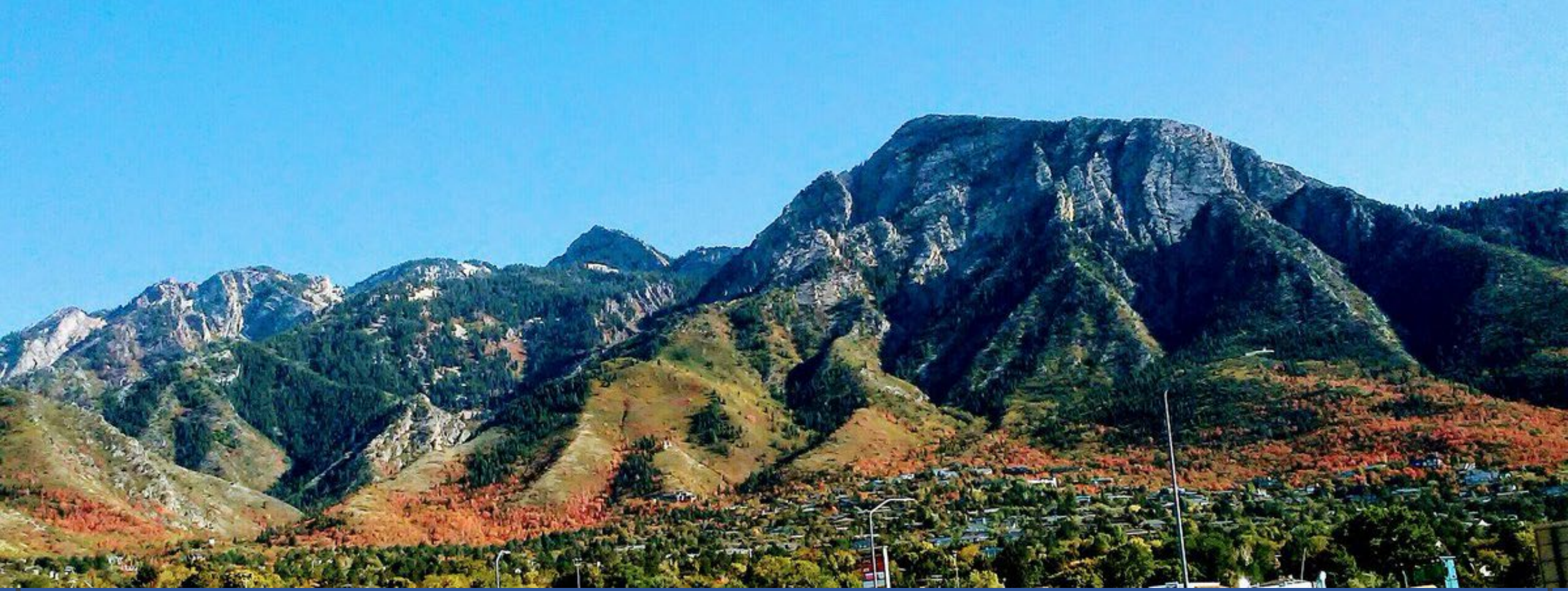
Utah State Archive Information

General Retention Schedule Reference





Millcreek City Hall
3330 South 1300 East
Millcreek, Utah 84106
801-214-2700
millcreek.us

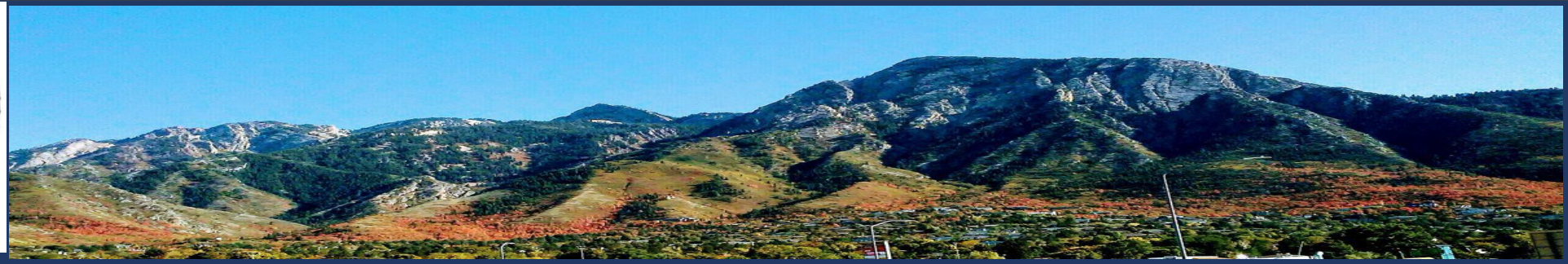


Unified Police Department

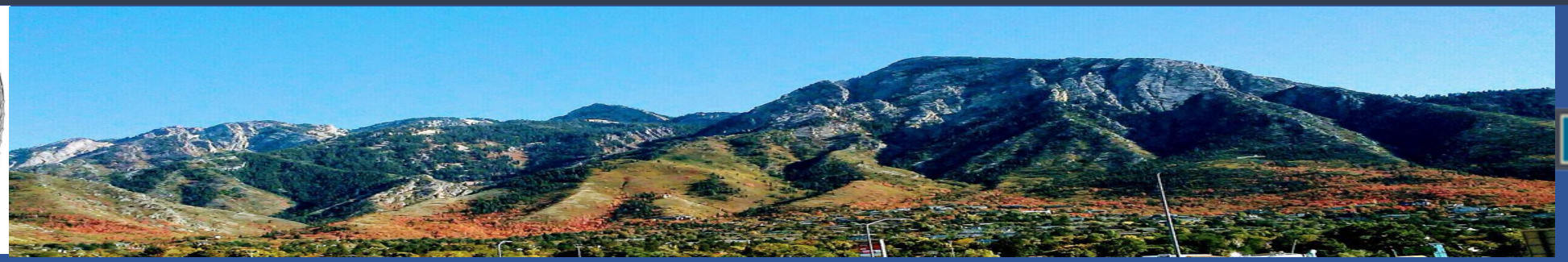
Millcreek Precinct

October 2022

Millcreek City Council Meeting



September	2022
Calls for Service:	2765
Total Cases:	964
Citations:	437
Booking Arrests:	55



September 2022
Assault: 48
Burglary: 14
Drug Offense: 25
Family Offense: 66
Larceny: 106
Robbery: 1
Sex Offense: 6
Stolen Vehicles: 17

Rosecrest Elementary Walk to School Day

- Millcreek C.O.P. Detectives joined Evergreen Jr High's School Resource Officer Detective Muniz for Rosecrest Elementary's walk to school day. Officers and PTA greeted students as they arrived at school.



Canyon Rim Graffiti Cases.

- **Multiple cases of graffiti were found in various locations in Canyon Rim. C.O.P. Detectives worked with Wasatch Jr High's School Resource Officer, Det. Plouzek to identify suspects. Charges were screened on multiple juvenile suspects.**
- **Cases:**
- **22-95018 Canyon Rim Academy, 3005 S. 2900 E**
- **22-94669 L.D.S. Church, 3057 S. 2900 E**
- **22-94674 L.D.S. Church, 3020 S. Grace Street**
- **22-94674 Terminal Reservoir , 3400 E. 3300 S.**







Illegal Encampment Abatement

- Millcreek C.O.P. Detectives joined with Salt Lake County Public Works to clean up two ongoing encampment issues. Public Works, utilizing inmates from the Salt Lake County Jail cleaned up large quantities of trash from abandoned campsites at 4353 S. 900 E. and 4281 S. 300 E.
- Cases:
- 22-93571
- 22-94608











Transient Issue Calls for Service

- In the month of September, Officers responded to 23 calls related to transients in Millcreek City. When Officers contact homeless individuals, the services and programs available to help them are explained.

Mental Health Related Calls for Service

In the month of September, Millcreek Officers responded to 63 mental health calls

Millcreek Traffic Unit

In the month of September, Officers responded to 105 traffic accidents, 22 of which were Hit and Runs

