Parks & Recreation					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
Accounts Payable	These records are used to pay county bills. They include copies of invoices, purchase orders, and other records. Also includes records with contract vendors, payments for required certifications and all supporting documentation.	4 Years and then destroy.	Public. UCA 70A-2- 725	Complies with Accounting Retention Schedule #: AR-001	PR-001
Accounts Receivable	These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.	4 years and then destroy.	Public. UCA 70A-2- 725	Complies with Accounting Retention Schedule #: AR-002	PR-002
Activity Waiver / Patron Code of Conduct	Completed by patrons in activities to "waive" rights and claim for injury and agreement of accepted conduct.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-003
Advisory Board Agendas, Minutes and Meeting Recordings	These are notices of meetings of boards and/or committees. They may include date, time, location of meeting, and list items to be discussed. Minutes and recordings are records documenting actions and decisions. Minutes of the closed portion of the meeting may be kept as a recording or written minutes. All must comply with the Utah Open Meetings Act.	10 years or until administrative need ends and then destroy. For closed meetings, 4 years or until administrative need ends and then destroy	Protected UCA 63G-2-305(32) Recordings: Public Protected: UCA 63G-2- 305(32); UCA 52-4-206	(Approved by RIM 10/14/26)	PR-004
Advisory Board By-Laws	These are the constitution and bylaws of county governing/advisory boards (e.g., library board, hospital board, fair board). They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).	10 years or until administrative need ends and then destroy. For closed meetings, 4 years or until administrative need ends and then destroy	Protected UCA 63G-2-305(32) Recordings: Public Protected: UCA 63G-2- 305(32); UCA 52-4-206	(Approved by RIM 10/14/26)	PR-005
Annual Reports	These are reports on Division activities and accomplishments for the previous year, including statistics, narrative reports, graphs, and diagrams.	Permanent. Transfer 1 copy to County Archives.	Public.	Complies with HR Retention Schedule #: AD-002	PR-006
Application for Admittance to Facilities	Application for facility admittance and signed understanding of rules. Includes pass type, name, gender, birthdate, address, phone	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-007

Parks & Recreation					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
	number, email, emergency contact, dependent names with birthdates and gender.				
Application for Program Registration	Patron registration form includes name and address, phone and email, parent/guardian name and activity waiver.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-008
Aquatics Contamination Report and Daily Chemical Log	Required by SLCoHD: Report detailing date, time, and nature of the contamination of bodily fluids and response taken. Daily log of pool chemical readings and corrective action performed.	3 years	Required by SLCoHD	(Approved by RIM 10/14/26)	PR-009
Aquatics Incident Report and Employee Witness Report and Water Rescue Report	Required by StarGuard: Report of a situation of escalating violence, stolen items, police are called, an altercation both verbal and physical takes place, or when sufficient documentation is needed in a situation about what happened. For any employees who may have witnessed an event in a critical incident. Reports detailing date, time, and rescue or assisted rescue completed.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-010
Bank Statements	These are monthly statements showing the amount of money on deposit to the credit of the county showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.	4 years	Public.	Complies with HR Retention Schedule #: AR-006 (Approved by RIM 10/14/26)	PR-011
Budget Files	These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.	5 years	Public.	Complies with HR Retention Schedule #: BU-009 (Approved by RIM 10/14/26)	PR-012
Budget Preparation/Working Files	These files contain working papers used to assist in the preparation of county budgets and to justify budget requests presented to the county legislative body. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related	5 years after close of budget year	Public. Private UCA 63-2-302(1)(f)	Complies with Aging Services Retention Schedule #: AG-009 (Approved by RIM 10/14/26)	PR-013

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Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
	correspondence, and documentation for approval of final budget.				
Budget Reports	These regular reports are prepared monthly and quarterly. They document the status of county accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.	3 years	Public.	Complies with HR Retention Schedule #: BU-008	PR-014
Child Care Application for Free/Reduced Price Meals and Child Care CACFP Information Sheet	Required for CACFP grant includes: child's name and grade; child income; names of adult household members; address and phone; signature and date of signature; income information and approval signature and date of approval. Information sheet lists: child's name, date of birth, normal hours of care, normal meals served to the child, and normal days of attendance, with the parent's signature and date of signature.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-015
Child Care Behavior and Discipline Guidelines and Behavior Incident Forms	Explains policy and includes parents' signature and date of signature. Behavior incident form describes any incident that happened while in our care, signed by parent and staff.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-016
Child Care Drop-off and Pick-up Request	Form for parent to specify schedule for drop-off to school and/or pick-up from school, includes: child's name, age, grade, school, and date service is to begin. Also, time of day and days of the week of service to be provided and parents' signature.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-017
Child Care Enrollment Application and Child's Health Assessment and Administering Medication Form	Enrollment for childcare includes: name, address of child and parent; employer info; who child lives with; emergency contacts; and parental statement of agreement, etc. and signatures. Provides information about child in childcare's health: name, birthdate, allergies, medical conditions, special instructions, medications, medical provider, etc. Document to administer medication to child in our care includes parents' signature and date of signature.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-018
Child Care Minor Accident, Incident or Injury Report	Documents minor injuries and includes: date and time of injury, child's name, age, gender,	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-019

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Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
	type of injury and location on body, what happened and witnesses, treatment received, details of contacting parent for notification, center information and signatures of caregiver and manager.				
Child Care Past Due Tuition Payment Agreement	Details payment amounts and dates for past due childcare accounts and incudes name of child and parent, parent social security number and address, and signatures of parent and childcare supervisor and dates.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-020
Child Care Tuition Agreement and Transportation Issue Form	Agreement for tuition to be paid includes: parent and child name, fee charged and time of month to be paid, signature, parent driver's license number and state of issue. Transportation issues include $5 fee if there is a problem with the child's pick-up caused by the family or child includes parent signature and date of signature.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-021
Class Rosters (General) and Child Care Sign in and out Forms	Rosters of participants in programs, includes program, participant's name and phone number, coaches name and phone number. Childcare sign in and out forms include parents' signatures verifying time of attendance of their children.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-022
Construction Project Files	These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.	Permanent. May be transferred to the Archives after park closure	Public. Private UCA 63G-2-302 (2)(d)	Complies with Administrative Records Retention Schedule for Survey Files Schedule #: MO-008 (complies with Survey Files)	PR-023
Contracts	These are original contracts for goods or services, as well as revenue-producing contracts, between Division and various contractors.	6 years after contract expires.	Public.	Complies with Aging Services Retention Schedule #: AG-010	PR-024
Deposit Records	Cash Balance forms completed by cashier each till. Includes name of cashier, the time of shift	3 years	Public. Private name and family information.	Complies with Accounting Retention	PR-025

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Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
	and a breakdown of the funds taken. Till reports of till number, date, funds collected in till, signature of cashier. Over and Short logs that report each cashier till's amounts that were over or short. Financial activity detail report listing of all transactions in a till. Includes activity, amount paid, type of payment, person registered. Batch reports of all funds recorded by activity with totals, including credit card sales of breakdown of various credit cards used and totals. Deposit slips with date and list of coin, currency, and checks and totals. Fund transfer sheets that are verification of daily till monies dropped and of the actual drop of funds into the safe.			Schedule Section #: AR-010 (Approved by RIM 10/14/26)	
Emergency Plans and COOP Plan	Emergency action plans and continuity of operation's plans in disaster and emergency situations (e.g., fire, flood, earthquake, and other disasters).	Permanent. Duplicates: Maintain until superseded	Public. Protected: UCA 63-3-304 (10)	Complies with DAs Retention Schedule #: DA-003	PR-026
Feasibility Studies/Needs Assessments	These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.	Permanent. May be transferred to the County Archives.	Public. Protected: UCA 63-2-304 (21) and UCA 63-2-304 (10)	Complies with Administrative Records Retention Schedule #: AD-007	PR-027
Fee Reduction - Free and Reduced Lunch Letters; Youth Scholarships	School district letters to parents of qualified children which includes name and address and statement of qualification. Application for youth fee scholarship for programs, includes name, address, phone and email, dependents information, card numbers of eligibility cards shown at time of application.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-028
General Administrative Records	These are records of a general facilitative nature created or received in the course of administering services or programs. May include daily, weekly, or monthly activity reports, briefing papers, emails, supporting documents.	2 years or until no longer needed for reference and then destroy.	Public.	Complies with HR Retention Schedule #: AD-008	PR-029
Government Records Access and Management Act (GRAMA) Access Requests	These request forms document individuals seeking access to county records as provided under UCA 63-2-204. They include requester's name, address, telephone number; date; record	2 years after final action and then destroy.	Public. UCA 63G-2-201(2) Requester's personal identifiers need to be private.	Complies with HR Retention Schedule #: AD-009	PR-030

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Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
	requested; date request received; whether access provided or denied; and date responded.		County Ord 2.81 UCA 63G-2-305(51).		
Grant Application Files (Unsuccessful)	These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.	3 years after rejection or withdrawal and then destroy.	Public.	Complies with Administrative Records Retention Schedule #: AD-010	PR-031
Grant Award Files	These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.	3 years after grant ends OR according to the terms of the grant.	Public.	Complies with Administrative Records Retention Schedule #: AD-011	PR-032
Head Injury Procedure Documents	Documents required by head injury procedure that parent/guardian signs and dates for each youth sporting event participant.	3 years	Public. Private name and family information.	(Approved by RIM 10/14/26)	PR-033
HR BCI Notifications	This file documents the criminal background checks through the Bureau of Criminal Identification that are completed on volunteers in the program.	Keep one year then transfer to County Archives.	Private. Maintain in separate file.	Complies with Aging Services Retention Schedule #: AG-085	PR-034
HR Family Medical Leave Act (FMLA)	These records contain requests that fall under the FMLA guidelines. They are kept at a Division level and are considered private as they contain medical documentation.	3 years after FMLA ends.	Private. UCA 63G-2-201(1)(b)	Complies with HR Retention Schedule #: HR-055	PR-035
HR File Requests	Request to review Personnel (Official) File and authorization documentation.	1 year	Public.	Complies with HR retention schedule #: HR-031	PR-036
HR Grievance and Disciplinary Documents	These files document the review of grievances and appeals raised by county employees, except EEO complaints. These case files include witnesses' statements, reports of interviews, and hearings; examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.	3 years after case is closed based on discussion between Human Resources and District Attorney.	Public.	Complies with HR retention schedule #: HR-021	PR-037
HR Sick Leave Bank Records	These are files documenting county employees who use the Sick Leave Bank and have been approved to use donated leave time for medical purposes. It includes the request form of the employee requesting leave and forms from employees who have made donations of time.	2 Years	Private. UCA 63G-2-302(1)(b).	Complies with HR Retention Schedule #: HR-036	PR-038

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Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
HR Time Sheets	These electronic or hard copy records verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees. Retention of these records is governed by the 29 C.F.R. 516.5.	3 years	Public. Private: UCA 63G-2-302(1)(f) Traveler's personal financial information is Private.	Complies with HR Retention Schedule #: HR-039	PR-039
Inventory - Controlled Assets	Listing of all facility-controlled assets, serial numbers, location, cost of item, and inventory number.	1 year after being reconciled with subsequent inventory.	Public. 63G-2-201(2)	Complies with Fixed Asset Retention Schedule #: FS-03	PR-040
Inventory - Vending and/or Concessions	Listing of all vending and/or concessions sales items and amount sold and a reconciliation of revenue to expenses and cost of sales.	1 year after being reconciled with subsequent inventory.	Public 63G-2-201(2)	Complies with Fixed Asset Retention Schedule #: FS-03	PR-041
Inventory Fixed Asset Lists	These are listings of all county property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.	10 years	Public.	Complies with Fixed Asset Retention Schedule: FS-04	PR-042
Journal Vouchers (JVs)	These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased. They include agency billing codes, description of product or services, and approval information.	3 years	Public.	Complies with Accounting and HR Retention Schedule; #: AR-013 Note: Aging Services Retention Schedule is 5 years AG-014	PR-043
Maintenance Complaints	These files contain a record of complaints or requests received from the general public concerning county parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, phone, and address of requesting person; type of request; and comments of foreman handling request.	Retain for 2 years after resolution of complaint and then destroy.	Public.		PR-044
Maintenance Work Orders	These are authorization forms for the repair or maintenance work on department equipment, facilities, MIS orders, or telephone repairs.	3 years	Public.	Complies with Aging Services Retention Schedule #: AG-006	PR-045
Open Meeting Minutes	These are the minutes of executive or legislative public bodies as "created by statute, rule, ordinance or resolution" as defined by UCA 52-4-2(3)(a) (2006). They include an agenda,		Protected UCA 63G-2-305(32) Recordings: Public Protected: UCA	Differing retention schedules on this item. Complies with Administrative Records	PR-046

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Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
	supporting documentation, written minutes and a recording (audio or video) of the open portion of the meeting. Minutes of the closed portion of the meeting may be kept as a recording or detailed written minutes.	Permanent. May be transferred to the County Archives.	63G-2- 305(32); UCA 52-4-206	Retention Schedule #: AD-015	
OSHA 300 and 300A logs	Required by OSHA to maintain the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms	5 years following the end of the calendar year that these records cover.	Required by OSHA Standard Number 1904.33.	Not specifically addressed on Records Management website	PR-047
Performance Audits	These are reports written and prepared because of a performance audit on a county entity. These studies are frequently contracted with private consultants. They contain summary documentation on agencies programs, operations and productivity.	Permanent. May be transferred to the County Archives.	Public.	Complies with Administrative Records Retention Schedule #: AD-017	PR-048
Petty Cash Vouchers	These vouchers are attached to the request for reimbursement from petty cash. The request is maintained as part of the invoice and accounts payable file under the name of the fund custodian.	1 year (1 yr if maintained separately from invoices. If kept with invoices, follow invoice retention.)	Public.	Complies with Aging Services Retention Schedule #: AG-021	PR-049
Policy & Procedure Manuals	These are records documenting the formulation and adoption of policies and procedures, including narrative or statistical reports and related correspondence on program activities; mission statements, studies regarding operations, circular letters or directives and records related to significant participative events.	Permanent. May be transferred to County Archives. Duplicate copies: Retain until superseded and then destroy.	Public. Protected: UCA 63-2-304 (10) and UCA 63-2-304 (11)	Complies with Admin. Records and HR Retention Schedule #: AD-018	PR-050
Press Release/Media Documents	These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.	Permanent. May be transferred to the County Archives.	Public. .	Complies with Administrative Records Retention Schedule #: AD-020	PR-051
Public Liability Accident Reports	Documentation for accidents that happen in the facilities, includes patron information including date, time and location, name, phone number, nature of accident and response taken and witnesses.	5 years –exception for incidents involving minors; maintain until 18 years of age plus 2 years.	Public. Private address expenditures, name and family information.	Complies with "incident reporting" from DA's Retention Schedule #: DA-005	PR-052

Parks & Recreation					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
Public Relations Files	These files contain speeches, addresses, and official comments or remarks made at formal county ceremonies by elected county officials. The format may be paper, videotape, motion picture film, etc.	Permanent. May be transferred to the County Archives.	Public. Protected UCA 63G-2-305(51) Personal information protected data.	Complies with Administrative Records Retention Schedule #: AD-021	PR-053
Publications	These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its subdivisions or programs, and made available to the public, or the last manuscript report if not published.	Permanent. Transfer a copy to County Archives. If published only on a website, print a paper copy prior to transfer.	Public.	Complies with Administrative Records Retention Schedule #: AD-022	PR-054
Purchasing Request Records	Requests purchase of supplies/equipment. Includes vendor's name, purchase price, products/services purchased, person making purchase and accounting sting for payment.	3 years after bid due date.	Public. UCA 17-53-225	Complies with Contracts and Procurement Retention Schedule #s: CN-004 and CN-001	PR-055
Refund Request	Requests for refunds for monies paid to the agency. Any letters requesting a refund and other documentation are attached to the refund form. It includes name, address, activity or service paid for, receipt number, and date monies deposited.	3 years	Public. Private name and family information.	Complies with Accounting Retention Schedule #: AR-018	PR-056
Rental Agreements	Contracts for use of facility space(s). Includes name, address, phone number, email, dates and times of rental, amount of charge, and signatures.	4 years after expiration of the contract and then destroy records.	Public. Private name and family information.		PR-057
Surplus Personal Property Files	These files document personal property of the County sold as surplus. They contain transfer forms, record of sales and correspondence.	4 years after sale date	Public.	Complies with Contracts and Procurement Retention Schedule #: CN-003	PR-058
Survey Files	These records are survey tools administered by agencies to gather data for improvements or changes. They document customer service, client needs, performance improvement, or other agency functions. They may contain survey questions and results, comments, ratings, responses to essay-type questions and other information. They may also contain respondent name, agency contact information or other personal identifiers.	Permanent until superseded or obsolete. May be transferred to the County Archives.	Public. Private: UCA 63G-2-305(51) and County Ord. 2.81 Personal identifiers redacted prior to data release.	Complies with HR Retention Schedule #: MO-008	PR-059

Parks & Recreation					
Record Title	**Description**	**Retention**	**Classification**	**Comments**	**Schedule #**
Travel - Private Vehicle Usage Files	These are mileage reimbursement authorization forms for county officials or employees to use a private vehicle for county business when it is the most economical method of travel.	3 years	Public. Private: UCA 63G-2-302(1)(f) Traveler's personal financial information is Private.	Complies with Accounting Retention Schedule #: AR-024	PR-060
Travel / Passenger Reimbursement Files	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 papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.	3 years	Public. Private: UCA 63G-2-302(1)(f) Traveler's home address and personal financial information is private.	Complies with Accounting Retention Schedule #: AR-022	PR-061
Volunteer Records	These are employment files for volunteers in the program. They include all records relating to their volunteerism; correspondence, applications, training, and other relevant data.	5 years	Private	Complies with Aging Services Retention Schedule #: AG-044	PR-062
Utilization and Activity Data	These are aggregated analytical products generated or acquired to document patterns of use at Parks and Recreation facilities. They may contain visitation estimates, utilization metrics, trend analyses, statistical summaries, reports, dashboards, maps, visualizations, and other analytical information.	5 years	Public	(Approved by RIM 10/14/26)	PR-063