

Clerk

Division	Record Title	Description	Retention	Classification	Comments	Schedule #
Administration	Notaries Public Index	"The county clerk of each county receiving certifications of notaries public from the lieutenant governor shall keep and maintain an indexed record for that purpose, showing the names of all persons holding notarial commissions, with the dates of issuance and expiration. " (UCA 17-20-3 (2003)). Accessed online.	Permanent.	Public	Historical records under series #11982. A database is maintained by Lt. Governor's office; accessed by password. Approved by GRAMPA 6/16/2005.	CL-001
Elections	Absentee Voter List	This is a list of absentee voters that is generated from the voter database. It is used to document registered voters who submitted an application to vote absentee. Data includes election and year, name of absent voter, address of absent voter, date ballot mailed, voting district, date absent voter application received, ballot number, date mailed to absent voter, and date ballot received.	1 year and then destroy.	Public.	This is an electronically generated report. Approved by GRAMPA 6/16/2005.	CL-002
Elections	Campaign Financial Disclosure Statements	These are financial reports required to be submitted by all candidates for county elected offices in accordance with UCA 17-16-16.5 (2003)). Each candidate is required to report his itemized and total campaign contributions as dictated by County ordinance.	25 years	Public.	Approved by GRAMPA 10/20/2005.	CL-003
Elections	Certified Candidates List	"By September 3 of each regular general election year, the lieutenant governor shall certify to each county clerk, the names of each candidate, including candidates for president and vice president, certified by each registered political party as that party's nominees for offices to be voted upon at the regular general election in that county clerk's county. (20A-9-701)."	Retain for 1 year after the election and then destroy.	Public	Approved by GRAMPA 6/16/2005.	CL-004
Elections	Election Ballots	These are the official ballots cast by voters in county elections. They shall be preserved "for at least 22 months after an election . . . destroy them without opening or examining them" (UCA 20A-4-202(2)(a) (2005)).	Retain for 22 months after the election or until time has expired during which ballots could be contested.	Exempt: UCA 20A-4-106 (2002) and 20A-4-401 (2005).	Approved by GRAMPA 6/16/2005.	CL-005
Elections	Election Canvass	The official canvass of primary, general, or special elections provides a tabulation of votes cast by combined election districts. These reports include the date, office, names of candidates, votes tallied by district and totals.	Permanent.	Public	This is an electronic report. Approved by GRAMPA 6/16/2005.	CL-006
Elections	Election Files	These files document primary, general and school elections. They are used to verify that elections were held in accordance with state statutes (see Election Code, 20A UCA et. seq. (1995)). The files include forms listing official party candidates; candidate names for printing on primary election ballot; names of candidates to be printed on the November ballot; expenditures for campaigns by county candidates and committees; copies of official and primary ballots; and lists of registration agents and judges.	Retain for 4 years after general election and then destroy.	Public	Approved by GRAMPA 6/16/2005.	CL-007
Elections	Election Maps	These maps are used to illustrate the boundaries of election districts. They are used for reference purposes. The maps include roads, precincts, cities and towns along with the various political jurisdictions in the county.	Retain until superseded and then destroy.	Public	This is part of a electronic GIS system. Approved by GRAMPA 6/16/2005.	CL-008
Elections	Election Returns	These contain election day activity / reconciliation information provided by the election judges. They serve as supporting documents for the official tally of votes in primary, special, and general elections.	Retain for 22 months after the election and then destroy.	Public	Approved by GRAMPA 6/16/2005.	CL-009
Elections	Official Election Registers	These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (2003)) . These lists are used at the polls by the election judges to identify registered voters and to record ballot numbers on election day. After the election day they are used for comparison when canvassing elections.	Retain for 4 years and destroy.	Public	Approved by GRAMPA 6/16/2005.	CL-010

Clerk

Division	Record Title	Description	Retention	Classification	Comments	Schedule #
Elections	Pay Vouchers	Every election judge (poll worker), satellite registrar, and election night worker must complete and sign a pay voucher used as proof as work performed, which are then used in turn to issue payment for those services rendered.	Retain for 4 years after general election and then destroy.	Public	Approved by GRAMPA 6/16/2005.	CL-011
Elections	Petition Files	These files contain the formal written petitions from county residents submitted to the county council proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-20-1.7 (2000)). Signatures must be verified to determine whether petitioners are registered voters.	Permanent	Public	Retain in office for 5 years after issue resolved or final decision is made. Historic records under series #11985. Approved by GRAMPA 6/16/2005.	CL-012
Elections	Purged Voter Records	"The county clerk may remove a voter's name from the official register only when the county clerk has obtained evidence that the voter's residence has changed, has mailed notice to the voter as required by Section 20A-2-306 and received no response from the voter, and the voter has failed to vote or appear to vote in either of the next two regular general elections following the date of the notice" 20A-2-305. On an annual basis, these voters are printed on a "purge list" which is boxed with the accompanying registration forms.	Retain until administrative need ends.	Public	Approved by GRAMPA 6/16/2005.	CL-013
Elections	Sample Ballot	Sample ballots document persons running for each office as well as the names and parties of candidates for each office. They are used for reference and research purposes.	Retain until administrative need ends.	Public	Approved by GRAMPA 6/16/2005.	CL-014
Elections	Voter Registration Forms	These are printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2004)). "The county clerk shall retain a copy in a permanent countywide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2004)).	Permanent.	Public	Approved by GRAMPA 6/16/2005.	CL-015
Marriage	Marriage License Applications	These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information, which permits the couple to receive their license. The applications include the following information: "the full names of the contracting parties, including the maiden name of the female, social security number of the parties, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (2004)).	Permanent.	Exempt: UCA 26-2-22 (2001).	This is a electronic record. Approved by GRAMPA 6/16/2005.	CL-016
Marriage	Marriage License Register	This is a register of all marriage licenses issued. The county clerk shall "keep a register of marriage as provided by law" (UCA 17-20-4(1)(2001)). The register usually contains the following information: certificate number; month, date, year license issued; name and age of female; name and age of male; name of person officiating at wedding; book and page marriage recorded; license number; and remarks (usually the type of service). Maintained on the mainframe.	Permanent.	Public	This is maintained as an electronic record. Approved by GRAMPA 6/16/2005.	CL-017
Marriage	Marriage Licenses	These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days after the date of issuance." (UCA 30-1-7 (2004)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person	Permanent.	Public	From 1986 to current, these are maintained electronically. Approved by GRAMPA 6/16/2005.	CL-018

Clerk

Division	Record Title	Description	Retention	Classification	Comments	Schedule #
		performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.				
Passport	Passport Application Transmittal Records	These records document the applications received and fees collected daily for passports. The county clerk provides a service by taking the applications and collecting fees and then transmitting applications and the fees to the U.S. State Department. The office only serves as a collections center and does not process the applications. The transmittal form includes the facility's name, address, and telephone number, applicants' names, birth date, telephone numbers, departure date, check amount, type of fee (regular, amendments, no fees), total number of applications processed, final totals, name and signature of person preparing report, and any necessary remarks.	Retain for 2 years and then destroy.	Private UCA 63-2-302(2)(d)	Passport fees and documentation are governed by 22 CFR 51 subpart D. Approved by GRAMPA 1/28/2010.	CL-019