

JORDAN VALLEY WATER CONSERVANCY DISTRICT

ADMINISTRATIVE POLICY AND PROCEDURES

APPENDIX 1 PUBLIC RECORDS POLICY RETENTION SCHEDULE

Revised, Effective as of March 14, 2018

JORDAN VALLEY WATER CONSERVANCY DISTRICT

PUBLIC RECORDS POLICY RETENTION SCHEDULE

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SCHEDULE 1
ADMINISTRATIVE RECORDS

This schedule provides for the disposition of records relating to the administrative activities of the Jordan Valley Water Conservancy District. These activities involve the direction and control of District programs. These records are frequently considered to be the most common District records.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Agendas</u></p> <p>They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.</p> <p>A. If not attached to Minutes.</p> <p>B. Duplicate copies.</p>	Permanent.
2.	<p><u>Summary of Operations</u></p> <p>These are reports on program activities and accomplishments for the previous year. They may include statistics, narrative reports, graphs, and diagrams.</p>	Permanent.
3.	<p><u>Census Information Files</u></p> <p>These files contain copies of U.S. Census Bureau forms on government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public.</p>	Electronic – Permanently.
4.	<p><u>Scrapbooks</u></p> <p>These are a chronological record of the District departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.</p>	Permanent.
5.	<p><u>Finding Aids</u></p> <p>These are indexes, lists, registers, and other finding aids necessary for the efficient use of other records.</p>	Follow disposition instructions for the records to which they pertain, or destroy when no longer needed for reference.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
6.	<p><u>General Subject Files</u></p> <p>These files include correspondence, reports, technical papers, studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.</p> <p>A. <u>Policy and Program Development Records</u></p> <p>Records documenting the formulation and adoption of policies and procedures and the function of the office or department. Includes narrative or statistical reports; related correspondence; program activities; organizational charts and mission statement studies regarding department or offices operations; circular letters or directives; and records related to significant events in which department or office participated.</p> <p>B. <u>General Administrative Records</u></p> <p>Records of a general facilitative nature created or received in course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report.</p> <p>C. <u>General Housekeeping Files</u></p> <p>Records of a general house-keeping nature or maintained by an office which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives; custodial service requests; parking space assignments; and distribution of keys.</p> <p>D. <u>Copies of Routine Correspondence No Longer Valuable Once the Original Has Been Sent</u></p> <p>Includes "enclosures, letters without the enclosures, thank-you letters, congratulation letters, and emails."</p>	<p>Permanent.</p> <p>Retain for 2 years, or until no longer needed for reference and then destroy.</p> <p>Retain until no longer needed for reference, then destroy.</p> <p>Retain for 6 months and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
7.	<p><u>Grant Files</u></p> <p>These are files on monetary grants received from state and federal sources.</p> <p>A. Original applications, contract agreements, annual and final performance reports.</p> <p>B. Reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis.</p> <p>C. All other supporting data.</p>	<p>Permanent.</p> <p>Retain for 3 years after completion of all applicable audits and then destroy. NOTE: May be subject to additional federal or state requirements.*</p> <p>Retain for 3 years and then destroy. NOTE: May be subject to additional state and federal requirements.*</p> <p>*See index for name of specific grant.</p>
8.	<p><u>Information Technology Feasibility Studies</u></p> <p>These are studies conducted before the installation of any technology or equipment associated with information management systems, such as computers, micrographics, and communication systems. Also, studies and system analyses for the initial establishment and major changes of these systems.</p>	<p>Permanent.</p>
9.	<p><u>Mailing Lists</u></p> <p>These are lists of names and addresses for various mailings (billings and administrative purposes).</p>	<p>Retain until superseded and then destroy.</p>
10.	<p><u>Minutes</u></p> <p>These are the official minutes of regular, special, and emergency meetings of the Board of Directors.</p>	<p>Permanent.</p>
11.	<p><u>Organizational Files</u></p> <p>These files contain organizational charts and reorganizational studies. They are graphic illustrations providing a detailed description of the arrangement and administrative structure of the District.</p> <p>A. Functional Statements. Formally prepared descriptions of the responsibility assigned to executive officers.</p> <p>B. Agency histories and selected background material.</p>	<p>Permanent.</p> <p>Permanent.</p> <p>Permanent.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
12.	<p><u>Policies and Procedures</u></p> <p>These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.</p> <p>A. Record copy.</p> <p>B. Duplicate copies.</p>	<p>Permanent.</p> <p>Retain until superseded and then destroy.</p>
13.	<p><u>Project Control Files</u></p> <p>These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do <u>not</u> contain the final reports.</p>	<p>Permanent.</p>
14.	<p><u>Public Relations Files</u></p> <p>A. Speeches, addresses, and comments. The format may be paper, videotape, motion picture, or tape recording.</p> <p>B. News releases. One copy of a prepared statement or announcement issued to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy and changes in officials or senior administrative personnel.</p> <p>1. Record copy (the record copy may be placed in city's scrapbook).</p> <p>2. Duplicate copies.</p>	<p>Permanent.</p> <p>Permanent.</p> <p>Retain for 1 year or until administrative need ends and then destroy.</p>
15.	<p><u>Publications</u></p> <p>These are pamphlets, leaflets, studies, proposals and similar material printed by or for the District or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.</p>	<p>Permanent.</p>
16.	<p><u>Reading or Chronological Files</u></p> <p>These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.</p>	<p>Retain for 1 year, or until administrative need ends and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
17.	<p><u>Routine Control Files</u></p> <p>Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records charged-out, and other similar records used to control work flow and to record routine.</p>	<p>Retain until removed from related obsolete records and destroy when work is completed or when no longer needed for operating purposes.</p>
18.	<p><u>Schedules of Daily Activities</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of municipal employees.</p> <p>A. Records containing substantive information relating to the official activities of the General Manager and other high-level District officials, the substance of which has <u>not</u> been incorporated into memoranda, reports, correspondence, or other records included in the official files.</p> <p>B. Records documenting non-elected, subordinate-level, or career service, District employees containing substantive information relating to official activities, the substance of which has not been incorporated into official files.</p> <p>C. Routine materials containing <u>no</u> substantive information regarding daily activities.</p>	<p>Permanent.</p> <p>Retain for 2 years and then destroy.</p> <p>Retain until administrative need ends and then destroy.</p>
19.	<p><u>System Studies and Report Files</u></p> <p>Documents related to various studies by private and other government agencies. Includes working papers, correspondence, related documents and final report.</p> <p>A. Final Report.</p> <p>B. Correspondence, working papers, and related documents.</p>	<p>Permanent.</p> <p>Retain for 5 years and then destroy.</p>
20.	<p><u>Technical Reference Files</u></p> <p>These files contain copies of documents retained strictly for reference and informational purposes and which are not part of the official files. These include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.</p>	<p>Review annually and destroy material of no further reference value.</p>

SCHEDULE 2
ATTORNEY RECORDS

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Claim Petition Files</u></p> <p>These files contain petitions claiming damages caused by employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.</p>	Permanent.
2.	<p><u>Lawsuit Case Files</u></p> <p>These are case files for lawsuits filed by the District and those filed against the District. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.</p> <p>A. Routine cases.</p> <p>B. Significant cases which have widespread importance or set legal precedence.</p>	<p>Retain for 7 years after case is closed and then destroy.</p> <p>Permanent.</p>
3.	<p><u>Legal Opinions</u></p> <p>These are copies of opinions rendered by the attorney's office for various departments in the course of business. They are necessary to maintain consistency of opinion in related matters. They include the date of the opinion, advice or opinion, and name of requesting office or department.</p> <p>A. Formal opinions.</p> <p>B. Informal opinions.</p>	<p>Permanent.</p> <p>Retain for 2 years or until administrative need ends and then destroy.</p>

SCHEDULE 3
BONDS AND BONDING RECORDS

Bond records include the various files accumulated during the issuance and redemption of municipal bonds. They also include performance bonds for municipal employees.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Bond Anticipation Notes</u></p> <p>These notes are used by water conservancy districts pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the District, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the District."</p>	Retain until redeemed and then destroy.
2.	<p><u>Bond Issue Files</u></p> <p>These files document the implementation of District bonds. They usually include authorizations supporting financial data, contracts or sales agreements, and sample copies of bonds sold as evidence of municipal indebtedness.</p>	Permanent.
3.	<p><u>Bond Redemption Registers</u></p> <p>These registers are used to record the redemption of coupons for District bonds.</p>	Retain 3 years after redemption of coupon and then destroy.
4.	<p><u>Bond Registration Files</u></p> <p>These are the issuing agent's copies of bond registration stubs.</p>	Retain for 2 years and then destroy.
5.	<p><u>Bonds, Notes and Coupons Paid</u></p> <p>These are coupons and notes redeemed throughout the lifetime of the bond.</p>	Redeem and destroy by the paying agency.
6.	<p><u>Certification of Bond Redemption and Destruction</u></p> <p>These are certificates sent to the District by the paying agent which track payment and destruction of bond coupons.</p>	Retain for 3 years after expiration of bonds and then file in Bond Issue Files.
7.	<p><u>Employee Bonds</u></p> <p>This is a blanket bond for "the elected officials of the District and the treasurer" to guarantee "honest and faithful performance." Bonds are placed at such amounts as may be determined by the governing board.</p>	Retain 3 years after expiration and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
8.	<p><u>Fidelity Bonds</u></p> <p>This is the District's treasurer's and treasurer's bond to protect the District and to guarantee fidelity of treasurer. Bond usually covers four years and "may be set by resolution in any amount, not less than that established by the state money management council."</p>	Retain 3 years after expiration and then destroy.
9.	<p><u>General Obligation Bonds</u></p> <p>These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the District for the prompt and punctual payment of principal and interest on which the "full faith and credit" of the District are pledged.</p>	Retain "until paid or canceled" and then destroy (UCA 11-14-14(2c)).
10.	<p><u>Revenue Bonds</u></p> <p>These bonds are issued by the District payable solely from revenues attributable to extensions and improvements to revenue producing facilities.</p>	Retain "until paid or canceled" and then destroy (UCA 11-14-14(2c)).
11.	<p><u>Notary Bonds</u></p> <p>These \$5,000 bonds are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA ' 46-1-4).</p>	Retain for 3 years after expiration and then destroy.

SCHEDULE 4
BUDGET RECORDS

Budget records include the various files accumulated in the course of formulating a tentative budget and the approval of the final municipal annual budget.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Annual Budget</u></p> <p>The final annual District financial plan approved by the Board of Directors for all expenditures of the District.</p> <p>A. Record copy.</p> <p>B. Duplicate copies.</p>	<p>Permanent.</p> <p>Retain for 1 year or until administrative need ends, whichever comes first, and then destroy.</p>
2.	<p><u>Budget Apportionment Files</u></p> <p>These are apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.</p>	<p>Retain for 5 years after close of the fiscal year and then destroy.</p>
3.	<p><u>Budget Background Records</u></p> <p>These are papers used to assist in the preparation of department budget requests presented to the Board of Directors.</p>	<p>Retain for 2 years and then destroy.</p>
4.	<p><u>Budget Estimates and Justification Files</u></p> <p>These are copies of budget estimates and justifications prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, related schedules, and data.</p>	<p>Retain for 5 years and then destroy.</p>
5.	<p><u>Budget Information Files</u></p> <p>These files contain documentation associated with the adoption of the District's fiscal year budget, including the recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.</p>	<p>Permanent.</p>
6.	<p><u>Budget Message</u></p> <p>This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the District for the budget year, and describes the important features of the budgetary plan.</p>	<p>Retain for 5 years after budget formally adopted and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
7.	<u>Budget Reports</u> These are monthly and/or quarterly reports regarding the status of receipts and disbursements in comparison to annual budget. Reports are prepared for the Board of Directors.	Retain for 1 year and then destroy.
8.	<u>Tentative Budget</u> On forms prepared by the state auditor, the budget officer prepares a tentative budget and files it with the governing body for the ensuing year for each fund for which a budget is required on or before the first regularly scheduled meeting in May.	Retain for 5 years and then destroy.

SCHEDULE 5
ENGINEERING AND MAINTENANCE RECORDS

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Complaint Files</u></p> <p>These files document complaints received and responded to by the department. They include name and address of complainant, date received, description of problem, date and action taken.</p>	Retain for 7 years and then destroy.
2.	<p><u>Delivery Tickets</u></p> <p>These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.</p>	Retain for 3 years and then destroy.
3.	<p><u>Project Files</u></p> <p>These project files document the planning, design, and construction of District-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineers' personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for District projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs or additions to city buildings.</p>	Permanent.
4.	<p><u>Capital Project Status Report</u></p> <p>This is a monthly report of all current capital improvement projects. The report includes: information on funding comparing amounts, extra work orders and over-run authorizations for each project.</p>	Retain 1 year and then destroy.
5.	<p><u>Drawings and Diagrams</u></p> <p>These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, north arrow, city title, scale, and actual drawings.</p>	Permanent.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
6.	<p><u>Informational Maps and Plats</u></p> <p>These are District maps and plats for surveys and maintenance of District property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.</p>	Retain until superseded and then destroy.
7.	<p><u>Permits to Work in a Public Way</u></p> <p>These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete constructions (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction, traffic control, etc.</p>	Permanent.
8.	<p><u>Special Assessment Plats</u></p> <p>These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color-coding to indicate properties being assessed.</p>	Permanent.
9.	<p><u>Survey Drawings</u></p> <p>These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plan grid coordinates, surveyor's notes, scale, legend, and north point.</p>	Permanent.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
10.	<p data-bbox="298 268 529 296"><u>Survey Field Books</u></p> <p data-bbox="298 327 850 537">These books contain the original field notes of survey parties' daily survey measurements. The notes are a constant source of information for design surveys, civic improvement, benchmarks, elevations, property surveys, and for updating measurements and information on atlas plats.</p> <p data-bbox="298 569 824 655">They include survey measurements, elevations, and grade with some sketches of the area.</p>	Permanent.
11.	<p data-bbox="298 672 451 699"><u>Review Files</u></p> <p data-bbox="298 730 850 816">This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes.</p>	Retain for 3 years after completion of project and then destroy.

SCHEDULE 6
FIXED ASSET RECORDS

Fixed asset records are the inventories and related documents retained by the District for the control and disposition of District property.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Annual Fixed Asset Report</u></p> <p>These are worksheets for annual reports listing totals of all fixed assets, purchases and dispositions.</p>	Retain until superseded and then destroy.
2.	<p><u>Disposition Records</u></p> <p>These are either forms or records completed by the District when District property is disposed of either by public auction, competitive bidding or destruction. Includes date, department name, description of item, value, disposition, method, and reason, condition, value and approval signature.</p>	Retain for 3 years after disposition of property and then destroy.
3.	<p><u>Equipment Inventories</u></p> <p>These inventories are listings of equipment, supplies, and other items owned or administered by the District.</p>	Retain for 1 year after being reconciled with subsequent inventory and then destroy.
4.	<p><u>Fixed Asset Files</u></p> <p>These files contain listings of all District property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor and depreciation.</p> <p>A. Record copy.</p> <p>B. Duplicate copies.</p>	<p>Retain for 10 years and then destroy.</p> <p>Retain until superseded and then destroy.</p>
5.	<p><u>Surplus Property Case Files</u></p> <p>These files document the sale of surplus municipal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.</p>	Retain for 6 years after final payment and then destroy.
6.	<p><u>Property Tax Records</u></p> <p>This file contains property tax notices that are sent to the agency by the Salt Lake County Treasurer's office. They are used to confirm that all of the District's properties are tax-exempt and to make any corrections as necessary. The previous property owner is notified of taxes due, or other arrangements are made.</p>	Retain until subsequent notice received and then destroy.

SCHEDULE 7
GENERAL ACCOUNTING RECORDS

General accounting records are the ledgers and related documents maintained by the District to show in summary fashion how their funds are spent and the sources and nature of all receipts.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Accounts Payable Invoices</u></p> <p>These are records used to pay District bills. Files consist of copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.</p> <p>A. Record copy. B. Duplicate copies.</p>	<p>Retain 4 years and then destroy.</p> <p>Retain for 1 year or until administrative need ends, whichever comes first, and then destroy.</p>
2.	<p><u>Accounts Receivable</u></p> <p>These files consist of copies prepared by the District to collect amounts owed by vendors, organizations, and citizens having accounts with the District.</p> <p>A. Record copy. B. Duplicate copies.</p>	<p>Retain for 4 years and then destroy.</p> <p>Retain for 1 year and then destroy.</p>
3.	<p><u>Accounts Receivable Invoices</u></p> <p>These are invoices billing agencies or institutions for supplies, services or repairs provided by an agency.</p>	<p>Retain for 4 years and then destroy.</p>
4.	<p><u>Annual Financial Report</u></p> <p>These are statistical reports on the financial affairs of the District or a specific department. These reports usually include a statement on the value of all District owned property, and an accounting of all income and expenditures in relationship to the final budget.</p>	<p>Permanent.</p>
5.	<p><u>Audit Reports</u></p> <p>These are reports prepared by external auditors examining and verifying the District's financial activities for the year.</p>	<p>Permanent.</p>
6.	<p><u>Bank Deposit (Pass) Book</u></p> <p>These books record District savings accounts. They include amount, description of transaction, date, current balance, name of bank and account number.</p>	<p>Retain for 4 years and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
7.	<u>Bank Statements</u> These are monthly statements showing the amount of money on deposit to the credit of the District showing date, name of bank, total deposit, and withdrawals, and cash balance with interest on daily bank balances.	Retain for 4 years and then destroy.
8.	<u>Check Copy File</u> This is a carbon copy or photocopy of checks issued and maintained solely as a quick reference source.	Retain for 2 years and then destroy.
9.	<u>Check Register</u> This is a multi-columnar record with chronologically arranged entries of checks. Usually includes check number and amount of deposits per each account.	Retain for 7 years and then destroy.
10.	<u>Daily Cash Report/Cash Receipts</u> This report is a daily record of cash balances, receipts, and disbursements.	Retain for 3 years and then destroy.
11.	<u>Deposit Slips</u> These are bank cashiers' slips showing amount and date of deposit of monies into District accounts.	Retain for 3 years and then destroy.
12.	<u>General Ledgers/Detail Summaries</u> These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.	Retain for 10 years and then destroy.
13.	<u>Interdepartmental Billings</u> This is an accounting document that requests the transfer of funds between departments for services rendered or materials purchased.	Retain for 3 years and then destroy.
14.	<u>Investment Accounting</u> A. Daily income summary. B. Daily quote sheets prepared by investment office enter quotation/identification of investment bought and sold. C. Monthly outstanding reports. D. Monthly amortization reports. E. Monthly earning summary.	Retain for 3 years and then destroy. Retain for 4 years and then destroy. Retain for 5 years and then destroy. Retain for 5 years and then destroy. Retain for 5 years and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
15.	<u>Investment Register</u> This is a record of all investments made by the District. A work sheet is kept on each investment including the check stub to institution issuing investment, plus a copy of the investment, and the check issued by the vendor and a validated receipt written by the District.	Retain for 3 years and then destroy.
16.	<u>Meter Deposit Records</u> These are records of refundable deposits made at the time customers sign up for water service. These records are used to help the District in the collection of delinquent accounts and to protect the District when a customer moves out with a balance owing for water service.	Retain until account is closed.
17.	<u>Receipt Books</u> These are receipts issued for money received into District accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.	Retain for 3 years and then destroy.
18.	<u>Refund Request</u> This may be a form signed by the customer which requests a refund of funds paid to the District.	Retain for 3 years and then destroy.
19.	<u>State Treasurer's Accounting Statements</u> These are monthly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act. These statements are required by law. They include a deposit form, an account statement and an investment credit notice.	Retain for 1 year and then destroy.
20.	<u>Subsidiary Ledger and Journals Files/Sales Journals</u> These are account books showing details of daily receipts and expenditures such as depositor payment amount, date, payee, purpose, fund credited or debited, and check number. Used to provide backup documentation to the general ledger.	Retain for 3 years and then destroy.
21.	<u>Telephone Bills</u> These are the actual bills for telephone service and long distance toll charges.	Retain for 3 years and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
22.	<p><u>Travel - Passenger Reimbursement Files</u></p> <p>These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting paper documenting official travel by officers, employees, dependents, or others authorized by law to travel.</p>	Retain for 3 years and then destroy.
23.	<p><u>Travel - Passenger Transportation Files</u></p> <p>These files contain memoranda, copies of vouchers, transportation requests, travel authorizations, transportation request registers, and all support papers.</p> <p>A. Issuing office memorandum copy.</p> <p>B. Obligation copy.</p> <p>C. Unused ticket redemption forms.</p>	<p>Retain for 3 years and then destroy.</p> <p>Retain until funds are obligated and then destroy.</p> <p>Retain for 1 year or until administrative need ends and then destroy.</p>
24.	<p><u>Travel - Private Vehicle Usage Files</u></p> <p>These are authorizations for employees to use a private vehicle for District business when it is the most economical method of travel.</p>	Retain for 3 years and then destroy.
25.	<p><u>Travel Reimbursement Request</u></p> <p>These files document requests made by travelers for reimbursements of out-of-pocket expenses.</p>	Retain for 3 years and then destroy.
26.	<p><u>Warrant/Check</u></p> <p>The actual warrant or check cut from a warrant request.</p> <p>A. Redeemed.</p> <p>B. Non-redeemed.</p>	<p>Retain for 7 years and then destroy.</p> <p>Retain for 1 year and then destroy.</p>
27.	<p><u>Warrant/Checks - Lost</u></p> <p>This is legal documentation explaining and justifying a lost warrant.</p>	Retain for 1 year and then destroy.
28.	<p><u>Warrant Register</u></p> <p>A numerical listing of check numbers of all checks issued by department. Shows vendor number, name, date of payment, invoice number and/or purchase number, account debit, description of expenditure, and amount.</p>	Retain for 7 years and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
29.	<u>Warrant Requests</u> These are requests to pay vendors.	Retain for 7 years and then destroy.
30.	<u>Warrant Requests - Canceled</u> This is the manual documentation method of inputting data about canceled warrants.	Retain for 7 years and then destroy.

SCHEDULE 8
MAINTENANCE RECORDS

This schedule provides for the retention and disposition of records relating to the maintenance and repair of municipal equipment, vehicles, and buildings.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Buildings and Grounds Maintenance Log</u></p> <p>This log records all repairs made to District buildings and grounds. It is used to verify that repairs were made.</p>	Retain for 3 years and then destroy.
2.	<p><u>Daily Vehicle Usage Report</u></p> <p>This is a report of all vehicle usage. It is used for both maintenance and planning purposes. It includes date, list of repairs needed and action taken, miles traveled, problems, and name of driver.</p>	Retain for 3 years and then destroy.
3.	<p><u>Daily Work Logs</u></p> <p>This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or signature of crew chief.</p>	Retain for 2 years and then destroy.
4.	<p><u>Equipment Maintenance and Repair Records</u></p> <p>These are records of service repair and maintenance of District equipment, including office machines and furniture.</p>	Retain for 2 years or for the expected life of the equipment and then destroy.
5.	<p><u>Fuel Records</u></p> <p>These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by District vehicles.</p>	Retain for 2 years and then destroy.
6.	<p><u>Gasoline Sales Tickets</u></p> <p>These are copies of credit card sales slips. They are used to verify the purchase of gasoline.</p>	Retain for 2 years and then destroy.
7.	<p><u>Service Requests</u></p> <p>These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any District department.</p>	Retain for 6 months after maintenance completed and then destroy.
8.	<p><u>Vehicle Assignment Records</u></p> <p>These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by District employees or officials.</p>	Retain for 1 year and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
9.	<u>Vehicle Maintenance Records</u> This is a daily record of maintenance on all department vehicles. It is used to provide a maintenance history of all department vehicles. It includes work order numbers, dates, maintenance performed, mileage of vehicle, type of problem, name of driver, and action taken.	Retain for 1 year after disposition of vehicle and then destroy.
10.	<u>Vehicle Registration Certificates</u> These registration forms document District ownership of vehicle.	Retain for life of vehicle and then transfer with sale of vehicle.
11.	<u>Work Orders</u> These are authorization forms for repair or maintenance work on department vehicle, equipment, or District-owned facilities or structures.	Retain for 3 years and then destroy.
12.	<u>Work Order Log</u> This is a log of all work orders. It is used for reference to verify that work was performed. It includes work order number, work order request, dates received and completed, record of trouble calls and work completed.	Retain for 3 years and then destroy.

SCHEDULE 9
PAYROLL RECORDS

Payroll and pay administration records pertain to disbursements to District employees for personnel services.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Administrative Payroll Report</u></p> <p>These are reports and statistics with any supporting and related records to payroll operations and pay administration.</p> <p>A. Reports and data used for workload and personnel management purposes.</p> <p>B. All other reports and data.</p>	Permanent.
2.	<p><u>Budget Authorization Reference Files</u></p> <p>These are copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.</p>	Retain until superseded and then destroy.
3.	<p><u>Deductions and Other Earnings Register</u></p> <p>These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.</p>	Retain for 3 years and then destroy.
4.	<p><u>Employee Earnings History Record File</u></p> <p>These cumulative records contain information on individual earnings and municipal service.</p>	Permanent.
5.	<p><u>Garnishment of Wages or Levies of Employees</u></p> <p>This is a record of garnishments or levies for debts owed by the employees.</p>	Permanent.
6.	<p><u>Income Tax Files</u></p> <p>A. Withholding tax exemption certificates, such as IRS form W-4, and similar tax exemption forms.</p> <p>B. Returns on income taxes such as IRS Form W-2.</p> <p>C. Reports of withheld federal taxes, such as IRS Form W-3 with related papers, including reports relating to income and social security taxes.</p>	Permanent.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
7.	<u>Individual Authorized Allotments Files</u> A. U.S. Bond Authorization. B. All other authorizations.	Retain until superseded or 3 years after separation of employee and then destroy. Retain until superseded or 3 years after separation of employee and then destroy.
8.	<u>Insurance Deduction Files</u> These are reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions.	Retain for 3 years after separation of employee and then destroy.
9.	<u>Leave Application Files</u> These are applications for leave and supporting papers relating to request for and approval of taking leave time. A. If the timecard has been initialed by the employee. B. If the timecard has not been initialed by the employee.	Retain for 1 year and then destroy. Retain for 3 years and then destroy.
10.	<u>Leave Data Files</u> These files contain records of leave data. A. Completed applications for leave. B. Annual Leave Compilation Card.	Retain for 1 year and then destroy. Retain for 4 years and then destroy.
11.	<u>Payroll Files</u> These reports contain memoranda, copies of payrolls, checklists, and related certification sheets. A. Security copies of documents prepared or used for disbursement, with related papers. B. All other copies. 1. If earning record is maintained. 2. If earning card is not maintained.	Retain for 3 years and then destroy. Retain for 3 years and then destroy. Retain for 30 years after termination of employment and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
12.	<p><u>Payroll Warrant Register</u></p> <p>This register is a numerical listing by check number or agency codes of all payroll checks issued by the District. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked.</p> <p>A. Only record of employee salaries.</p> <p>B. Agency has individual employee earning records.</p>	<p>Retain for 58 years and then destroy.</p> <p>Retain for 7 years and then destroy.</p>
13.	<p><u>Retirement Records</u></p> <p>A. Reports and Registers. Control documents relating to retirement.</p> <p>B. Assistance Files. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.</p>	<p>Permanent.</p>
14.	<p><u>Time and Attendance Report Files</u></p> <p>A. Time Sheets. This is a record of hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.</p> <p>1. Payroll preparation and processing copies.</p> <p>2. All other copies of the pay period.</p> <p>B. Flextime Attendance Records. Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports. Used for time accounting under flextime systems.</p>	<p>Retain for 3 years and then destroy.</p> <p>Retain for 6 months and then destroy.</p> <p>Retain for 3 years and then destroy.</p>
15.	<p><u>Wage Survey Files</u></p> <p>These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).</p>	<p>Retain until completion of second succeeding wage survey and destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
16.	<p><u>Workers' Compensation Claim Files</u></p> <p>These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.</p>	<p>Retain for 10 years after final settlement and then destroy.</p>

SCHEDULE 10
PERSONNEL RECORDS

Personnel records relate to the supervision and management of District employees. This schedule covers the disposition of all official personnel files of employees and all other records relating to District personnel.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Application for Employment</u></p> <p>These are forms listing name of applicant, address, professional information, previous employment, education, references, and certificates submitted to Personnel Office by applicant.</p> <p>A. Hired.</p> <p>B. Non-hired.</p>	Electronic – Permanent.
2.	<p><u>Certificates of Eligibility</u></p> <p>These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.</p>	Electronic – Permanent.
3.	<p><u>Comprehensive Employment and Training Program (CETA) Personnel Files</u></p> <p>These personnel files contain information on all persons (full-time, part-time, and temporary employees) hired through federally funded CETA program. These employees were not later hired as full-time regular District employees.</p>	Retain for 5 years from the date of enrollment and then destroy (20 CFR 678).
4.	<p><u>Eligibility List or Register</u></p> <p>These are lists of individuals eligible to fill specific District positions.</p>	Retain for 1 year and then destroy.
5.	<p><u>Emergency and Other Personal Leave Files</u></p> <p>Shows name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave and signature of supervisor.</p>	Electronic - Permanent.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
6.	<p><u>Employee Performance Files</u></p> <p>A. Employees</p> <ol style="list-style-type: none"> 1. Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents. 2. Performance records superseded through an administrative, judicial, or quasi-judicial procedure. 	<p>Retain for 1 year after employee completes an acceptable performance from the date of the written advance notice of proposed removal or reduction in grade and then destroy.</p> <p>Retain until superseded and then destroy.</p>
7.	<p><u>Equal Employment Opportunity Records</u></p> <p>A. Official Discrimination Complaint Case Files. They are the originating agency's file containing complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR1613.2222. Cases resolved within the District.</p> <p>B. Copies of Complaint Files.</p> <p>C. Compliance Records.</p> <ol style="list-style-type: none"> 1. Compliance Review Files. These files contain reviews, background papers, correspondence relating to contractor employment practices. 2. EEO Compliance Reports <p>D. Employment Statistics Files. These files contain employment statistics relating to race and gender.</p> <p>E. Equal Employment Opportunity Files. Program correspondence and reports concerning the adoption and administration of District program under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972, containing anti-discrimination committee meeting records and reports.</p>	<p>Retain for 4 years after resolution of case and then destroy.</p> <p>Retain for 1 year after resolution of case and then destroy.</p> <p>Retain for 7 years and then destroy.</p> <p>Retain for 5 years and then destroy.</p> <p>Permanent.</p> <p>Permanent.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
8.	<p><u>Grievance and Disciplinary Files</u></p> <p>Records originating on the review of grievance and appeals raised by District employees, except EEO complaints. These case files include witnesses' statements, reports of interviews and hearings, examiner's findings and recommendations and exhibits, and records relating to a reconsideration request.</p>	Retain for 3 years after case is closed and then destroy.
9.	<p><u>Job Opening Files</u></p> <p>These files list all current District job openings with job descriptions.</p>	Electronic – Permanent.
10.	<p><u>Personal Injury Files</u></p> <p>These files contain forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the District Personnel File and copies submitted to the Utah Industrial Commission.</p>	Retain for 5 years and then destroy.
11.	<p><u>Personnel Files</u></p> <p>These files are the official files for all employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.</p> <p>A. Record copy.</p> <p>B. Duplicate copies.</p>	<p>Retain for 30 years after separation of employee or 3 years after retirement and then destroy.</p> <p>Retain for 1 year after separation and then destroy.</p>
12.	<p><u>Position Description Files</u></p> <p>These files describe established positions including information on title, grade, duties, and agency responsibilities.</p> <p>A. Record copy.</p> <p>B. All other copies.</p>	Electronic – Permanent.
13.	<p><u>Position Survey Files</u></p> <p>These survey files contain reports on various positions prepared by periodic reports.</p>	Retain for 3 years or until position is resurveyed, whichever is first, and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
14.	<p><u>Training Records</u></p> <p>A. Teaching Aids.</p> <ol style="list-style-type: none"> 1. One copy of each manual, syllabus, textbook, and other training aid developed by the agency. 2. Training aids from other agencies or private institutions. <p>B. Employee Training Files. These files include correspondence, memoranda, reports, and other records relating to the availability and employee participation in training programs sponsored by the District, other government agencies, and non-governmental institutions.</p>	<p>Permanent.</p> <p>Retain until obsolete or superseded and then destroy.</p> <p>Retain for 6 years after separation of employee and then destroy.</p>

SCHEDULE 11
PURCHASING RECORDS

Purchasing and supply records document the requisition of goods and non-personnel services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<u>Purchase Orders</u> These are orders issued to vendors to supply specific goods or services at a given price.	Retain for 4 years and then destroy.
2.	<u>Solicited and Unsolicited Bids and Proposal Files</u> A. Successful bids and proposals. B. Solicited and unsolicited unsuccessful bids and proposals. C. Canceled Solicitations Files. Formal solicitations of offers to provide products or services which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were open prior to the cancellation, documentation on any government up to the time of cancellation, and evidence of the cancellation.	Retain for 5 years and then destroy. Retain for 2 years and then destroy. Retain for 2 years after cancellation and then destroy.
3.	<u>Vendor List</u> A list of vendors providing goods and services to the District. Usually includes names of vendors, addresses, phone numbers, description of goods or services provided.	Update and delete as superseded or administrative need ends and then destroy.
4.	<u>Vouchers</u> An official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.	Retain for 4 years and then destroy.
5.	<u>Requests for Proposal</u> These are District requests for professional service construction proposals. They are usually published and/or mailed.	Retain for 5 years and then destroy.

SCHEDULE 12
RISK MANAGEMENT RECORDS

Risk management records pertain to the examination of District insurance needs, obtaining adequate insurance coverage, reporting of insurance claims, and the creation of plans to limit liability.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<u>Disaster Planning Files</u> These files are used to prepare plans for action to address emergency conditions.	Permanent.
2.	<u>Insurance Policy Files</u> Insurance policy contracts between the District and private insurers.	Retain for 15 years after expiration of policy and then destroy.
3.	<u>Insurance Reports</u> These reports are used for the reference and generation of claims files.	Retain for 8 years and then destroy.
4.	<u>Liability Risk Management Case Files</u> These are case files of the reporting, investigation and settlement of liability claims filed against the District.	Permanent.
5.	<u>Loss Control Inspection Reports</u> Each year the District may undertake self-inspection to identify potential hazards within their buildings or on their grounds. This record might also be used as evidence in defense of a claim.	Retain for 8 years and then destroy.
6.	<u>Medical and Dental Insurance Claim Files</u> These files contain medical and dental claims for employees. They are used to track medical and dental claims and for cost analysis for insurance programs.	Retain for 3 years and then destroy.
7.	<u>Automobile Accident Reports</u> These are automobile accident reports, officer's reports, and damage estimates.	Retain for 4 years and then destroy, unless a minor was injured. In that event, retain for 2 years after the minor reaches age 18.
8.	<u>OSHA/Industrial Commission</u> These records are OSHA or Industrial Commission regulations, citations, investigations and correspondence.	Retain regulations until superseded. Retain citations, claims, investigations, etc., until 4 years after the incident related to the document is resolved.

SCHEDULE 13
CLERK RECORDS

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Annexation Files</u></p> <p>These files document the annexation of property into District boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by the District.</p>	Permanent.
2.	<p><u>Appointment Files</u></p> <p>These files document the appointment of persons to advisory boards and committees established. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.</p>	Permanent.
3.	<p><u>Bylaws and Administrative Policy</u></p>	Permanent.
4.	<p><u>Scrapbooks</u></p> <p>These books contain a chronological record of the District. They include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens. Usually filed chronologically by calendar year, then by date.</p>	Permanent.
5.	<p><u>Contracts and Agreements Files</u></p> <p>These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.</p> <p>A. Interlocal agreements, construction contracts of more than \$10,000 and other significant contracts.</p> <p>B. Construction Contracts.</p> <p>C. Contracts of less than \$2,000.</p>	<p style="text-align: center;">Permanent.</p> <p>Retain for 10 years after expiration of contract and then destroy.</p> <p>Retain for 4 years after expiration of contract and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
6.	<p><u>Agendas</u></p> <p>These files contain the public notification of date, time, place and items to be presented to the Board of Directors for consideration at regularly scheduled, special and emergency Board meetings.</p> <p>A. Record copy.</p> <p>B. Duplicate copies.</p>	<p>Retain for 4 years and then destroy.</p> <p>Retain until administrative need ends and then destroy.</p>
7.	<p><u>Board of Directors' Business Files</u></p> <p>These files contain copies of documents that the Board of Directors received as exhibits for regular or special meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence.</p> <p>A. Correspondence and record copies of reports.</p> <p>B. Duplicate copies.</p>	<p>Permanent.</p> <p>Retain until administrative need ends and then destroy.</p>
8.	<p><u>Minutes</u></p> <p>These are the official record of the proceedings of regularly scheduled and special meetings. Includes date, time, and place of meeting, names of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.</p> <p>A. Approved minutes.</p> <p>B. Tape recordings.</p>	<p>Permanent.</p> <p>Retain until approval of minutes or until the resolution of all litigation and then erase.</p>
9.	<p><u>Deeds Files</u></p> <p>These are the original deeds which provide evidence of District ownership of property. Includes names, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.</p>	<p>Permanent.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
10.	<p><u>Easement File</u></p> <p>These files contain documents executed by property owners granting the District rights of access to their property for public works or other District purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.</p>	Permanent.
11.	<p><u>Hearings Files</u></p> <p>These files contain information documenting hearings requested by the public for various reasons.</p>	Permanent.
12.	<p><u>Lease Files</u></p> <p>These files contain copies of leases, subleases, assignments of leases and memoranda of leases for property which the District leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.</p>	Retain for 6 years after termination of lease and then destroy.
13.	<p><u>Oaths</u></p> <p>These files contain copies of signed oaths required of District officials.</p>	Permanent.
14.	<p><u>Petitions</u></p> <p>These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.</p>	Retain for 5 years after resolution of issue and then transfer to State Archives for sampling purposes.
15.	<p><u>Proof of Publication</u></p> <p>These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and Board of Directors meetings (UCA ' 78-25-14).</p>	Retain for 6 years and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
16.	<p><u>Resolutions</u></p> <p>These are formal statements of a decision, or expression of opinion put before or adopted by the Board of Directors. They may perform the same function as an ordinance. Resolutions may include the following: establishing water rates, establishing policies and guidelines and regulating the use and operation of District property.</p>	Permanent.

SCHEDULE 14
WATER RECORDS

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
1.	<p><u>Billing Adjustment Records</u></p> <p>These are records of adjustments made in utility billings for debits, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification and compilation of amount changed, and authorizing signatures.</p>	Retain for 3 years and then destroy.
2.	<p><u>Billing Register</u></p> <p>This register consists of an itemized list of customer accounts. It is used for reference purposes. They include name of customer, service address, meter reading, water usage, water and sewer changes, payments, adjustments, prior balance due, and current balance due.</p>	Retain for 3 years and then destroy.
3.	<p><u>Billing Report Printout</u></p> <p>These computer printouts list daily billing transactions. They are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, and reported balance.</p>	Retain for 3 years and then destroy.
4.	<p><u>Complaint Files/Work Orders</u></p> <p>These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.</p>	Retain 4 years after date of resolution and then destroy.
5.	<p><u>Connection Books</u></p> <p>These books document the extension of or connection between specific property and District utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system, and are referred to as "the bible."</p>	Permanent.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
6.	<p><u>Construction Drawings</u></p> <p>These drawings illustrate the extension, improvement, or upgrade of water, sewer or power lines. They are used by contractors to construct projects, and for reference and informational purposes.</p> <p>A. If upgraded to "as-built."</p> <p>B. Not upgraded.</p>	<p>Permanent.</p> <p>Retain for 2 years after completion of construction and destroy.</p>
7.	<p><u>Customer Application Records</u></p> <p>These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. They include customer's name, address, and phone number; meter information, date and approval signature(s).</p>	<p>Retain for 3 years after account closed and then destroy.</p>
8.	<p><u>Customer Deposit Cards</u></p> <p>These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.</p>	<p>Retain for 3 years after account closed and then destroy.</p>
9.	<p><u>Environmental Protection Agency (EPA) Grant Files</u></p> <p>These are project files maintained by the District for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include detailed listing of disbursements, receipts, grant modifications, related correspondence and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.</p>	<p>Retain for 3 years after final audit and then destroy.</p>
10.	<p><u>Meter Books</u></p> <p>These books record the readings of customer's water, sewer or electric meters by District employees. They are used for billing purposes. They include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.</p>	<p>Retain for 3 years and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
11.	<p><u>Meter Location Records</u></p> <p>These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.</p>	Retain for 1 year after removal of meter and then destroy.
12.	<p><u>Meter Repair and Testing Files</u></p> <p>These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.</p>	Retain for 1 year after disposal of meter and destroy.
13.	<p><u>Ditch Flow Records</u></p> <p>These forms report the daily amounts delivered to various water companies. The amounts are totaled monthly and annually. They are used for litigation purposes and to verify amounts delivered. They include: name of company, date, amount of water delivered, and amount required.</p>	Retain for 7 years or 4 years after litigation is settled and then destroy.
14.	<p><u>Hydrographs</u></p> <p>These are water charts recording the daily flows of streams. They are used for predicting future stream flows.</p>	Permanent.
15.	<p><u>Backflow Prevention Device (BPD) Test Reports</u></p> <p>These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.</p>	Retain 1 year after subsequent test and then destroy.
16.	<p><u>Cross Connection Control Survey Files</u></p> <p>These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.</p>	Retain for 1 year after destruction of premise and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
17.	<p><u>Discharge Monitoring and Water Reclamation Plant Reports</u></p> <p>These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the EPA. These reports are a record of the average amount of pollution discharged into the waters of the District from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2)).</p>	Retain for 5 years and then destroy.
18.	<p><u>National Pollutant Discharge Elimination System (NPDES) Permits</u></p> <p>These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.2).</p>	Permanent.
19.	<p><u>Bacteriological Quality Analyses Reports</u></p> <p>These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.</p>	Retain for 5 years and then destroy.
20.	<p><u>Chemical/Radiological Analyses</u></p> <p>These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.</p>	Permanent.
21.	<p><u>Daily Filter Log</u></p> <p>This log records a daily instrument table of information regarding filter operations required by UCA ' 26-12-1 <u>et seq.</u></p>	Retain for 5 years and then destroy.

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
22.	<p><u>Daily Operational Log</u></p> <p>This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. The monthly summary is submitted to the State Health Department.</p> <p>A. Daily.</p> <p>B. Monthly.</p>	<p>Retain for 2 years and then destroy.</p> <p>Retain for 5 years and then destroy.</p>
23.	<p><u>Daily Pump Station Well Reports</u></p> <p>This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report is usually created from these daily reports.</p> <p>A. Daily reports.</p> <p>B. Summary reports.</p>	<p>Permanent.</p> <p>Permanent.</p>
24.	<p><u>Field Notes</u></p> <p>These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.</p>	<p>Permanent.</p>
25.	<p><u>Flow Charts</u></p> <p>These charts monitor the weekly flow of raw water coming into treatment plants and effluent water from the plants.</p>	<p>Permanent.</p>
26.	<p><u>Recorder Charts</u></p> <p>These charts are taken from recording stations in streams or wells for weekly and yearly periods. They are used to determine water flows. They include water flow according to gauge flows, height, or level of aquifer in well, weekly and yearly.</p>	<p>Retain for 1 year and then destroy.</p>
27.	<p><u>Television Inspection Reports</u></p> <p>These are videotape reports taken by special monitoring cameras. They are used to monitor conditions of well casings and pipelines.</p>	<p>Retain for 3 years or until updated or superseded and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
28.	<p><u>Water Consumption Reports</u></p> <p>These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. They include water consumption in million gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.</p> <p>A. If used in the compilation of an Annual report.</p> <p>B. If <u>not</u> used in compilation of an annual report.</p>	<p>Retain for 1 year and then destroy.</p> <p>Retain for 10 years and then destroy.</p>
29.	<p><u>Water Main Charts and Indexes</u></p> <p>These charts show the location of all water mains, valves, hydrants, and water services to property owners in a given area.</p>	<p>Permanent.</p>
30.	<p><u>Water Stock Purchase Files</u></p> <p>These files document District purchase of water stock from irrigation companies and/or individuals. Each year the District is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.</p>	<p>Permanent.</p>
31.	<p><u>Water Treatment Plant Operational Report</u></p> <p>This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (49 CFR 130.4). They are used to monitor compliance with water quality standards and to verify standards were met. They include daily and total monthly amounts, minimum, maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; lists amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.</p>	<p>Retain for 5 years and then destroy.</p>
32.	<p><u>Well Pumping Records Files</u></p> <p>These files contain records showing the amount of water pumped from each well in the District system. The records show operating time, power used, pumping water level and static level.</p>	<p>Retain for 5 years and then destroy.</p>

ITEM NO.	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
33.	<p><u>Water Rate Studies/Updates</u></p> <p>These studies and/or updates document the water rate setting process and the annual updates to that process. They include information concerning historical and forecasted water deliveries, budgeted operation and maintenance costs and other pertinent information.</p>	Permanent.
34.	<p><u>Payment Stubs</u></p> <p>These stubs are remitted by the customer with payment for water service. It includes the service address, account number, due date and payment amount due.</p>	Retain for 1 year and then destroy.