

Community Resources & Development

Program	Record Title	Description	Retention	Classification	Comments	Schedule #
AmeriCorps/ Youth Force Program	AmeriCorps Member Files	Files for each AmeriCorps member with mandated documents. They include: Applications, I-9 documentation, and payroll data, eligibility information, interview notes, employment and education records, expenditure documentation, release forms, etc.	5 years	Exempt. Disclosure is covered under the Corporation for National & Community Services, Americorps Grant Provisions 45 CFR 1201.	Approved by GRAMPA 5/19/2005.	CR-017
Fiscal/Admin	Grant Fiscal and Administrative Records	Includes all fiscal and administrative records for grant funded programs Files contain information on project income & expenses, grant administration, and grant advisory board participation.	7 years after close of calendar year	Primary: Public Secondary: Protected UCA 63G-2-305(50) and Private UCA 63G-2-302(2)(b)	Protected would relate to name, address and phone number; Private relates to personal financial information. Approved by GRAMPA 10/26/2012.	CR-027
Fiscal/Admin	Monthly Statement Mailings and Reports	Reports include daily transactions for investors, the month end trial balances for investors and borrowers. They are used for reconciliation and to create the annual summary report. Monthly statements to loan clients maintain ongoing history of non-payment; each supersedes the previous.	Maintain until annual summary report is created and maintain for 1 year.	Primary: Public Secondary: Private UCA 63G-2-302(2)(b)	Original is sent to the client; copy is kept in office for 1 year. Approved by GRAMPA 10/26/2012.	CR-022
General Fund Programs	CAT Program	Documents created for use by the County Community Access to Technology (CAT) Program patrons and staff such as calendars, flyers, and volunteer work schedules.	2 years	Public	Files kept in office two years. Approved by GRAMPA 10/26/2012.	CR-028
General Fund Programs	Refugee Program	Records document activities of County Refugee Liaison with State and local agencies, nonprofits, and other community organizations.	2 years	Public	Files kept in office two years from close of related project. Approved by GRAMPA 10/26/2012.	CR-029
Grants & Loans	Deposits	These are deposits for all Community Resources programs. They include payments made to housing and other programs and include the deposit slip, copy of the deposit bag, the log, payment statements, copies of checks and correspondence.	3 years	Primary: Public Secondary: Private: UCA 63-2-302(2)(b) and Protected UCA 63G-2-305(5)	Name, home address and checking account numbers are Private. Approved by GRAMPA 10/19/2006.	CR-024
Grants & Loans	Grant Contract Files	These files document the administration of projects funded under Community Development Block Grants, Emergency Shelter Grants, Social Services Block Grants, TAG Grants, HOME Program Grants and Energy Efficiency & Conservation Block Grants. These projects include both direct grants and regrants. The records may include applications, preliminary reports, audits, monitoring reports, certificates, maps, contracts, meeting minutes, related correspondence and other documentation in support of Grant activities, i.e. fiscal and administrative files.	6 years after the contract is closed.	Public	Approved by GRAMPA 5/19/2005.	CR-002
Grants & Loans	HOME Program Grants	Files documenting the administration of projects funded under the Housing and Urban Development (HUD) HOME Investment Partnerships Program. The records may include applications, preliminary reports, audits, monitoring reports, certificates, maps, contracts, meeting minutes, related correspondence and other documentation in support of Grant activities, i.e. fiscal and administrative files.	Maintain 25 years. Retention is based on federal guidelines for "affordability", plus an additional 5 years.	Public	Approved by GRAMPA 10/26/2012.	CR-026
Grants & Loans	Loan files	These records are for home loans funded through Housing and Urban Development (HUD). They include the 108 program, County rehabilitation, HOME loans, and loans from a consortium of local government lenders. The files include the promissory note, trust deed, reconveyance, credit application, credit report, disclosures, appraisals and other related documents.	Maintain for 10 years after loan is paid off and reconveyance is complete.	Exempt 7 CFR 3016.42 and 24 CFR 85.42	These records have to comply with UCA 57-1-19 through 36 regarding trust deeds. Approved by GRAMPA 10/26/2012.	CR-021

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Grants & Loans	Sustainable Communities	Files documenting the administration of projects funded under the Housing and Urban Development (HUD) Sustainable Communities Regional Planning Grant. The records may include reports, maps, contracts, meeting minutes, related correspondence and other documentation in support of Grant activities, i.e. fiscal and administrative files.	6 years after the contract is closed.	Public	Approved by GRAMPA 10/26/2012.	CR-030
Tax Increment Funding	Housing Trust Fund Files	These files document the administration of projects funded by the Housing Trust Fund. The records may include applications, preliminary reports, audits, certificates, maps, meeting minutes, contracts, and related correspondence.	6 years after the contract is closed.	Public	Approved by GRAMPA 5/19/2005.	CR-005
Tax Increment Funding	Redevelopment Agency Files	These files document the administration of projects funded by the Salt Lake County Redevelopment Agency. The records may include ordinances, development plans, meeting minutes, applications, preliminary reports, audits, certificates, maps, contracts, and related correspondence.	6 years after the redevelopment project is closed.	Public	(See Auditor's Retention Schedule for TAX-Redevelopment Files citing UCA 17A, Chapter 2 on redevelopment agencies.) Approved by GRAMPA 5/24/2010.	CR-025