

Records Retention Schedule



Subject to amendment as the State General Schedules are approved
Amendments will be issued when made


Dominic Burchett (Jun 26, 2025 16:49 MDT)

Approved by Dominic Burchett, Fire Chief

Date


Brian Roberts (Jun 26, 2025 10:26 MDT)

Approved as to form, Brian Roberts, Chief Legal Officer

Date

2025-2026 Unified Fire Authority Records Retention Schedule

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Definition: GRS: General Retention Schedule [Utah State General Retention Schedule](#)

**Records subject to a litigation hold will be retained until release by
UFA Chief Legal Officer or designee**

Schedule 1: ACCOUNTING, BUDGET & FINANCIAL MANAGEMENT

PAGE	Schedule	Type of Record
1	UFA 1-001	Unsuccessful Grant Applications Working Files
2	UFA 1-003	Grant Administrative Records Payroll Processing Routine Administrative Correspondence Timekeeping Records
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4	UFA 1-005	Feasibility Study
5	UFA 1-006	Interlocal Agreements Requests for Proposals
6	UFA 1-007	Contract Purchasing, Professional Contractual Agreements Grant Records Lease Files/Contracts Payroll Post Processing Records
7	UFA 1-010	Disposition Asset Inventory Files Financial Audit Work Papers Fixed Assets Surplus Property Files
8	UFA 1-ADMIN	Automobile Titles/Vehicle Ownership Records Grant Control Files Internal Committee Records/Division Work Groups Transitory Correspondence Vendor List
9	UFA 1-PERM	Approved Budget Book Audited Financial Statements Deed Records Employee Earning History Files Financial Audit Report Real Estate Acquisition Files Retirement Benefit Assistance Files

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Unsuccessful Grant Applications	GRS-1746	
Working Files	GRS-1684	

Title and Description of Record
Unsuccessful Grant Applications -Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal. <i>Retain for 1 year after the resolution of issue</i>
Working Files -These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i>

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Grant Administrative Records	GRS-666	
Payroll Processing Records	GRS-1903	
Routine Administrative Correspondence	GRS-1760	
Timekeeping Records	GRS-1902	

Title and Description of Record

Grant Administrative Records-Grants are allocated by the federal government to provide resources to address a wide range of unique community development needs. These projects include both direct grants and re-grants. The records document the administration of projects and include the preliminary reports, audits, certificates, maps, and related correspondence. ***Retain for 3 years after final date***

Payroll Processing Records-These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid. This includes income tax records and garnishment records. Records may include employee W-2 forms. These records have fiscal value and are maintained for the purpose of financial audit or financial obligations. ***Retain for 3 years after final date***

Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule. ***Retain for 3 years after final date***

Timekeeping Records-Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy. In addition, this record includes leave data records. ***Retain for 3 years after final date***

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Accounts Payable	GRS-106	
Accounts Receivable	GRS-106	
Budget Records	GRS-1856	
Refund Requests	GRS-1824	
Reimbursement Files	GRS-1833	
W4 Forms	GRS-1881	

Title and Description of Record

Accounts Payable-Records used to pay UFA bills. They may include copies of checks or stubs, invoices, purchase orders, material request forms, and purchase card paperwork. May include correspondence and refund reports. Price lists are included in documentation. Included in this schedule: Annual Financial Records, Bank Deposit Ledger, Bank Statements, General Ledger and Journal entries, Interdepartmental Billings, Petty Cash records, Receipts and Receipt books, Subsidiary Ledger and Journal Files. ***Retain for 4 years after final date***

Accounts Receivable-Records may include invoices, statements, and other documents prepared to collect amounts owed by vendors, organizations, and citizens doing business with UFA. Price lists are included in documentation. Included in this schedule: Annual Financial Records, Bank Deposit Ledger, Bank Statements, General Ledger and Journal entries, Interdepartmental Billings, Petty Cash records, Receipts and Receipt books, Subsidiary Ledger and Journal Files. ***Retain for 4 years after final date***

Budget Records-Documentation of the intended appropriation of funds. This record may include budget requests, proposals, and reports documenting the status of appropriations. Includes Appropriation Records, Background Records, Estimates, Justification Files, Tentative Budget Files, and Periodic Budget Reports. ***Retain for 4 years after final date***

Refund Requests-Requests from businesses or customers for a refund of monies paid to UFA/UFSA. ***Retain for 4 years after final date State moved to 3 years***

Reimbursement Files-Records documenting payments made to UFA employees for the purpose of reimbursing authorized expenses such as travel, transportation, equipment, service, training or other reimbursable costs. Records should include correspondence, forms, travel reservations, authorizations, per diem vouchers, transportation requests hotel reservations, invoices, itemized expenses, and other supporting records needed to validate reimbursable expenses. ***Retain for 4 years after final date State moved to 3 years***

W4 Forms for Payroll- Records of withholding tax allowances completed by UFA employees which certify the withholding tax status of the employee and additional withholding from their paycheck. ***Retain for 4 years after final date***

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record
Feasibility Study -These records are created and used in the development, redesign, modification of, or migration of data from a technological system or application. Information includes project management records, status records, status reports, scope of work, analyses, and related records. <i>Records are retained for 5 years after implementation of program</i>

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-006
Retention Grade
6

Records in this Schedule	State Reference	Notes
Interlocal Agreements	GRS-686	
Requests for Proposals (RFP)	GRS-1991	

Title and Description of Record
Interlocal Agreements -These are agreements between UFA, the County, and Municipalities to provide services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives. <i>Retain for 6 years after expiration of contractual agreement</i>
Requests for Proposals -These records are bids and proposals to provide products or services for UFA or UFSA. Information includes preliminary requirements for procurement of a commodity or service. <i>After end of project or program, retain for 6 years, then destroy</i>

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Contract Purchasing Records, Including Professional Contractual Agreements	GRS-1731/16595	
Grant Records	GRS-1859	
Lease Files/Contracts	GRS-1731	
Payroll Post Processing Records	GRS-1904	

Title and Description of Record

Contract Purchasing Records, Includes Professional Contractual Agreements-These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract. ***Retain for 7 years after the project is completed and warranties have expired***

Grant Records-These records document grants received by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records. ***Retain for 7 years after final action***

Lease Files/Contracts-These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which UFA or UFSA leases. They show the name and addresses of lessor and lessee, description of property, rent, purpose for which property can 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. ***Retain for 7 years after contract has expired***

Payroll Post Processing Records-This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports. ***Retain for 7 years after final action***

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Disposition Asset Inventory Files	GRS-73	
Financial Audit Work Papers	GRS-1728	
Fixed Assets Record	GRS-73	
Surplus Property Files	GRS-73	

Title and Description of Record

Disposition Asset Inventory Files-These are records completed by UFA, when UFA's property is disposed of either by public auction, competitive bidding, or destruction. Includes date, division, name, description of item, value, disposition method, and reason, condition, and approval signature. ***Retain for 10 years from final action***

Financial Audit Work Papers-These records contain the audit results and evidence supporting the final report, and provide a link between the field work and the auditor's report. Work papers collected during the course of the audit include financial statements, client-prepared documents, analysis, data, and correspondence which documents the performance of audits and their conclusions. ***Retain for 10 years from final action***

Fixed Assets Record-This replaced Fixed Assets Inventory- These records relate to tangible assets such as property and equipment owned by UFA. Information includes substantiation, purchases, depreciation, inventories and related records. *Includes the Annual Fixed Asset List . Retain for 10 years from final action*

Surplus Property Files-These file document the sale of surplus UFA Property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. ***Retain for 10 years from final action***

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Automobile Titles/Vehicle Ownership Record	GRS-16558	
Grant Control Files	GRS-1744	
Internal Committee Records/Work Groups	GRS-1725	
Transitory Correspondence	GRS-1759	
Vendor List	GRS-190	

Title and Description of Record
Automobile Titles/Vehicle Ownership Record -Records which prove UFA ownership of the vehicle. Retain until vehicle is sold. Title then transfers to new owner. A file may be retained after disposal, sale or consignment of vehicle according to the needs of the division. <i>Retain until final action</i>
Grant Control Files -Files that may include registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants. <i>Retain until superseded or obsolete</i>
Internal Committee Records/Working Groups - These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. <i>Retain until resolution of issue</i>
Transitory Correspondence -Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless part of another process. This correspondence does not impact agency functions. <i>When resolved, there is no further use or purpose</i>
Vendor List -This is a list of vendors providing goods and services to UFA. It could include names of vendor's, addresses, phone numbers, and a description of goods or services provided. <i>Retain until superseded</i>

Schedule 1
Accounting, Budget, and Financial Management Records

Schedule Name
UFA 1-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Approved Budget Book		
Audited Financial Statements	GRS-1857	
Deed Records	GRS-735	
Employee Earnings History Files	GRS-1727	
Financial Audit Reports	GRS-1727	
Real Estate Acquisition Files	GRS-1403	
Retirement Benefits Assistance Files		

Title and Description of Record

Approved Budget Book-These are official reports summarizing financial activities and accomplishments of a governmental entity or program which are produced and distributed regularly. They may include statistics, narrative reports, graphics, and diagrams. **Record is stored permanently**

Audited Financial Statements-The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor. **Record is stored permanently**

Deed Records-These files document the UFA purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds and policies of title insurance. **Record is stored permanently**

Employee Earnings History Files-These files are a cumulative salary history for individual UFA employees. They contain the name and address of each employee, name of division and position, social security number, date of birth, date employed, earnings and deductions per pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll records for retirement purposes. In addition, this includes copies of the Utah Retirement System (URS) payments made on behalf of UFA employee. **Retain for 65 years after employee leaves or retires**

Financial Audit Reports-These are reports written and prepared as a result of audits of governmental entities by an outside agency examining and verifying the entities' financial activities for the year. **Record is stored permanently**

Real Estate Acquisition Files-Records that document the transfer of UFA or UFSA owned real estate to non-state ownership, whether by transfer, trade, sale, or donation. **Record is stored permanently**

Retirement Benefits Assistance Files-These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits. **These are placed in personnel files**

Schedule 2: ADMINISTRATIVE RECORDS

PAGE	Schedule	Type of Record
10	UFA 2-001	Working/Project Files
11	UFA 2-002	First Responder Activity Reports
12	UFA 2-003	Open Meeting Records Routine Administrative Correspondence
13	UFA 2-004	Operational Procedure & Guidelines
14	UFA 2-005	Feasibility Study
15	UFA 2-007	Conflict of Interest Records Investigative Records Professional Standard & Ethics Review
16	UFA 2-ADMIN	Information Governance Records Internal Committee Records/Division Work Groups Transitory Correspondence
17	UFA 2-PERM	Agency History Records Annual or Official Reports Executive Correspondence Executive Internal Committee Records Open Meeting Minutes & Public Materials Organic Documents & Board Administrative Policies Programs, Policies & Procedures Publications

Schedule 2
Administrative Records

Schedule Name
UFA 2-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working/Project Files	GRS-1684	

Title and Description of Record

Working/Project Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formation and execution of policies, decisions, actions, and responsibilities. ***Retain 1 year after project completion***

Schedule 2
Administrative Records

Schedule Name
UFA 2-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
First Responder Activity Reports	GRS-2025	

Title and Description of Record
First Responder Activity Reports -Records that document the on-duty actions of those designated or trained to respond to emergencies, and the situations they encounter. The information should document vehicle details, officer details, and other work-shift related records. Additional records include the daily roster, Platoon Documents, bids, bumps, and Vacation Draw documents. <i>Retain for 2 year after final date, then destroy</i>

Schedule 2
Administrative Records

Schedule Name
UFA 2-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Open Meeting Recordings	GRS-1712	
Routine Administrative Correspondence	GRS-1760	

Title and Description of Record
<p>Open Meeting Recordings-Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until and unless written meeting minutes are approved. <i>Retain recording for 3 years after the approval of written minutes. Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the general retention schedule for open meeting minutes and public materials (GRS-1709), per Utah Code 52-4-203(6)(2018), and are retained as a permanent record</i></p> <p>Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule. <i>Retain for 3 years, then destroy</i></p> <p>*MEMOS FALL UNDER THIS DISCRPTION</p>

Schedule 2
Administrative Records

Schedule Name
UFA 2-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Operational Procedure and Guidelines	GRS-1732	

Title and Description of Record
Operational Procedure and Guidelines -These records document actions taken to achieve objectives and implement policies through day to day operations. They govern routine business activities that do not impact the rights of an individual. <i>Retain 4 Years after superseded, then destroy</i>

Schedule 2
Administrative Records

Schedule Name
UFA 2-005
Retention Grade
5 Years

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record
Feasibility Study -These records are created and used in the development, redesign, modification of, or migration of data from a technological system or application. Information includes project management records, status records, status reports, scope of work, analyses, and related records. <i>Records are retained for 5 years after implementation of program</i>

Schedule 2
Administrative Records

Schedule Name
UFA 2-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Conflict of Interest Records	GRS-1911	
Investigative Records	GRS-1733	
Professional Standards & Ethics Review	GRS-1969	Also in HR UFA 9-007

Title and Description of Record

Conflict of Interest Records- These records include statements that are required to be filed by government employees to disclose any actual or potential conflict of interest. The record may include documentation concerning any employment or activity outside government employment that may or may not present a conflict of interest. *UFA Policy Volume 1, Chapter 3, Section 7130 should be followed. Completed form should be filed in personnel file. Record is maintained for 7 years after separation from agency*

Investigative Records- These records contain information necessary to undertake a complete investigation and are used to identify patterns of behavior, investigate claims, conduct internal investigations and for other investigative purposes. **Records may relate to the initiation, investigation, and disposition of cases, but do not include investigations of employees, criminal activities, or workers compensation, which have separate retention schedules. Retain for 7 years after case is closed**

Professional Standards & Ethics Review-Initial documentation of complaints that result in an investigation of an employee but do not result in disciplinary action. (State refers to these as Complaint Investigation Files) *IF DISCIPLINE IS ISSUED, THE RECORD IS MAINTAINED IN THE EMPLOYEE PERSONNEL FILE. After separation, retain for 7 years; then destroy records. OR after case is closed, retain for 7 years; then destroy records*

Schedule 2
Administrative Records

Schedule Name
UFA 2-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Information Governance Records	GRS-1713	
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Information Governance Records-These are records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information. ***Retain until superseded or final action***

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

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

Schedule 2
Administrative Records

Schedule Name
UFA 2-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Agency History Records	GRS-1723	
Annual or Official Reports (Publications)	GRS-1678	
Closed Meeting Records	GRS-1710	
Executive Correspondence	GRS-1758	
Executive Internal Committee Records	GRS-1726	
Open Meeting Minutes & Public Materials	GRS-1709	
Organic Documents & Board Administrative Policies		
Programs, Policies & Procedures	GRS-1717	
Public Relations/ Press Release	GRS-1716	
Publications	GRS-1678	

Title and Description of Record
<p>Agency History Records-These records document the organization and reorganization of the agency. Information included history, functional information, organizational files and related records. Records may also include chronological record of activities of UFA or individual divisions, photographs, newspaper clippings, flyers, program notes, and brochures. Records could be published or unpublished histories written on the UFA or UFSA and funded by UFA or UFSA, including Title, author, date written, and a historical narrative. Retain permanently</p>
<p>Annual or Official Reports (Publications)-These are official reports summarizing activities and accomplishments of UFA and its divisions for the previous year. They may include statistics, narrative reports, graphs, and diagrams. Retain permanently</p>
<p>Closed Meeting Records-Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting (Utah Code 52-4-206(1)(a) and (2)(2014)). Retain permanently</p>
<p>Executive Correspondence-Incoming and outgoing business related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of UFA. These records document executive decisions made regarding UFA interest by executive decision makers, UFA board members and the Fire Dept Chief. Retain permanently</p>
<p>Executive Internal Committee Records-These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions, <u>but do have authority to make internal policy decisions</u>. Information includes determinations and actions of the meeting. Retain permanently</p>
<p>Open Meeting Minutes & Public Materials-Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting. This includes <u>COMMITTEE</u> meeting minutes, such as Board/Finance/Compensation and Benefits/Governance Committees. (Recordings are retained for 3 years after the minutes have been approved) . Retain permanently</p>
<p>Organic Documents & Board Administrative Policies-These are records critical to the existence of the organization, including the constitution and bylaws of governing/advisory boards. They usually include date of adoption and amendments, description and purpose of board's position, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Roberts Rules of Order, etc.) Retain permanently</p>
<p>Programs, Policies & Procedures-These records are created by executive decision makers to document the dissemination of agency programs, policies and procedures. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office. Related correspondence and email is included. Retain permanently</p>
<p>Public Relations/Press Release-These files contain a copy of each prepared statement or announcement issued by the Fire Chief or Board 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 or sound recording. Retain permanently</p>
<p>Publications-Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. This may include website content, printed publications, newsletters, social media posts, and similar records. Retain permanently</p>

Schedule 3: ATTORNEY RECORDS

PAGE	Schedule	Type of Record
18	UFA 3-003	Open Meeting Records
19	UFA 3-007	Claim Files (Investigative Records)
20	UFA 3-010	Routine Lawsuit Case Files/Civil Case Records
21	UFA 3-ADMIN	Legal Counsel Records Transitory Correspondence Working/Project Files
22	UFA 3-PERM	Formal Legal Opinion Records High Profile Case Files (Civil) High Profile Criminal Case Files

Schedule 3
Attorney Records

Schedule Name
UFA 3-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Routine Administrative Correspondence	GRS-1760	

Title and Description of Record

Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule. ***Retain for 3 years***

Schedule 3
Attorney Records

Schedule Name
UFA 3-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Claim Files (Investigative Records)	GRS-1733	

Title and Description of Record

Claim Files- (Investigative Records)-These files contain petitions claiming damage caused by UFA employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable. **Retention is 7 years provided no imminent or pending litigation. If a minor is involved, record is retained until person has reached the age of 22**

Schedule 3
Attorney Records

Schedule Name
UFA 3-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Routine Lawsuit Case Files/Civil Case Files	GRS-2034	

Title and Description of Record
Routine Lawsuit Case Files/Civil Case Files -These are case files for routine lawsuits filed by UFA and those filed against UFA. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorney notes. <i>RETAIN 10 years after case is closed</i>

Schedule 3
Attorney Records

Schedule Name
UFA 3-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Legal Counsel Records	GRS-1721	
Transitory Correspondence	GRS-1759	
Working/Project Files	GRS-1684	

Title and Description of Record

Legal Counsel Records-These are legal interpretations given by attorneys at the request of governmental entities asking for guidance in enforcing, obeying, and/or interpretation of the law. ***Retain until resolution of issue, then destroy***

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

Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. ***Retain for 1 year after end of project or program***

Schedule 3
Attorney Records

Schedule Name
UFA 3-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Formal Legal Opinion Records	GRS-1722	
High Profile Case Files (Civil)	GRS-2035	
High Profile Criminal Case Files	GRS-2031	

Title and Description of Record

Formal Legal Opinion Records-These are the formal legal opinions researched, written and published by attorneys. They are necessary to maintain consistency of opinion in related matters. ***Retain permanently***

High Profile Case Files (Civil)-These case files document the investigation and prosecution of significant civil cases referred to a prosecutor's office. A case may be significant due to the subject, such as natural resource ownership or corruption of public officials; or because it sets precedent and/or leads to public policy or laws being changed, written, or rewritten; or because it involves individuals wherein there is historic interest. ***Retain permanently***

High Profile Criminal Case Files-These case files document the investigation and prosecution of significant criminal cases referred to a prosecutor's office. These are cases involving corruption of public officials, cases attracting such publicity that precedents are set, and/or laws are changed, written, or rewritten, capital punishment cases, or cases wherein there is historic interest in the individuals involved. ***Retain permanently***

Schedule 4: **BIOTECH and IT RECORDS**

PAGE	Schedule	Type of Record
23	UFA 4-001	Maintenance of Emergency Medical Equipment Program Modification Documentation Working Files
24	UFA 4-003	Routine Administrative Correspondence
25	UFA 4-005	Feasibility Study
26	UFA 4-ADMIN	Internal Committee Records/Division Work Groups Inventory Log Transitory Correspondence
27	UFA 4-PERM	Card Access Requests

Schedule 4
BioTech and IT Records

Series Name
UFA 4-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Maintenance Records of Emergency Medical Equipment		
Program Modification Documentation	GRS-1713	Information Governance
Working Files	GRS-1684	

Title and Description of Record

Maintenance Records of Emergency Medical Equipment-These are maintenance records for all emergency medical equipment. Record is used to verify that UFA medical equipment has had regular maintenance. Record should include maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports. ***Retain for 1 year after equipment is replaced***

Program Modification Documentation-Records that document modifications to computer programs. These records are maintained for reference, backup, to ensure adequacy of change documentation, or to rectify errors in program implementation after related programs are replaced, modified, or cease to be used. ***Retain for 1 year after end of project or replacement of program***

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. ***Retain for 1 year after end of project or program***

Schedule 4
BioTech and IT Records

Schedule Name
UFA 4-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Routine Administrative Correspondence	GRS-1760	

Title and Description of Record

Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, *including email*, that is related to a core function with an associated retention schedule should follow that associated schedule. ***Retain for 3 years***

Schedule 4
Bio-Tech and IT Records

Schedule Name
UFA 4-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record
Feasibility Study -These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. <i>After completion of report, retain for 5 years; then destroy records</i>

Schedule 4
Bio-Tech and IT Records

Series Name
UFA 4-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Working Committee/Working Group	GRS-1725	
Inventory Logs	GRS-1360	
Transitory Correspondence	GRS-1759	

Title and Description of Record
<p>Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. <i>Retain until resolution of issue</i></p> <p>Inventory Log-The inventory log is a list of medical equipment. The log may include the identification and placement of tablets, simulators, auto-pulse chargers and devices, stretchers, stair-chairs, the X-Series, monitors, and other medical equipment. <i>List is retained until the equipment has been retired</i></p> <p>Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, <i>including email</i>, is transitory unless part of another process. This correspondence does not impact agency functions. <i>When resolved, there is no further use or purpose</i></p>

Schedule 4
Bio-Tech and IT Records

Series Name
UFA 4-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Card Access Requests		

Title and Description of Record
Card Access Requests- These records contain requests for access to stations and facilities. Requests are retained in the UFA FreshDesk Application. Documentation may include privileges granted or denied and purpose for decision. <i>Retain permanently</i>

Schedule 5: **COMMUNICATIONS**

PAGE	Schedule	Type of Record
28	UFA 5-001	Working Files
29	UFA 5-003	Routine Administrative Correspondence
30	UFA 5-005	Feasibility Study Telecommunications Service Records
31	UFA 5-ADMIN	Internal Committee Records/Division Work Groups Transitory Correspondence

Schedule 5
Communications Records

Schedule Name
UFA 5-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working/Project Files	GRS-1684	

Title and Description of Record
Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i>

Schedule 5
Communication Records

Schedule Name
UFA 5-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Routine Administrative Correspondence	GRS-1760	

Title and Description of Record
<p>Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, <u>including email</u>, that is related to a core function with an associated retention schedule should follow that associated schedule. <i>Retain for 3 years</i></p>

Schedule 5
Communications Records

Schedule Name
UFA 5-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	
Telecommunications Service Records	GRS-1754	

Title and Description of Record
<p>Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. <i>After completion of report, retain for 5 years; then destroy records</i></p> <p>Telecommunications Service Records-These are general files that include plans, reports, and other records pertaining to equipment requests, telephone service, and other similar services. <i>Retain for 5 years after final date</i></p>

Schedule 5
Communications Records

Schedule Name
UFA 5-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

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

Schedule 6: COMPLIANCE/RECORDS MANAGEMENT

PAGE	Schedule	Type of Record
32	UFA 6-001	Working Files
33	UFA 6-002	GRAMA Requests and Appeals Indemnification Agreements (IA or Hold Harmless) Vacation/Mandatory Draw Documents
34	UFA 6-003	Routine Administrative Correspondence Tuition Assistance Reimbursement Requests
35	UFA 6-005	Feasibility Study
36	UFA 6-006	Fire Incident Reports HIPAA Compliance Records HIPAA Employee Training Agreements HIPAA Training Information
37	UFA 6-007	Indemnification Agreements containing HIPAA Paperwork Medical Records Requests & Releases Record Destruction Files
38	UFA 6-010	Daily Logbooks EMS Billing (PCR or EHR) Patient Care Reports/Electronic Health Records EMS Wildland Patient Reports
39	UFA 6-ADMIN	Information Governance Records Internal Committee Records/Division Work Groups Transitory Correspondence
40	UFA 6-PERM	Fatal Fire Investigation Case Files GRAMA Appeals Case Files

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working/Project Files	GRS-1684	

Title and Description of Record
Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i>

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
GRAMA-Records Access Requests and Appeals	GRS-1711	
Indemnification Agreements(Hold Harmless)	GRS-47	
Vacation and Mandatory Draw Documents		

Title and Description of Record
<p>GRAMA-Records Access Requests and Appeals-These records are access requests as provided under the Government Records Access and Management Act (GRAMA). Included with the access requests are any notices of denial, appeals or any other records related to the request. <i>This schedule excludes record access requests appealed to a local appeals board . Retain for 2 years after final date</i></p>
<p>Indemnification Agreements(IA or Hold Harmless)-Indemnification or hold harmless agreements involve the assumption of liability through contractual agreement. A party intending to use, ride in, or otherwise occupy government property, agrees to eliminate any liability on the part of the governmental entity in the event that any accident of injury occurs while they are using, riding in, or occupying government property. <i>IF THE FILE CONTAINS HIPAA Paperwork, use schedule UFA 6-007 . Retain IA's for 2 years after final date</i></p>
<p>Vacation and Mandatory Draw Documents-These records contain all information collected to conduct the annual Vacation Draw and the Biannual Manadatory Staffing Draw for sworn employees. Documents may include email communications, the Seniority List, calendar, and Master Workbook. Records may be retained digitally and/or in paper format. <i>Retain for 2 years after final date</i></p>

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Routine Administrative Correspondence	GRS-1760	
Tuition Assistance Reimbursement Requests	GRS-1833	

Title and Description of Record

Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, *including email*, that is related to a core function with an associated retention schedule should follow that associated schedule. ***Retain for 3 years***

Tuition Assistance Reimbursement Requests- These records document received Tuition Assistance Reimbursement Requests from eligible UFA employees. Records may include correspondence, forms, proof of payment, grades, and information regarding approval or denial of reimbursement request in accordance with UFA Policy, Volume 1, Chapter 3, Section 6230, Tuition Assistance Program. ***Retain for 3 years after final date***

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record

Feasibility Study-These records are created and used in the development, redesign, modification of, or migration of data from a technological system or application. Information includes project management records, status records, status reports, scope of work, analyses, and related records. ***Records are retained for 5 years after implementation of program***

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-006
Retention Grade
6

Records in this Schedule	State Reference	Notes
Fire Incident Reports	GRS-455	
HIPAA Compliance (Non-Medical Records)	GRS-150	
HIPAA Employee Training Agreement	GRS-150	
HIPAA Training Information	GRS-150	

Title and Description of Record
<p>Fire Incident Reports-These reports document each dispatched fire run. They are used for budget planning, summary reports, and litigation. They include identification number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of person completing report. <i>Fires involving a fatality are a permanent record</i></p>
<p>HIPAA Compliance(Non-Medical Records)-These files include HIPAA Compliance Training records, Privacy or Security complaints, requests for access, amendments or restrictions, and HIPAA Disclosure logs. <i>Retain for 6 years after final date</i></p>
<p>HIPAA Employee Training Agreement- This agreement is signed by the employee and maintained by compliance stating that the employee will not disclose Protected Health Information, unless permitted by law. In addition, these files include the employee's acknowledgment of receiving the HIPAA policies & training. <i>Retain for 6 years after termination or separation from agency</i></p>
<p>HIPAA Training Information-This is a record of training material used as part of UFA HIPAA Training. The file may include a copy of the Power Point Presentation, test given, and the dates of training, and other related documents. <i>Retain for 6 years after final date</i></p>

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Indemnification (Hold Harmless) Agreements containing HIPAA paperwork		
Medical Record Requests and Releases		
Record Destruction Files	GRS-1689	Formerly UFA 6-006

Title and Description of Record
<p>Indemnification (Hold Harmless) Agreements containing HIPAA Paperwork-Indemnification or hold harmless agreements involve the assumption of liability through contractual agreement. A party intending to use, ride in, or otherwise occupy government property, agrees to eliminate any liability on the part of the governmental entity in the event that any accident of injury occurs while they are using, riding in, or occupying government property. <i>IF THE FILE DOES NOT CONTAIN HIPAA Paperwork, use schedule UFA 6-002 (Compliance) or UFA 12-002 (Operations) Retain for 7 years</i></p>
<p>Medical Record Requests and Releases- These records contain authorized release forms for Patient Care Reports and/or Billing information. The record includes the authorized release and documents provided to the requestor. May also include requests that were not fulfilled due to inability to locate a record, or records not paid for according to UFA standard. <i>Retain for 7 years after final date</i></p>
<p>Record Destruction Files-Records which document the destruction of UFA's records. <i>Destroy 7 years after final action</i></p>

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Daily Logbooks		
EMS Billing (PCR Billing)	GRS-465	
Patient Care Reports	GRS-465	
EMS Wildland Patient Care Reports	GRS-465	

Title and Description of Record

Daily Logbooks-These are annual logbooks that document station business and duties as noted in UFA Policy #400-180. Daily Logbooks are sent to the Records Manager at the end of each year for storage. ***Retain for 10 years after final date***

EMS Billing (PCR or EHR Billing)-Record of billing for treatment and transportation of patient on a UFA ambulance. Record includes all information pertinent to properly bill patient for ambulance transportation and is ***retained by the billing agency for 10 years***

Patient Care Reports/Electronic Health Records-This is a record of the assessment and care of a patient in the field setting. The PCR documents all care and pertinent patient information. This record may also serve as a statistical/data collection tool. ***Juvenile records are retained until patient turns 22, or for 10 years-whichever is longer***

EMS Wildland Patient Reports-This is a record documenting patient care as a single resource with the Federal Wildland Program. It is created when UFA medications are administered. The record is in addition to the federal required report which is retained by the Federal Government. Medical Division maintains record for two years, then moves record to Compliance for storage. ***Juvenile records are retained until patient turns 22, or for 10 years, whichever is longer***

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Information Governance Records	GRS-1713	
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Information Governance Records-These are records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information. ***Retain until superseded or final action***

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

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

Schedule 6
Compliance/Records Management

Schedule Name
UFA 6-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Fatal Fire Investigation Case Files	GRS-469	
GRAMA Appeals Case Files	GRS-1715	

Title and Description of Record
Fatal Fire Investigation Case Files -These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. <i>Retain permanently</i>
GRAMA Appeals Case Files -These files document all appeals submitted to records appeals boards. These case files include requests, denials, appeals, decisions, and any other documentation concerning the appeals process. <i>All records pertaining to the case are retained permanently</i>

Schedule 7: **EMERGENCY MANAGEMENT RECORDS**

PAGE	Schedule	Type of Record
41	UFA 7-001	Unsuccessful Grant Applications Vehicle Assignment Records Working/Project Files
42	UFA 7-002	Property Maintenance Repair Reports Visitor Logs
43	UFA 7-003	Building & Equipment Repair/Maintenance Open Meeting Records Personnel Credential Information Routine Administrative Correspondence
44	UFA 7-004	Operational Procedure & Guideline Records
45	UFA 7-005	Emergency Management/Mitigation Plan Local Emergency Planning Committee (LEPC) Risk Management Plan Management & Feasibility Studies TIER II Reporting Forms
46	UFA 7-006	Memorandum of Understanding (MOU) Requests for Proposals (RFP's)
47	UFA 7-007	Contract Purchasing Records/Pro Contract Agreements Emergency Activation Records Grant Records
48	UFA 7-010	Community Emergency Response Team (CERT) Records
49	UFA 7-ADMIN	Disaster Plan Records Drone Footage Internal Committee/Workgroup Records Surveillance Recordings Transitory Correspondence
50	UFA 7-PERM	Annual Reports Card Access Requests Facility Construction/Renovation Plans Geographical Information System (GIS) Maps Local Emergency Planning Committee (LEPC) Spill Reports Natural Disaster & Damage Survey of UFA/UFSA Press Releases Publications

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-001
Retention Grade
1 Year

Records in this Schedule	State Reference	Notes
Unsuccessful Grant Applications	GRS-1746	
Vehicle Assignment Records	GRS-116	
Working/Project Files	GRS-1684	

Title and Description of Record
Unsuccessful Grant Applications- Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal. <i>Retain for 1 year after resolution of the issue</i>
Vehicle Assignment Records- These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by employees. <i>Retain for 1 year</i>
Working Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i>

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-002
Retention Grade
2 Years

Records in this Schedule	State Reference	Notes
Property Maintenance and Repair Records	GRS-111	
Visitor Logs	GRS-2019	

Title and Description of Record
Property Maintenance and Repair Records- These records document service repair and maintenance of government property. Information includes the request for service, work order, authorization, work log,
Visitor Logs- Registers or logs used to record names of outside contractors, service personnel, visitors, and employees admitted to non-secure areas in government offices and facilities. <i>Retain for 2 years after date of record</i>

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Building and Equipment Repair/Maintenance	GRS-1783/GRS-111	
Open Meeting Recordings	GRS-1712	
Personnel Credential Information	GRS-153	
Routine Administrative Correspondence	GRS-1760	

Title and Description of Record

Building and Equipment Repair/Maintenance- These records document requests for service repair and maintenance of government property. Information may include the request for service, work order, authorization, work logs, and verification of work completed. ***Retain for 3 years after final action***

Open Meeting Recordings- Audio or video recordings document what transpired in open meetings if public bodies and are the official record of the meeting until and unless written meeting minutes are approved. Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the retention schedule for open meeting minutes and public materials (UFA 7-PERM) per Utah Code 52-4-203(6)(2018)-***Retain for 3 years after final action***

Personnel Credential Information- These are records documenting the credentials and certifications of personnel. The records may be used to verify employment eligibility. Records may be kept in the employee personnel file. ***Retain for 3 years after separation from agency***

Routine Administrative Correspondence- Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule. ***Retain for 3 years after final action***

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Operational Procedure and Guideline Records	GRS-1732	

Title and Description of Record
Operational Procedure and Guideline Records- These records document actions taken to achieve objectives and implement policies through day-to-day operations, including training material related to routine processes. Operational procedure and guideline records are related to business activities that do not impact the rights of an individual. <i>Retain for 4 years after record is superseded</i>

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Emergency Management/Mitigation Plan	FEMA	
Local Emergency Planning Committee (LEPC) Risk Management Plans		
Management & Feasibility Studies	GRS-746	
TIER II Reporting Forms		

Title and Description of Record

Emergency Management/Mitigation Plan- The purpose of the Emergency Management/Mitigation Plan is to reduce the loss of life and property by minimizing the impact of disasters on communities. The plan may include identified natural disaster risks and vulnerabilities that are common in the area. The plan should include long-term strategies for protecting people and property from such events. Emergency Plans should be reviewed annually and updated every five years or more often depending on changes to resources or organizations, major events, exercises, activations, or external environments. ***Retain for 5 years after completion of report***

Local Emergency Planning Committee (LEPC) Risk Management Plans- These records are plans to improve the LEPC's planning and preparedness activities. The plan may include information of hazards, accident history, and prevention practices. These plans should be reviewed annually and updated every 5 years or more depending on changes to resources or organizations, major events, exercises, activations, or external environments. ***Retain for 5 years after completion of report***

Management & Feasibility Studies- Studies and system analyses conducted before a program change, including the purchase, installation, or replacement of any technology or equipment. May include case studies and system analysis for the initial establishment of program, major changes for program, equipment needs, or technology changes. ***Retain for 5 years after completion of report***

TIER II Reporting Forms- This is an annual report that provides information on hazardous chemicals and substances stored at a facility. Information contains the address, types of materials stored, and emergency contact information. ***Retain for 5 years after completion of report***

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-006
Retention Grade
6

Records in this Schedule	State Reference	Notes
Memorandum of Understanding (MOU)		
Requests for Proposals (RFP)		

Title and Description of Record
Memorandum of Understanding (MOU) - These are records of agreements for services. The record should include the date, agency or company name, provisions of the agreement, payment information, and signatures of
Request for Proposal (RFP) - These records are bids and proposals to provide products or service for a government entity. Information includes preliminary requirements for procurement of a commodity or service.
<i>Retain for 6 years after end of project or program</i>

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Contract Purchasing Records, Including Professional Contractual Agreements	GRS-1731	
Emergency Activation Records	DEMS	
Grant Records	GRS-1859	

Title and Description of Record
<p>Contract Purchasing Records, Includes Professional Contractual Agreements-These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract. <i>Retain for 7 years after the project is completed and warranties have expired</i></p> <p>Emergency Activation Records- These records document the level of emergency activation and specific needs. The record may include date, level of activation, and information documenting the mobilization of funding and deployment of resources during an emergency response. <i>Retain for 7 years after final action</i></p> <p>Grant Records- These records document grants received or awarded by government agencies. The records may contain applications, notice of award, reports, correspondence, and related records. <i>Retain for 7 years after final action</i></p>

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Community Emergency Response Team (CERT) Records		

Title and Description of Record
Community Emergency Response Team (CERT) Records- These records include the training roster of participants and an accumulative list of CERT graduates. <i>Retain 10 years from date of completion</i>

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-Admin
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Disaster Plan Records	GRS-2022	
Drone Footage	GRS-2021 & 2027	
Internal Committee Records/Working Groups	GRS-1725	
Inventory Records	GRS-1360	
Surveillance Recordings	GRS-2021 & 2027	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Disaster Plan Records-Disaster plans for records and office operations ensure essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be part of this record. ***Retain until superseded***

Drone Footage- These records are created in emergency preplanning and/or during emergency activation. ***Retain until administrative need ends, provided there is no pending investigation***

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

Inventory Records- These records are used to maintain inventory of supplies or equipment previously purchased by the agency and their suppliers. Information includes item number, description, names of suppliers, stock on hand, and ordering information. ***Retain until administrative need ends***

Surveillance Recordings-These records consist of surveillance videos used by Emergency Management to record activity. The surveillance may occur in UFA owned properties/buildings. ***Retain until administrative need ends, provided there is no pending investigation***

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

Schedule 7
Emergency Management Records

Schedule Name
UFA 7-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Annual Reports	GRS-3	
Card Access Requests	GRS-2020	
Facility Construction/Renovation Plans	GRS-1789	
Geographical Information System (GIS) Maps	GRS-16555	
Local Emergency Planning Committee (LEPC) Spill Reports		DEQ
Natural Disaster & Damage Survey of UFA/UFSA	GRS-1784	
Press Releases	GRS-1716	
Publications	GRS-1678	

Title and Description of Record

Annual Reports- These are official reports summarizing activities and accomplishments of the agency or program. The report may contain statistics, narratives, graphic, and diagrams. ***Retain permanently***

Card Access Requests- These records contain requests for access to stations and facilities. Requests are retained in the UFA FreshDesk Application. Documentation may include privileges granted or denied and reason. ***Retain permanently***

Facility Construction/Renovation Plans- These records contain plans and specifications for approved and constructed/renovated buildings, or facilities. The records document the construction/renovation of owned buildings or facilities. ***Retain permanently***

Geographical Information System (GIS) Maps- These records are used to analyze and display geographical information. The maps may include data and descriptive information. ***Retain permanently***

Local Emergency Planning Committee (LEPC) Spill Reports- These records contain reports on the spill of hazardous substances. The record may include the substance and quantity of substance spilled, as well as the date and location of the spill. These records are used to prepare for and protect communities in the Salt Lake County area. ***Retain permanently***

Natural Disaster & Damage Survey of UFA/UFSA-Survey and analysis of damage done to public buildings during natural disasters. ***Retain permanently***

Press Releases- These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements, or similar records. ***Retain permanently***

Publications- These are any records of enduring value, regardless of format or platform, that is disseminated by the agency for public distribution. The records may include website content, printed publications, newsletters, social media posts, and similar records. ***Retain permanently***

Schedule 8: FIRE PREVENTION RECORDS

PAGE	Schedule	Type of Record
51	UFA 8-001	Hydrant Maintenance Inventory Files Working/Project Files
52	UFA 8-002	Unapproved Tank Applications
53	UFA 8-003	Routine Administrative Correspondence
54	UFA 8-005	Feasibility Studies Fire Code Inspection Reports Preliminary Plans & Specifications
55	UFA 8-006	Above Ground Storage Tanks: Install or Remove Underground Storage Tanks: Install or Remove Operational/Construction Applications, Permits, Inspections
56	UFA 8-ADMIN	Internal Committee Records/Working Groups Transitory Correspondence

Schedule 8
Fire Prevention Records

Series Name
UFA 8-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Hydrant Maintenance Inventory Files	GRS-457	
Working/Project Files	GRS-1684	

Title and Description of Record

Hydrant Maintenance Inventory Files-These inventories document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections are complete. Inspections document proper function of hydrant. Should include location of hydrant, notations, and dates of annual inspection, physical characteristics of hydrant, operation, flow check, pressure and leakage. ***Retain for 1 year after final action is complete***

Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. ***Retain for 1 year after end of project or program***

Schedule 8
Fire Prevention Records

Schedule Name
UFA 8-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
Unapproved Tank Applications	GRS-464	

Title and Description of Record
Unapproved Tank Applications -These are applications received by UFA requesting permit to store flammable liquid or liquid petroleum, but were denied after inspection. Files include the application form and an inspection report indicating the reason for permit denial. <i>Retain for 2 years</i>

Schedule 8
Fire Prevention Records

Schedule Name
UFA 8-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Routine Administrative Correspondence	GRS-1760	

Title and Description of Record
Routine Administrative Correspondence- Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow that associated schedule. <i>Retain for 3 years after final action</i>

Schedule 8
Fire Prevention Records

Schedule Name
UFA 8-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	
Fire Code Inspection Records	GRS-1220	
Preliminary Plans and Specifications	GRS-1788	

Title and Description of Record

Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. ***After completion of report, retain for 5 years; then destroy records***

Fire Code Inspection Records- These files document the fire inspection of all businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include correspondence, copy of business license, brief history of building, notices of violations, citations, inspection of reports, and various inspection forms. ***Retain for 5 years from date of inspection per Fire Marshal***

Preliminary Plans and Specifications-These records relate to the plans and specifications of approved and constructed facilities, roads or bridges. Information may include preliminary designs, specifications, planning, surveys, analysis, renovation, preservation and construction. This also includes water supply and site review and approval. ***Retain for 5 years after final action per Fire Marshal***

Schedule 8
Fire Prevention Records

Series Name
UFA 8-006
Retention Grade
6

Records in this Schedule	State Reference	Notes
Above Ground Storage Tank (AST) Installation or Removal & Annual Inspections	GRS-463	
Underground Storage Tank (UST's) Installation or Removal & Annual Inspections	GRS-463	
Operational/Construction Applications, Permits, & Inspections	GRS-720	

Title and Description of Record
Above Ground Storage Tank (AST's) Installation and removal & Annual Inspections -These are applications from individuals or businesses requesting to store flammable or combustible liquids. Permits are issued after tank inspection and approval. Includes application form, permit, sketch diagram, dimensions, and inspection report. <i>Retain for 6 years after tank is removed</i>
Underground Storage Tank (UST's) Installation and removal & Annual Inspections -These are applications from individuals or businesses requesting to store flammable or combustible liquids. Permits are issued after tank inspection and approval. Includes application form, permit, sketch diagram, dimensions, and inspection report. <i>Retain for 6 years after tank is removed</i>
Operational/Construction Applications, Permits & Inspections -This covers fire suppressions and alarm applications, permits, and installation, Hazardous Materials, tents, fireworks, etc. The records document locations and type of content of hazardous materials. Files are both open and closed files and may include drawings, inventory, maps, and data on hazardous materials. Also, temporary stands and other individuals requesting permission to set off fireworks. Includes inspection, permit information, and proof of insurance. <i>Retain for 6 years after final action</i>

Schedule 8
Fire Prevention Records

Schedule Name
UFA 8-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	

Title and Description of Record
Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. <i>Retain until resolution of issue</i>
Transitory Correspondence- Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, <i>including email</i> , is transitory unless part of another process. This correspondence does not impact agency functions. <i>When resolved, there is no further use or purpose</i>

Schedule 9: **HUMAN RESOURCE RECORDS**

PAGE	Schedule	Type of Record
57	UFA 9-001	Employee Assistance Program Files Working/Project Files
58	UFA 9-002	Promotional Tests Recruitment Files/Staff Acquisitions
59	UFA 9-003	Equal Employment Opportunity Reports (EEO) Insurance Adjustors Estimates Part-Time Employees Seasonal/Wildland Performance Plans & Evaluations Personnel Requisition & Position Analysis Files Position Salary Analysis Files Routine Administrative Correspondence Testing Results Verification of Employment Eligibility
60	UFA 9-004	EEO Affirmative Action Plans EEO Discrimination Complaint Case Files
61	UFA 9-005	ADA Requests Drug Testing Negative Results Drug Testing Positive Results Feasibility Studies
62	UFA 9-007	Conflict of Interest Records Employee Health & Medical Records Grievance Records & Appeals Professional Standards & Ethics Review
63	UFA 9-ADMIN	Internal Committee Records/Working Groups Transitory Correspondence
64	UFA 9-PERM	Annual or Official reports EEO reports Meeting Minutes & Supplementary Materials
65	UFA 9-065	Personnel Files/Employee History Records

Schedule 9
Human Resource Records

INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303

Series Name
UFA 9-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Employee Assistance Program Files	GRS-1913	
Working/Project Files	GRS-1684	

Title and Description of Record

Employee Assistance Program Files-Records documenting the frequency and other statistical information relating to the number of employees using the Employee Assistance Program Vendor (EAP). This record contains the statistical reports submitted by the vendor but does not contain the names or other personal information on individual employees. ***Retain for 1 year***

Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. ***Retain for 1 year after end of project or program***

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
Promotional Tests	GRS-923	
Recruitment Files/Staff Acquisitions	GRS-1964	

Title and Description of Record

Promotional Tests-These are tests taken by UFA employees to determine eligibility for promotion. Record includes correspondence, reports, notes, actual tests, answer keys, individual test scores, and results. ***Retain for 2 years after date of test***

Recruitment Files/Staff Acquisitions-Records containing applications and resumes for employment, recruiter evaluations, testing and examination materials, scores, transcripts, certifications, licenses, hiring lists, correspondence, notes, reports, recordings, etc. relating to interviews with perspective employees. Files also include offers that are declined and related documents. **Offers that are accepted are maintained in the employee personnel file. *Retain for 2 years after hiring decision is made or until pending complaint or litigation is resolved***

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Equal Employment Opportunity Reports (EEO)	GRS-153	
Insurance Adjustors Estimates	GRS-124	
Part-Time Employees Seasonal/ Wildland	GRS-172	
Performance Plans & Evaluations	GRS-1966	
Personnel Requisition & Position Analysis Files	GRS-167	
Position Salary Analysis Files	GRS-167	
Routine Administrative Correspondence	GRS-1760	
Testing Results	GRS-1909	
Verification of Employment Eligibility	GRS-1970	

Title and Description of Record
<p>Equal Employment Opportunity Reports-These are reports that are required to be filed with the Equal Employment Opportunity Commission (EEOC). The records documents employment statistics relating to race and gender. The reports are Annual or Official reports. Retain for 3 years</p>
<p>Insurance Adjustors Estimates-These are insurance adjuster's reports on repair estimated for agency-owned vehicles. Retain for 3 years after date of estimate</p>
<p>Part-Time Employees Seasonal/Wildland-These records document employment of part-time and seasonal personnel (non-benefitted). Includes qualifications & training (non-payroll) records. Retain for 3 years after end of employment, per CLO</p>
<p>Performance Plans & Evaluations-This information documents an employee's performance, including awards, performance plans, and evaluations. Retain for 3 years after end of employment</p>
<p>Personnel Requisition & Position Analysis Files-These are forms used by UFA Divisions to fill vacant positions and to request new positions. Documents included are position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reason for replacement, requesting division, whether UFA Employees will be considered for the position, educational requirements, specialized training and required experience, and a section to be completed if requesting a new position (special functions, how functions are currently being performed, why position is required, and signature of Division Chief). Retain 3 years from creation</p>
<p>Position Salary Analysis Files-Record contains salary survey reports on various UFA positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience. Retain for 3 years or until position is resurveyed, whichever occurs first</p>
<p>Routine Administrative Correspondence-Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, <i>including email</i>, that is related to a core function with an associated retention schedule should follow that associated schedule. Retain for 3 years</p>
<p>Testing Results- Tests taken by applicants who have met the minimum requirements for a position. Includes tests, test keys, applicants' answer sheets, test scores, and any other documents related to the testing process. Retain for 3 years, then</p>
<p>Verification of Employment Eligibility-This background documentation is used to verify employment eligibility. Information may include background checks, recording of interviews, fingerprints, and requirements under the Immigration Reform and Control Act. The resume and application of hired individuals are part of the Employee History Records. Retain 3 years after date of hire OR 1 year after separation, whichever is greater</p>

Schedule 9
Human Resources Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Equal Employment Opportunity (EEO) Affirmative Action Plans	GRS-154	
Equal Employment Opportunity (EEO) Discrimination Complaint Case Files	GRS-154	

Title and Description of Record
Equal Employment Opportunity (EEO) Affirmative Action Plans- This record includes both the agencies copies of consolidated AAP's developed by the Department of Human Resource Management, and the agency feeder plans which are used to develop a larger affirmative action strategy. <i>Retain 4 years after case is closed</i>
Equal Employment Opportunity (EEO) Discrimination Complaint Case Files- These files document discrimination complaints received and resolved. The files contain the complaint, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings and other records regarding the complaint. <i>Retain 4 years after case is closed</i>

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-005
Retention Grade
5

Records in this Schedule	Reference	Notes
ADA Requests (Accommodation or State Anti-discrimination Requests)	GRS-1434	
Drug Testing- Negative Results	GRS-1959	
Drug Testing- Positive Results	GRS-1958	
Feasibility Study	GRS-746	

Title and Description of Record
<p>ADA Requests (Accommodation or State Anti-discrimination Requests)-Requests made by UFA employee for disability, or other accommodations. Information includes medical data about requestor, accommodations made, denials, appeals, and any other information about accommodation requests from applicants, employees, and volunteers. <i>Retain for 5 Years after termination, retirement, or reasonable accommodation, whichever is first</i></p>
<p>Drug Testing- Negative results-This screening test is used as a pre-employment screen, post-accident screen, and for random drug screening of employees, the result of which are found to be negative. The record contains the name, date, type of test, substance for which the medical facility tested for and the test results.(State recommendation is 1 Year- UFA will retain for 5 years, per HR Director) <i>If the Negative result is tied to discipline, corrective action, return to duty, or follow-up testing, the retention may be longer</i></p>
<p>Drug Testing-Positive Results-This screening test is used as a pre-employment screen, a post accident screen, and for random screening of employees. If a test is positive, employment offer is withdrawn or disciplinary action is taken for employee. The record contains the name, date, type of test, substance for which the medical facility tested for and the test results. <i>Retain for 5 years after date of test</i></p>
<p>Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. <i>After completion of report, retain for 5 years; then destroy records</i></p>

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Conflict of Interest Records	GRS-1911	
Employee Health & Medical Records	GRS-1968	
Grievance Records & Appeals	GRS-1967	
Professional Standards & Ethics Review	GRS-1969	Complaint Investigation Files

Title and Description of Record

Conflict of Interest Records- These records include statements that are required to be filed by government employees to disclose any actual or potential conflict of interest. The record may include documentation concerning any employment or activity outside government employment that may or may not present a conflict of interest. *UFA Policy Volume 1, Chapter 3, Section 7130 should be followed. Completed form should be filed in personnel file. Record is maintained for 7 years after separation from agency*

Employee Health & Medical Records-Records documenting the employees fitness for duty. Documentation for health-related leave is included. *Retain for 7 years after end of employment*

Grievance Records & Appeals-Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action. *Retain for 7 years after resolution per CLO*

Professional Standards & Ethics Review-Initial documentation of complaints that result in an investigation of an employee but do not result in disciplinary action. (State refers to these as Complaint Investigation Files) *IF DISCIPLINE IS ISSUED, THE RECORD IS MAINTAINED IN THE EMPLOYEE PERSONNEL FILE. After separation, retain for 7 years; then destroy records. OR after case is closed, retain for 7 years; then destroy records*

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Conflict of Interest Files	GRS-1911	
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Conflict of Interest Files-Conflict of interest documentation concerning any employee or activity outside UFA employment that may or may not present a conflict of interest. **PLACE IN PERSONNEL FILE.** *After final action, record is destroyed*

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

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

Schedule 9
Human Resource Records

**INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303**

Series Name
UFA 9-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Annual or Official Reports	GRS-3	
Equal Employment Opportunity (EEO) Reports	GRS-3	
Meeting Minutes and Supplementary Materials	GRS-1709	

Title and Description of Record
Annual or Official Reports- These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced or distributed. They may include statistics, narrative reports, graphics, and diagrams. <i>Retain permanently</i>
Equal Employment Opportunity (EEO) Reports- These reports are required to be filed with the Equal Employment Opportunities Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). Reports contain statistical information on employees hired, rehired and terminated. <i>Retain permanently</i>
Meeting Minutes and Supplemental Materials- These documents are approved minutes of committee or division meetings. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken if applicable. This document includes agendas, notices, material distributed or presented during the meeting. <i>Retain permanently</i>

Schedule 9
Human Resource Records

INFORMATION RELATED TO AT RISK EMPLOYEES, CURRENT OR FORMER, MAY BE CLASSIFIED AS PRIVATE
PURSUANT TO 63G-2-303

Series Name

UFA 9-065

Retention Grade

65

Records in this Schedule

State Reference

Notes

Personnel Files/ Employee History Records

GRS-1965

Title and Description of Record

Personnel Files/ Employee History Records-Employment history documents a persons application, hiring, and employment with UFA. Record should include original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms and all records necessary to calculate benefits. File also includes final actions taken as a result of disciplinary action. ***Retain for 65 years from date of employment***

Schedule 10: **INFORMATION OUTREACH**

PAGE	Schedule	Type of Record
66	UFA 10-001	Working/Project Files
67	UFA 10-005	Feasibility Studies
68	UFA 10-010	Community Emergency Response Team Training Records (CERT)
69	UFA 10-ADMIN	Internal Committee Records/Working Groups Juvenile Fire Setter Program Records Participation Requests to Public Ed Events Public Information Files Transitory Correspondence
70	UFA 10-PERM	Publications Press Releases/Public Relation Records

Schedule 10
Information Outreach

Series Name
UFA 10-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working Files	GRS-1684	

Title and Description of Record

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. ***Retain for 1 year after end of project or program***

Schedule 10
Information Outreach

Series Name
UFA 10-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record

Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. *After completion of report, retain for 5 years; then destroy records*

Schedule 10
Information Outreach Records

Series Name
UFA 10-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Community Emergency Response Team Training Records (C.E.R.T.)		

Title and Description of Record
Community Emergency Response Team Training Records (C.E.R.T.) -This includes the training roster of participants and an accumulative list of certified CERT graduates. <i>Retain for 10 years from date of completion</i>

Schedule 10
Information Outreach Records

Series Name
UFA 10-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Juvenile Fire Setter Program		
Participation Requests to Public Education Events		
Public Information Files	GRS-2001	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

Juvenile Fire Setter Program-These file document the prevention or early intervention services that are provided to juveniles by UFA. Classified as Primary: Private and Secondary : Protected. Disclosure is limiter as per UCA 78A-6-209. ***Retain until the Juvenile has reached the age of 21, then destroy***

Participation Requests to Public Education Events-These files contain records pertaining to the requests for UFA to participate in community events or provide public education. ***Retain until administrative need ends***

Public Information Files-These are files of information which UFA collects on a particular topic and which relate to the UFA's interaction with the public. Contents may include newspaper clippings, public opinion polls, studies and reports, or any other materials collected to assist UFA. ***Retain for 1 year after close of file or completion of project***

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

Schedule 10
Information Outreach Records

Series Name
UFA 10-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Publications	GRS-1678	
Public Relations Records	GRS-1716	

Title and Description of Record
<p>Publications-Any record of enduring value, regardless of format or platform, that is disseminated by a governmental; entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006). <i>Retain permanently</i></p> <p>Press Release/Public Relations-These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements, or similar records. <i>Retain permanently</i></p>

Schedule 11: LOGISTICS

PAGE	Schedule	Type of Record
71	UFA 11-001	Vehicle Assignment Records Working/Project Files
72	UFA 11-003	Aerial Testing Building/Equipment Repair & Maintenance Records Daily Vehicle Usage Reports Daily Logs/Work Orders/Requests for Repairs Hose Tests Insurance Adjustors Estimates Mileage Certificates Preliminary Plans & Specifications Pump Tests Vehicle Maintenance Records
73	UFA 11-005	Feasibility Studies
74	UFA 11-015	Americans with Disabilities Act Records (ADA) Hydro Test Records Self-Contained Breathing Apparatus Cylinder Records (SCBA)
75	UFA 11-ADMIN	Internal Committee Records/Working Groups Inventory Log/Asset Log Transitory Correspondence Vehicle Registration Certificates Work Order Requests
76	UFA 11-PERM	Air Pack Test Results Construction Project Files for UFA/UFSA Fit Test Results

Schedule 11
Logistics Records

Series Name
UFA 11-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Vehicle Assignment Records	GRS-116	
Working Files	GRS-1684	

Title and Description of Record

Vehicle Assignment Records-These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by UFA employees or officials. ***The record is retained for 1 year after the vehicle has been reassigned or sold***

Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. ***Retain for 1 year after end of project or program***

Schedule 11
Logistics Records

Series Name
UFA 11-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Aerial Testing		
Building/Equipment Repair and Maintenance		
Records	GRS-1783	
Daily Vehicle Usage Reports	GRS-109	
Daily Logs/Work Orders/Request for Repair	GRS-1783	
Hose Test	GRS-456	
Insurance Adjustors Estimates	GRS-124	
Mileage Certificates	GRS-1873	
Preliminary Plans and Specifications	GRS-1788	
Pump Test Records	GRS-461	
Vehicle Maintenance Records	GRS-1873	
Title and Description of Record		
Aerial Testing -These records document external testing of ladder functions for each unit. Data includes information on rotation, elevation, operation, hydraulics, summary data and discrepancies. Includes a certificate of inspection on each unit tested. <i>Retain 3 years or the life of the equipment, whichever is greater</i>		
Building/Equipment Repair and Maintenance Records -These records document complaints or requests for building or grounds service or Equipment repair requests, received and answered by the UFA. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency. <i>Retain for 3 years after final action</i>		
Daily Vehicle Usage Reports -This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and actions taken, miles traveled, problems, and drivers name. <i>Retain for 3 years</i>		
Daily Logs/Work Orders -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 and equipment used. This will also include requests for repairs for UFA facilities. Documentation includes person requesting repair, description of the issue or problem, and action taken by agency. <i>Retain for 3 years</i>		
Hose Test -These reports record tests required by fire departments on all fire hoses. They are used to determine whether hoses are in good working condition, The record should include the test date, date of previous test, apparatus number, hose diameter, conditions found, service date, defects corrected, and signature of Officer in charge. <i>Retain 3 years or the life of the equipment, whichever is greater</i>		
Insurance Adjusters Estimates -These are insurance adjusters reports on repair estimates for UFA vehicles. <i>Retain for 3</i>		
Mileage Certificates -These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each purchased UFA vehicle. <i>Retain for 3 years</i>		
Preliminary Plans and Specifications -These are records related to the plans and specifications of approved and construction facilities, roads or bridges. Information may include preliminary designs, specifications, planning, surveys, analysis, renovation, preservation and construction. Record may also include water supply and site review and approved. <i>Retain for 3 years after final action</i>		
Pump Test Records -These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. The record includes apparatus number, date tested, station number, where tested, manufacturers name and number, test results, time taken, and remarks. <i>Retain for 3 years or the life of the equipment, whichever is greater</i>		
Vehicle Maintenance Records -These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records. <i>Retain for 3 years after disposition of</i>		

Schedule 11
Logistics Records

Schedule Name
UFA 11-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record
Feasibility Study -These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. <i>After completion of report, retain for 5 years; then destroy records</i>

Schedule 11
Logistics Records

Series Name
UFA 11-015
Retention Grade
15

Records in this Schedule	State Reference	Notes
Americans with Disabilities Act Records (ADA)	GRS-122	
Hydro Test Records		
Self-Contained Breathing Apparatus (SCBA) Cylinder Records		DOT Required

Title and Description of Record

Americans with Disabilities Act Records (ADA)-Records that indicate compliance to Americans with Disabilities act (ADA). Included are surveys of government buildings to determine accessibility to the physically challenged, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems. ***Retain for 15 years***

Hydro Test Records-These tests are performed by an outside company and are used to test compliance for air bottles. Record includes the original purchase date, serial numbers, and testing data. ***Retain for 15 years***

Self-Contained Breathing Apparatus (SCBA) Cylinder Records-These records may include repairs done to the cylinder or the valve, visual inspections, hydrostatic tests, and each cylinder refill. Record should document the date of inspection and cylinder identification number. Hydrostatics will qualify every 5 years, and will have a service life of 15 years. The record is retained until the cylinder is no longer in service. ***Retain for 15 years***

Schedule 11
Logistics Records

Series Name
UFA 11-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Inventory Log (Asset Log)	GRS-1360	
Transitory Correspondence	GRS-1759	
Vehicle Registration Certificates	GRS-16558	
Work Order Request		

Title and Description of Record

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

Inventory Log- (Referred to as the Asset Log) The inventory log is a list of medical equipment. The log may include the identification and placement of tablets, simulators, auto-pulse chargers and devices, stretchers, stair-chairs, the X-Series, monitors, and other medical equipment. ***List is retained until the equipment has been retired***

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

Vehicle Registration Certificates-Copies of legal registrations required by law to be maintained with each UFA owned vehicle. ***Retain until vehicle is transferred or sold, then transfer to buyer***

Work Order Request-These are requests for maintenance, service, or repair of vehicles, equipment, and buildings, received from any UFA Division. ***Retain for 6 months after the maintenance is completed***

Schedule 11
Logistics Records

Series Name
UFA 11-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Air Pack Test Results		
Construction Project Files for UFA/UFSA	GRS-1789	
Fit Test Records	OSHA	

Title and Description of Record
Air Pack Test Results -These records document the testing of air packs and regulators and their functionality. Record includes the flow tests, work orders to track repairs, and manages the inventory. <i>Retain permanently</i>
Construction Project Files for UFA/UFSA -Final plans and specifications for approved and constructed buildings or facilities. Documents construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings. <i>Retain permanently</i>
Fit Test Records - These records document tests completed annually for individual face mask fittings. Test results are retained until the next annual test has been completed. If the firefighter separates from the agency, the final fit test is retained permanently. <i>Retain permanently</i>

Schedule 12: **OPERATIONS**

PAGE	Schedule	Type of Record
77	UFA 12-001	Maintenance of Emergency Operations Medical Equipment Working/Project Files
78	UFA 12-002	ALS Apparatus Self-Inspection Forms First Responder Activity Reports Indemnification Agreements (Hold Harmless) Narcotics Logs Holiday/Vacation/Mandatory Staffing Documents
79	UFA 12-003	Medical Skills Evaluations
80	UFA 12-004	Operational Procedures & Guidelines
81	UFA 12-005	Feasibility Studies
82	UFA 12-007	Medical Training Records Training Participation Records Other Training Records
83	UFA 12-010	Daily Logbooks (Send to Records) EMS Billing (PCR or EHR) EMS Wildland Patient Reports Patient Care Reports/Electronic Health Records
84	UFA 12-ADMIN	Asset Tracking List (Stretcher Testing & Maintenance) Internal Committee Records/Working Groups Training Course Announcement Files Transitory Correspondence
85	UFA 12-PERM	Certification Grades & Transcripts Paramedic and EMT Certification Course SLCO Fire Training Records (Historical- Stored by Records Manager) Training Records Training/Teaching Aids

Schedule 12
Operations Records

Series Name
UFA 12-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Maintenance Records of Emergency Medical Equipment		
Working Files	GRS-1684	

Title and Description of Record
<p>Maintenance Records of Emergency Medical Equipment-These are maintenance records for all emergency medical equipment. Record is used to verify that UFA medical equipment has had regular maintenance. Record should include maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports. Retain for 1 year after equipment is replaced</p> <p>Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i></p>

Schedule 12
Operations Records

Series Name
UFA 12-002
Retention Grade
2

Records in this Schedule	State Reference	Notes
ALS Apparatus Self-Inspection Forms	BEMS Requirement	
First Responder Activity Reports	GRS-2025	
Indemnification Agreements(Hold Harmless)	GRS-47	
Narcotics Logs	PER DEA	
Vacation/Holiday/Mandatory Documents	GRS-2025	

Title and Description of Record

ALS Apparatus Self-Inspection Forms- These forms are required by the Bureau of Emergency Medical Services (BEMS). Completed forms are sent to BEMS and maintained by that agency. For record keeping purposes, a copy of completed forms will be ***stored by EMS Division for 2 years after date of inspection, then destroyed***

First Responder Activity Records- Records that document the on-duty actions of those designated or trained to respond to emergencies, and the situations they encounter. The information should document vehicle details, officer details, and other work-shift related records. Additional records include the daily roster, Platoon Documents, bids, bumps, and Vacation Draw documents. ***Retain for 2 year after final date, then destroy***

Indemnification Agreements (Hold Harmless)-Indemnification or hold harmless agreements involve the assumption of liability through contractual agreement. A party intending to use, ride in, or otherwise occupy government property, agrees to eliminate any liability on the part of the governmental entity in the event that any accident of injury occurs while they are using, riding in, or occupying government property. ***IF THE FILE CONTAINS HIPAA Paperwork, use schedule UFA 6-007***

Narcotics Logs-These logs track the daily checks of narcotics on the rescue apparatus and in station safes. Per DEA- ***Logs are retained for 2 years from date of log***

Vacation/Holiday/ Mandatory Staffing Documents- These records contain all information collected to conduct the Holiday and/or Vacation Draws and the Mandatory Staffing Draw for sworn employees. Documents may include email communications, the Seniority List, calendar, and any additional supporting documents. Records may be retained digitally and/or in paper format. ***Retain for 2 years after final date***

Schedule 12
Operations Records

Series Name
UFA 12-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Medical Skills Evaluations	GRS-1966	

Title and Description of Record

Medical Skills Evaluations- These records include the name, certification level, and evaluation notes for the person being evaluated. EMT's, AEMT's and Paramedics are evaluated on necessary skills for employment purposes. **Retain for three years after the date of evaluation**

Schedule 12
Operations Records

Series Name
UFA 12-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Operational Procedure & Guidelines	GRS-1732	

Title and Description of Record
Operational Procedure and Guidelines -These records document actions taken to achieve objectives and implement policies through day to day operations. They govern routine business activities that do not impact the rights of an individual. <i>Retain 4 Years after superseded, then destroy</i>

Schedule 12
Operations Records

Series Name
UFA 12-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record

Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. *After completion of report, retain for 5 years; then destroy records*

Schedule 12
Operations Records

Series Name
UFA 12-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Medical Training Records	GRS-150	
Training Participation Records	GRS-150	
Other Training Records	GRS-150	

Title and Description of Record

Medical Training Records-These files contain documentation of continuing medical education (CME) for Emergency Medical Technicians and Paramedics. Includes test results, worksheets, and other information pertaining to certification. ***The actual training certificates and transcripts are filed in the individual personnel files***

Training Participation Records-List of employees and training they have received. It is also used as ISO compliance. May be maintained in paper form or electronic database. ***Retain for 7 years***

Other Training Records-Files documenting course availability and UFA employee participation in training programs sponsored by the UFA, other government agencies, and non-governmental institutions. Files include correspondence, reports, participation lists, and other items. ***The actual certificates and transcripts are filed in the individual personnel files***

Schedule 12
Operations Records

Series Name
UFA 12-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Daily Logbooks		
EMS Billing (PCR or EHR Billing)	GRS-465	
EMS Wildland Patient Reports	GRS-465	
Patient Care Reports	GRS-465	

Title and Description of Record
<p>Daily Logbooks-These are annual logbooks that document station business and duties as noted in UFA Policy #400-180. Daily Logbooks are sent to the Records Manager at the end of each year for storage. <i>Retain for 10 years after final date</i></p>
<p>EMS Billing (PCR or EHR Billing)-Record of billing for treatment and transportation of patient on a UFA ambulance. Record includes all information pertinent to properly bill patient for ambulance transportation and is <i>retained by the billing agency for 10 years</i></p>
<p>EMS Wildland Patient Reports-This is a record documenting patient care as a single resource with the Federal Wildland Program. It is created when UFA medications are administered. The record is in addition to the federal required report which is retained by the Federal Government. Medical Division maintains record for two years, then moves record to Compliance for storage. <i>Juvenile records are retained until patient turns 22, or for 10 years, whichever is longer</i></p>
<p>Patient Care Reports-This is a record of the assessment and care of a patient in the field setting. The PCR documents all care and pertinent patient information. This record may also serve as a statistical/data collection tool. <i>Juvenile records are retained until patient turns 22, or for 10 years- whichever is longer</i></p>

Schedule 12
Operations Records

Series Name
UFA 12-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Asset Tracking List (Stretcher Testing and Maintenance)		
Internal Committee Records/Working Groups	GRS-1725	
Training Course Announcement Files	GRS-150	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Asset Tracking List (Stretcher Testing and Maintenance)-This list documents the inventory, placement, maintenance, and retiring of stretchers and other large medical equipment. The record is used to verify that the equipment has had regular maintenance. Record should include maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports. ***Retain for 1 year after equipment is replaced or retired***

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

Training Course Announcement Files-These are informational files on UFA employee training opportunities. They are used for reference purposes. Files should include pamphlets, notices, catalogs, or other records that provide information on courses or programs offered to UFA employees by government agencies or non-governmental organizations. ***Retain until superseded or obsolete***

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

Schedule 12
Operations Records

Series Name
UFA 12-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Certification Grades and Transcripts	GRS-1506	
Paramedic & EMT Certification Course		
Salt Lake County Fire Training Records	GRS-1916	
Training Records	GRS-1916	
Training/Teaching Aids(Training Materials)	GRS-1951	

Title and Description of Record

Certification Grades and Transcripts-These are files containing official documentation listing UFA student's courses, grades, college credits earned, and status achieved. Often referred to as a transcript. ***Retain permanently***

Paramedic and EMT Certification Course-A UFA Course Coordinator must maintain records for PM and EMT Certification Courses that include a copy of student application, record of attendance, performance, remediation information, grades, completed skill evaluation, practical training including competency and skills of each student, instructor evaluations, quality improvement surveys, course evaluations, clinical studies documentation-including prehospital experience, assessment logs and formal letters to BMS, final course schedule including roster of instructors with EMS # and hours, date and subject taught, results of TB tests, recommendation and non-recommendation letters of files. ***Retain permanently***

Salt Lake County Fire Training Records- These records document firefighters participation in fire training activities and exams necessary to receive and maintain required certifications. Files may contain test scores, certifications, written notes, grade sheets, or other material needed to document certification needs. ***Retain permanently***

Training Records-These records are used for external and internal purposes to verify fire and management training for certification and recertification. Includes testing materials, questions, results, and other training material. ***The actual certificates and transcripts are to be filed in individual personnel files***

Training/Teaching Aids- One copy of each syllabus, manual, textbook, video, and any other training materials ***created by UFA*** and used for training. ***Retain permanently***

Schedule 13: RISK MANAGEMENT

PAGE	Schedule	Type of Record
86	UFA 13-001	Working/Project Files
87	UFA 13-005	Feasibility Studies OSHA 300 Log, 300A Summary
88	UFA 13-012	Accident Investigation Reports Insurance Claim Reports Loss Control Inspection Reports Worker Compensation Case Files
89	UFA 13-015	Insurance Policy Files/Contracts
90	UFA 13-020	Liability Risk Management Files
91	UFA 13-030	Exposure Reports
92	UFA 13-075	Worker Compensation Files
93	UFA 13-ADMIN	Internal Committee Records/Working Groups Transitory Correspondence

Schedule 13
Risk Management

Series Name
UFA 13-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working Files	GRS-1684	

Title and Description of Record
<p>Working Files-These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i></p>

Schedule 13
Risk Management Records

Series Name
UFA 13-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	
OSHA 300 Log, 300A Summary		

Title and Description of Record
<p>Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. <i>After completion of report, retain for 5 years; then destroy records</i></p> <p>OSHA 300 Log, 300A Summary- You must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary forms for <i>5 years following the end of the calendar year that these records cover.</i> (Section 1094-33 OSHA Retention and Updating)</p>

Schedule 13
Risk Management Records

Series Name
UFA 13-012
Retention Grade
12

Records in this Schedule	State Reference	Notes
Accident Investigation Reports	For insurance Claim Purposes- Keep for 12 Years	
Insurance Claim Reports	GRS-2010	
Loss Control Inspection Reports	GRS-199	
Worker Compensation Case Files	GRS-1938	

Title and Description of Record
<p>Accident Investigation Records-These records document accidents involving UFA employees. They include reports, photos, and other forms. Incidents reports may include police record and in-house investigation and photos</p>
<p>Insurance Claim Reports-These reports are used for the reference and generation of claims filed on behalf of the UFA</p>
<p>Loss Control Reports-Each year an agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim</p>
<p>Worker Compensation Case Files-Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act. This file will contain the report of injury and all other necessary documentation. (The state is the holder and will retain for 75 Years)</p>

Schedule 13
Risk Management Records

Series Name
UFA 13-015
Retention Grade
15

Records in this Schedule	State Reference	Notes
Insurance Policy Files/Contracts	GRS-942	

Title and Description of Record
Insurance Policy Files/Contracts -These are insurance policy contracts between UFA and private insurers. Retain for 15 years after expiration of policy and settlement of all claims. <u>AFTER EXPIRATION OF CONTRACTUAL AGREEMENT, RETAIN 15 YEARS, THEN DESTROY</u>

Schedule 13
Risk Management Records

Series Name
UFA 13-020
Retention Grade
20

Records in this Schedule	State Reference	Notes
Liability Risk Management Files	GRS-2013	

Title and Description of Record
Liability Risk Management Files -These case files document the reporting, investigation, and settlement of liability claims filed against UFA. <u>Retain for 20 years after case is closed</u>

Schedule 13
Risk Management Records

Series Name
UFA 13-030
Retention Grade
30

Records in this Schedule	State Reference	Notes
Exposure Reports	GRS-454	

Title and Description of Record
<p>Exposure Reports-This report is completed when a firefighter is exposed to blood borne pathogens, toxic fumes, smoke, or chemicals during the course of firefighting. It is used to verify exposure in case of illness. It includes employee's name, position, station, address where injury occurred, occupancy type, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor. <i>Retain for 30 Years after termination of employment.</i> 29CFR 1910. 1020(d)(1)(i)(1997) (Records maintained in Employee Health Record File follow UFA 13-ADMIN)</p>

Schedule 13
Risk Management Records

Series Name
UFA 13-075
Retention Grade
75

Records in this Schedule	State Reference	Notes
Worker Compensation Case Files	GRS-1938	

Title and Description of Record
Worker Compensation Case Files -Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act. This file will contain the report of injury and all other necessary documentation. (The state is the holder and will retain for 75 Years)

Schedule 13
Risk Management Records

Series Name
UFA 13-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

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

Schedule 14: SPECIAL ENFORCEMENT

PAGE	Schedule	Type of Record
94	UFA 14-001	Working/Project Files
95	UFA 14-003	K-9 Records
96	UFA 14-005	Evidence Records Expunged Records Feasibility Studies
97	UFA 14-007	Fire Investigative Records
98	UFA 14-010	Investigative Case Files
99	UFA 14-ADMIN	Internal Committee Records/Working Groups Transitory Correspondence
100	UFA 14-PERM	Fatal Fire Investigative Records

Schedule 14
Special Enforcement Records

Series Name
UFA 14-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working/Project Files	GRS-1684	

Title and Description of Record
Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of</i>

Schedule 14
Special Enforcement Records

Series Name
UFA 14-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
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K-9 Records

Title and Description of Record

K-9 Records-Canine Evaluation Certifications, check-off evaluations, vaccination records, chip records, and any other veterinary health records. ***Retain for 3 years after death or transfer of ownership***

Schedule 14
Special Enforcement Records

Series Name
UFA 14-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Evidence Records	COG 16-18	
Expunged Records	DISCONTINUED	Formerly UFA 14-002
Feasibility Study	GRS-746	Formerly UFA 14-002

Title and Description of Record

Evidence Records-These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards. **Retain for 5 years if file is not part of an active investigation or prosecution. Classified as Protected**

Expunged Records-A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2014). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (8))(2017). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order. **Retain for 5 years from date of expungement**

Feasibility Study-These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. **After completion of report, retain for 5 years; then destroy records**

Schedule 14
Special Enforcement Records

Series Name
UFA 14-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Fire Investigation Reports	GRS-1234	

Title and Description of Record

Fire Investigation Reports-These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, whether arrests are made, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed. ***Retain 7 years if annual report is complied . If there is no annual report, this must be retained permanently.*** These are protected records

Schedule 14
Special Enforcement Records

Series Name
UFA 14-010
Retention Grade
10

Records in this Schedule	State Reference	Notes
Investigation Case Files/Non-Fatal Fire	GRS-459	

Title and Description of Record
Investigation Case Files -These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake an investigation. See also Fatal Fire Investigation Case Files." <i>Retain for 10 years or to the end of any related litigation, whichever is greater</i>

Schedule 14
Special Enforcement Records

Series Name
UFA 14-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	Formerly UFA 2-005

Title and Description of Record

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

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

Schedule 14
Special Enforcement Records

Series Name
UFA 14-PERM
Retention Grade
PERMANENT

Records in this Schedule	State Reference	Notes
Fatal Fire Investigation Case Files	GRS-469	

Title and Description of Record
Fatal Fire Investigation Case Files -These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. <i>Retain permanently</i>

Schedule 15: SPECIAL OPERATIONS

PAGE	Schedule	Type of Record
101	UFA 15-001	Working/Project Files
102	UFA 15-003	Grant Records K-9 Records
103	UFA 15-004	Accounts Payable/Receivable USAR/Wildland Financial Records
104	UFA 15-005	Feasibility Studies
105	UFA 15-007	Grant Records
106	UFA 15-ADMIN	Internal Committee Records/Working Groups Transitory Correspondence

Schedule 15
Special Operations Records

Series Name
UFA 15-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working/Project Files	GRS-1684	

Title and Description of Record
Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i>

Schedule 15
Special Operations Records

Series Name
UFA 15-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Grant Administrative Records		
K-9 Records		

Title and Description of Record
Grant Administrative Records -Grants are allocated by the federal government to provide resources to address a wide range of unique community development needs. These projects include both direct grants and re-grants. The records document the administration of projects and may include preliminary reports, plans and related correspondence. <i>Retain for 3 years after final action</i> . All final records are retained under UFA 15-007.
K-9 Records -Canine Evaluation Certifications, check-off evaluations, vaccination records, chip records, and any other veterinary health records. <i>Retain for 3 years after death or transfer of ownership.</i>

Schedule 15
Special Operations Records

Series Name
UFA 15-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Accounts Payable & Receivable	GRS-106	
USAR/Wildland Financial Records	FED 200.333	

Title and Description of Record

Accounts Payable & Receivable-These are records related to monies collected, paid, or invested in the conduct of business. Information may include bank records, invoices, revenue, and related accounting records. ***Retain for 4 years***

USAR/Wildland Financial Records-Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Unless action is pending on these records, they can be discarded appropriately. ***If any claim, litigation or other pending action remains on the Cooperative Agreement, this retention period will be extended and all records associated with this action shall be retained until the pending action or litigation is resolved.***

If the task force sponsoring agency has a longer retention period for records, the task force may retain the records for the longer period, as required by the sponsoring agency's policies

Schedule 15
Special Operations Records

Series Name
UFA 15-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record
Feasibility Study -These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. <i>After completion of report, retain for 5 years; then destroy records</i>

Schedule 15
Special Operations Records

Series Name
UFA 15-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Grant Records		

Title and Description of Record
Grant Records- These are the final records documenting grants received by governmental agencies. This records contains the grant application, notice of award, final reports, correspondence, and related records. <i>The records are reatined for 7 years after the final action</i>

Schedule 15
Special Operations Records

Series Name
UFA 15-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Transitory Correspondence	GRS-1759	

Title and Description of Record

Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. ***Retain until resolution of issue***

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

Schedule 16: BEHAVIORAL HEALTH & WELLNESS PROGRAM

PAGE	Schedule	Type of Record
107	UFA 16-001	Working/Project Files
108	UFA 16-003	Health & Safety Committee Meeting Minutes Peer Support Training/Continued Education
109	UFA 16-004	Accounts Payable/Receivable Peer Support Member Confidentiality Agreement
110	UFA 16-005	Feasibility Studies
111	UFA 16-007	Behavioral Health After Action Review (BHAAR) Documents Intake Documents Patient Authorization to Disclose Information Peer Support Team (PST) Member Assessment w/Need for Follow-up Providers Psychotherapy Notes Unique Identifier List
112	UFA 16-ADMIN	Internal Committee Records/Working Groups Peer Support Program Resource List Transitory Correspondence

Schedule 16
Behavioral Health Wellness Program

Series Name
UFA 16-001
Retention Grade
1

Records in this Schedule	State Reference	Notes
Working/Project Files	GRS-1684	

Title and Description of Record
Working/Project Files- These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities. <i>Retain for 1 year after end of project or program</i>

Schedule 16
Behavioral Health and Wellness Program

Schedule Name
UFA16-003
Retention Grade
3

Records in this Schedule	State Reference	Notes
Health & Safety Committee Meeting Minutes	GRS-1712	
Peer Support Training/Continued Education		

Title and Description of Record
Health & Safety Committee Meeting Minutes- These are the approved minutes from the Health & Safety Committee meetings, with supporting documents. This may include the agenda and listed action items. These records document the progress of the committee as well as committee members and attendance. <i>Destroy after 3 years from date of meeting</i>
Peer Support Training Material/Continued Education- These are records of training topics and rosters for the peer support program members. Records may be retained in any format. The record should document the date of training, those in attendance, and subject material. <i>Retain for 3 years, then destroy</i>

Schedule 16
Behavioral Health and Wellness Program

Schedule Name
UFA 16-004
Retention Grade
4

Records in this Schedule	State Reference	Notes
Accounts Payable and Receivable	GRS-106	
Peer Support Member Confidentiality Agreement		

Title and Description of Record
Accounts Payable & Receivable- These are records related to monies paid or received in the conduct of business, which may not be part of the UFA Finance Division. <i>Records are retained for 4 years, then destroyed</i>
Peer Support Member Confidentiality Agreement- This document is signed by each selected Peer Support Member. This is an agreement that the selected member will protect the confidentiality of employees seeking assistance through the Peer Support Program. <i>Record is retained for 4 years after the member has separated from the program</i>

Schedule 16
Behavioral Health and Wellness Program

Schedule Name
UFA 16-005
Retention Grade
5

Records in this Schedule	State Reference	Notes
Feasibility Study	GRS-746	

Title and Description of Record
Feasibility Study -These are studies that are conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to systems. <i>After completion of report, retain for 5 years; then destroy records</i>

Schedule 16
Behavioral Health and Wellness Records

Series Name
UFA 16-007
Retention Grade
7

Records in this Schedule	State Reference	Notes
Behavioral Health After Action Review (BHAAR) Documents		
Intake Documents	GRS-1706	
Peer Support Team (PST) Assessment with need for Follow-Up Documentation		
Patient Authorization to Disclose Information	GRS-1706	
Provider Psychotherapy Notes	GRS-1706	
Unique Identifier List	GRS-1706	

Title and Description of Record

Behavioral Health After Action Review (BHAAR) Documents- These records include the request for an after-action review, a roster or documentation of the crew members in attendance, the time spent, and additional follow-up needs or concerns as noted by the BHAAR Peer Support Team (PST) member(s). The information obtained by PST Member is confidential in nature and will be protected to the extent allowed by law. Concerns or follow-up needs may be shared with the Behavioral Health and Wellness Officer or designee to ensure the success of the BHAAR program. **De-identified information may be used to document the value and utilization of the BHAAR program. Destroy 7 years from date of BHAAR**

Intake Documents- These records include essential information gathered by the BH&W program manager or designee as part of the patient intake process. The records may include patient contact information, a signed Notice of Privacy Practices (NPP), and a signed Patient Authorization to Disclose Information. Additional information may include pertinent health, history, or patient concerns. This information may assist in connecting the patient to effective assistance within the BH&W program or for a referral to outside resources. This information may be kept with the providers psychotherapy notes or maintained separately. All appropriate protections should be in place for these records whether they are maintained digitally or in paper form. **Records are retained for 10 years after the final session. Juvenile records are retained until patient turns 22, or for 7 years after the final session- whichever is longer**

Patient Authorization to Disclose Information- This is a form signed by the patient authorizing disclosure of protected health information (PHI). The signed authorization should document to whom the provider may disclose PHI, and any limits to the disclosure. **Records are retained for 10 years after the final session. Juvenile records are retained until patient turns 22, or for 7 years after the final session- whichever is longer**

Peer Support Team (PST) Member Assessment with Need for Follow-Up Documentation- These records include documentation from a Peer Support Team (PST) member. Records may include a brief assessment, key points, and actions/outcomes. This record includes a request for a follow-up conversation and/or a request for additional resources for the person receiving peer support assistance. The information obtained by the PST member is confidential in nature and shared only with the Behavioral Health and Wellness Officer or designee to ensure that the necessary follow-up service is provided. **Destroy 7 years from date of final service**

Provider's Psychotherapy Notes- These are notes recorded by a mental health professional for UFA. These notes should include intake, evaluation, and progress notes. Notes may document or analyze the contents of a conversation during a private, group/joint, or family session. These notes are the personal notes of the mental health care provider and are kept separate from billing or calendaring information. It is the primary obligation of the mental health provider to take reasonable precautions to protect confidential information obtained or stored in any medium. Access to these records is limited to the creator of the record. The HIPAA Privacy Rule requires the provider to obtain a patient authorization prior to disclosure of patient care notes, with the only exception being disclosures mandated by law, such as abuse, or threats of a serious nature and imminent harm made by the patient. Records are retained for 7 years after the final session. **Juvenile records are retained until patient turns 22, or for 7 years after the final session- whichever is longer**

Unique Identifier List- This is a list or spreadsheet that is maintained by the Behavioral Health & Wellness Program Manager or designee. This list identifies the person seeking services related to behavioral health and a unique identifying number that is used for billing purposes. The intent is to protect the patient by removing the name from UFA billing material and replacing it with a unique identifying number. This list is retained for 7 years after the persons final session. Access to this list is limited to the provider and the Behavioral Health and Wellness Program Manager or designee. **Unique Identifier is retained for 10 years after the persons final session. Juvenile identifiers are retained until patient turns 22, or for 10 years after the final session- whichever is longer**

Schedule 16
Behavioral Health and Wellness Program

Schedule Name
UFA 16-ADMIN
Retention Grade
ADMIN

Records in this Schedule	State Reference	Notes
Internal Committee Records/Working Groups	GRS-1725	
Peer Support Program Resource List		
Transitory Correspondence	GRS-1759	

Title and Description of Record
<p>Internal Committee Records/Working Groups- These records document meetings of committees/teams/working groups that have no statutory authority to make policy decisions. Working groups may be established to address specific issues or projects within a division. Records might include the purpose of the project, work completed by the committee, lessons learned, and results. <i>Retain until resolution of issue</i></p>
<p>Peer Support Program Resource List- This is a list of the peer support program members. The list is posted at all UFA stations and buildings. The list contains the rank, member name, email contact, and phone number of members trained as a peer support resource within the agency. The list is maintained by the Behavioral Health and Wellness Officer or designee. <i>List is updated on an as needed basis. Outdated lists may be destroyed or retained for administrative purposes</i></p>
<p>Transitory Correspondence-Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short-term interest. Transmittal correspondence, including email, is transitory unless it is part of another process. This correspondence does not impact agency functions. <i>When resolved, there is no further use or purpose</i></p>