

ZAP

Record Title	Description	Retention	Classification	Comments	Schedule #
Additional Materials Requested of ZAP Recipients by the ZAP Advisory Boards	These records may include planning documents, financial or audience data, contracts, etc. Disclosure of the information could reasonably be expected to result in unfair competitive injury.	Destroy or return to applicant upon Council funding approval or rejection	Protected UCA 63G-2-305(2)(a)	Disclosure of the information could reasonably be expected to result in unfair competitive injury. Approved by GRAMPA 1/28/2010.	ZP-001
Advisory Board Minutes	These are records of administrative or advisory committees, boards, or other public bodies as "created by statute, rule, ordinance or resolution" as defined by UCA 52-4-2(3)(a)(2006). They document the actions and decisions. These records usually include agenda, internal memoranda, notes 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.	1 year or until administrative need ends	Primary: Public Secondary: Protected UCA63-2-304(32) (2006)	Records of the closed portion of the meeting are Protected. Approved by GRAMPA 5/18/2006	ZP-002
Annual Reports	These are reports on program activities and accomplishments of the Zoo, Arts and Parks Program for the previous year. They may include statistics, narrative reports, graphs and diagrams.	Permanent. Transfer 1 copy to County Archives.	Public	Approved by GRAMPA 1/28/2010.	ZP-003
Contract Files	These files document ZAP grant contracts. They contain the contract, application, exhibits and correspondence. They are part of the ZAP Grant files (ZP-008). Contracts are scanned; imaged file is agency record file.	3 years after contract expires	Primary: Public Secondary: Protected UCA 63G-2-305(2) & (6)	Approved by GRAMPA 1/28/2010.	ZP-004
Financial Health Plan and Reports	These documents contain protected information on how a ZAP recipient will work to achieve or maintain fiscal health.	1 year after the grant funds are fully distributed.	Protected UCA 63G-2-305 (2)(a)	Disclosure of the information could reasonably be expected to result in unfair competitive injury. Approved by GRAMPA 1/28/2010.	ZP-005
General Administrative Records	These are records of a general facilitative nature created or received in the course of administering programs. May include activity reports which are summarized in an annual report, correspondence, informational memos, supporting documentation, and other general documents.	2 years or until no longer needed for reference and then destroy.	Public	Approved by GRAMPA 11-07-2002	ZP-006
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 requested; date request received; whether access provided or denied; and date responded.	1 year and then destroy.	Public	Approved by GRAMPA 11-07-2002	ZP-007
Meeting Minute Tape Recordings	These are the recordings of the proceedings of regularly scheduled, special and emergency county board and committee meetings that must comply with the Utah Open Meetings Act. They are used to create the official minutes.	4 years or until pending litigation is resolved or unless other statutes apply.	Primary Classification: Public: UCA 63G-2-301(1)(e) (2008). Secondary : Protected UCA 63G-2-305(32) (2008); UCA 52-4-203 (2008)	Approved by GRAMPA 3/26/2009	ZP-010
Performance Audits	These are reports written and prepared as a result 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	Approved by GRAMPA 11-07-2002	ZP-011
Policy and Procedure Manuals	These are records documenting the formulation and adoption of policies and procedures for the ZAP program. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding program operations, circular letters or directives and records related to significant events in which the program participated.	Permanent. Transfer 1 copy to County Archives.	Primary Classification Public Secondary: Protected: UCA 63-2-304 (10) and UCA 63-2-304 (11) (1995)	Vital Record Approved by GRAMPA 11-07-2002	ZP-013
Policy and Procedure Working Files	These files contain records related to policy and procedure issuance, which document the formulation of ZAP Policy and Procedures.	2 years after being superseded and then destroy.	Public	Approved by GRAMPA 11-07-2002	ZP-012
Policy Documents	These records document policy and executive decisions with other county	Permanent. May be	Primary: Public Secondary:	Social security number is	ZP-014

ZAP

Record Title	Description	Retention	Classification	Comments	Schedule #
	agencies and elected offices. These records contain policy content or decisions made based on statutory requirements, program missions, or other directives.	transferred to the County Archives.	Private UCA 63-2-302(1)(h) and Protected UCA 63-2-304(51)	Private data. Home address and telephone number are Protected. Approved by GRAMPA 3/15/2007.	
Press Release Files	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	Approved by GRAMPA 11-07-2002	ZP-015
Publications	These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.	Permanent. Transfer 1 copy to County Archives.	Public	If published only on a website, print a paper copy prior to transfer. Approved by GRAMPA 11-07-2002	ZP-016
Records Transfer Forms	These are the listings of county agency records transferred to the County Records Center. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location	Agency copy: 1 year after records are destroyed or until administrative need ends.	Public	Originals maintained Permanently by Records Management & Archives. Approved by GRAMPA 11-07-2002	ZP-017
Scoring Sheets	Working documents that the ZAP advisory board members use to assist in determining recommendations.	Maintain until grant is awarded and then destroy	Primary: Protected, UCA 63G-2-305 (2)(a)	Disclosure of the information could impede the process. Approved by GRAMPA 1/28/2010.	ZP-018
ZAP Grant Application Files (Unsuccessful)	These files document the rejection or withdrawal of ZAP grant applications. They include the application, memoranda, correspondence, and other records relating to the decision to reject the grant proposal, or the recipients refusal of funding.	3 years after rejection or withdrawal and then destroy.	Public	Approved by GRAMPA 1/28/2010.	ZP-008
ZAP Grant Award Files	These files document grants awarded from the Zoo, Arts and Parks Program to a non-profit arts, cultural, botanical, or zoological organization. They include the contract, application, certified financial report, correspondence, budgets, and other records relating to the application. They are also part of the Contract files (ZP-004)	3 years after grant ends OR according to the terms of the grant.	Public	Statute UCA 59-12-704(3)(a)ii(A) requires audited financial reports. Approved by GRAMPA 1/28/2010.	ZP-009
ZAP Outside Auditor Review	These are working documents created by an outside independent CPA that are used to brief the Advisory Board members on the financial statements submitted by applicants.	1 year after the grant funds are fully distributed.	Protected UCA 63G-2-305 (2)	Disclosure of the information could reasonably be expected to result in unfair competitive injury. Approved by GRAMPA 01/27/2011	ZP-020
ZAP Recipient Boards' & ZAP Advisory Boards' Information	These documents contain private personal contact information.	1 year after the grant funds are distributed.	Primary: Public Secondary: Private UCA 63G-2-302(1)(h) and Protected UCA 63G-2-305(51)	Home address and telephone number are Protected. Approved by GRAMPA 1/28/2010.	ZP-019