

Mayor's Office

Record Title	Description	Retention	Classification	Comments	Schedule #
Administrative Records and Reports	These records of a general facilitative nature created or received in the course of daily administration documenting non-policy decisions. May include reports, requests for information or authorizations, updates, informational memos, schedules or other general documents.	1 year from record date.	Public	Approved by GRAMPA 3/15/2007.	MO-001
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	Retain until superseded and then destroy.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	Retain until superseded and then destroy.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
Policy Documents	These records document policy and executive decisions with other county agencies and elected offices. These records contain policy content or decisions made based on statutory requirements, program missions, or other directives.	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-005
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
Studies and White Papers	These are published studies or position papers conducted by the Mayor's office on behalf of the County. They may include white papers or statements on legislation, program implementation, budgetary plans, taxation or fiscal issues, annual reports, long-term plans, financial reports, or any project under the Mayor's direction.	Permanent. May be transferred to the County Archives.	Public.	Approved by GRAMPA 3/15/2007.	MO-007
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
Transitory Records	Correspondence or other records that have no documentary or evidential value. They are informational only and do not require administrative action or policy decision. They include meeting announcements, work assignments, office supply orders, invitations, announcements, report or list updates, and notifications.	Retain no longer than 30 days.	Public	Approved by GRAMPA 3/15/2007.	MO-009
Working Papers	These records have short term use and comprise background records, such as preliminary analyses, notes, and interim reports.	3 years	Public	Approved by GRAMPA 3/15/2007.	MO-010