

Mayor's Office

Record Title	Description	Retention	Classification	Comments	Schedule #
Administrative support records and reports	Records with limited documentary value. This includes records of a general facilitative nature created or received by the Mayor's Office in the course of daily work and administration of non-policy decisions. This also includes records and reports which have short-term usefulness or which comprise background records and information, such as preliminary analysis, notes and interim reports. This includes, for example, reports and updates, informational memos and schedules, working papers, general Mayor's office business correspondence not resulting in policy, reference materials, activity reports, and internal training materials. Boards and commission files, community council records, constituent records, and public relations files are included where they fit the above descriptions and examples.	Medium-term: save to an appropriate electronic medium or print to paper. Retain no longer than 2 years.	Primary classification, public: UCA 63G-2-201(2). Secondary classification, private, controlled or protected as provided in GRAMA: 63G-2-201(3). Retention: UCA 63G-2-604. SLCo Ordinance 2.82.070 and 2.82.165.	Approved by GRAMPA 11-09-2017	MO-014
Boards and Commission Files	These records document county boards or commissions created by statute, ordinance, resolution or other requirement. They are responsible to establish policy, provide directives and set direction. They include the board or commission name, mission, membership, terms, and other information.	Retain until superseded and then destroy.	Primary: Public Secondary: Private UCA 63G-2-302(1)(h)	Approved by GRAMPA 3/15/2007.	MO-002
Community Council Administrative Records	These records document the activities for the community councils of White City, Canyon Rim, Millcreek, East Mill Creek, and Mt. Olympus. They include meetings minutes; bylaws; budgets; ordinance proposals; flood control issues; volunteer records and disclosure forms; financial information such as expenses, contributions, grants; and correspondence.	4 years	Public	Approved by GRAMPA 11/17/2011	MO-011
Constituent Correspondence	The function of these records document office interactions with the public. It includes correspondence sent and received and supporting documentation including constituent letters, complaints, requests, and notifications.	Permanent. May be transferred to the County Archives.	Primary: Public Secondary: Private UCA 63G-2-302(1)(h) and Protected UCA 63G-2-305(51)	Approved by GRAMPA 3/15/2007. Social security number is Private data. Home address, and telephone number are Protected.	MO-003
Mailing Lists	These are lists of names and addresses used for various county mailings (billings and other administrative purposes).	Retain until superseded and then destroy.	Primary: Public Secondary: Private UCA UCA 63G-2-302 (2)(d)	Approved by GRAMPA 3/15/2007.	MO-004
Non-records	Temporary drafts, materials owned privately, proprietary, copyrighted or patent limited documents and software, junk mail and commercial materials, personal calendars and notes. This includes personal correspondence not related to the business of the County or Mayor's Office	Not retained	Not classified, non-record. UCA 63G-2-103(22)(b).	Approved by GRAMPA 11-09-2017	MO-012
Policy and program records	Records of significant Mayor's Office policy matters with substantial documentary value. This includes records that document policy and executive decisions and activities including interactions with other county elected officials or agencies, intergovernmental matters or issues of substantial public interest and involvement. This includes executive records concerning public policies, programs, directives and service delivery; final policies, procedures, regulations and draft ordinances, annual financial, budget or statistical reports; significant program studies, records of external training to the general public; records based on statutory requirements; and studies and white papers conducted or prepared by the Mayor's Office with significant public policy implications. Boards and commission files, community council records, constituent records, and public relations files are included where they fit the above descriptions and examples.	Long-term retention: print to paper. Retain permanently.	Primary classification, public: UCA 63G-2-201(2). Secondary classification, private, controlled or protected as provided in GRAMA: 63G-2-201(3). Retention: UCA 63G-2-604. SLCo Ordinance 2.82.070 and 2.82.165.	Approved by GRAMPA 11-09-2017	MO-015

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Public Relations Files	The function of these files is to document the activities of the Mayor's office through public relations and marketing. They may contain speeches, addresses, official comments, press releases, clipping files, scrapbooks, photographs, etc.	Permanent. May be transferred to the County Archives.	Public.	Approved by GRAMPA 3/15/2007. The format may include paper, videotape, motion picture film, electronic or web records etc.	MO-006
Routine requests, notices, and transitory records	Records with no documentary or evidential value. This includes informational items not requiring administrative action or policy decisions, such as meeting requests and replies, routine work requests and assignments, requests for information, office supply orders, travel and training requests and approvals, daily activity logs, cover letters used only to reference an attachment, invitations and announcements, and notifications. Boards and commission files, community council records, constituent records, and public relations files are included where they fit the above descriptions and examples.	Short-term: Retain until the administrative need ends, but no longer than thirty days..	Primary classification, public: UCA 63G-2-201(2). Secondary classification, private, controlled or protected as provided in GRAMA: 63G-2-201(3). Retention: UCA 63G-2-604. SLCo Ordinance 2.82.070 and 2.82.165.	Approved by GRAMPA 11-09-2017	MO-013
Survey Files	These records are survey tools administered by agencies to gather data for improvements or changes. They document customer service, client needs, performance improvement, or other agency functions. They may contain survey questions and results, comments, ratings, responses to essay-type questions and other information. They may also contain respondent name, agency contact information or other personal identifiers.	Until superseded or obsolete	Primary: Public Secondary: Private UCA 63G-2-302 (2)(d)	Approved by GRAMPA 3/15/2007. All personal identifiers must be redacted prior to release of survey data.	MO-008